



You will need to first download the relevant legislative documents for your business from the links in [Administration/Company Set up / Legislative Types](#)

Navigate to Registers/Administrative Registers/Work, Health and Safety Legislative Register

Double click or select to edit a line or click **+ADD NEW**.

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EXCEL	PDF	FILTER	GROUP	Search...					
Type Of Legislation	Document Title	Date Last ...	Date Distri...	Next Revie...	Docume...	File Type	Company		
SA: Code of Practice: Confined spaces	Code of Practice: Confined spaces	18/10/2018	18/10/2018		Office	Soft Copy	<input checked="" type="checkbox"/>		
ACT: Code of Practice: Dangerous Substances Act	ACT Dangerous Substances Act	12/03/2019	12/03/2019		Office	Hard Copy	<input type="checkbox"/>		

1. Select from the list – you can delete those that do not apply from the menu above.
2. Type in a Document Title
3. Select when it needs to be next reviewed – this is optional.
4. Select the date it was last revised.
5. Select document location – if you load a document here you can select “On Site”.
6. File Type – Soft Copy, if you load it into SafetyMinder.
7. Date Distributed to Staff.
8. Select the Company Representative i.e. the person responsible for this. It could be the business owner or WHS officer etc., depending on the structure of your business.
9. Tick the box if the Company Representative has signed it off.
10. Click **+ADD FILE** to [add the file](#) downloaded from the Legislative Types links.
11. Click **SAVE**.

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**1** Type Of Legislation: SA: Code of Practice: Confined spaces **2** Document Title: Code of Practice: Confined spaces **3** Next Review Date: [calendar icon]

**4** Date Last Revised: 18/10/2018 **5** Document Location:  In Office  On Site **6** File Type:  Hard copy  Soft copy

**7** Date Distributed To Company Workers: 18/10/2018 **8** Company Representative Name: Demo Admin **9**  Company Representative Signature

**10** **+ADD FILE**

Documents	Last Modified Time	Title	Description	Action
	18/10/2018 00:35	5.4.2-confinedspacescop.pdf	Code of Practice: Conf	

Documents loaded here can be viewed in the mobile app in [Documentation/WH S Legislative Register](#).

### NOTES:

- In [Administration/Company Set up / Legislative Types](#) you can delete all items that are not relevant to your business.
- If you put in a Review Date a reminder task will show on the calendar and a notification will be sent out.

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Filter By: Work, Health and Safety Legislative Regis

**TASKS** **EXCEL**

- Work, Health and Safety Legislative Register / Work, Health and Safety Legislative Register - First Aid in the Workplace / Happy Gilmore / 30-09-21
- Work, Health and Safety Legislative Register / Work, Health and Safety Legislative Register - Confined Spaces / Demo Admin / 31-10-21

