# Where Do I Start?

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| Order | To Do | Completed ( √ ) |
| **1** | Download the Health and Safety Management System from the ACWA website. Install it onto your computer or print and keep it as a paper manual (Option 1 or 2). |[ ]
| **2** | As you download the system elements, insert your company details where indicated. |[ ]
| **3** | Set up folders on your computer system or in a hard copy folder with dividers for Safety Management System, Car Wash Safety Plan, Car Wash Safety Handbook, Policies, Procedures, Safe Work Methods (SWMS), Forms, Audits, and Inspections. |[ ]
| **4** | Download the Policies from the ACWA website. Install them onto your computer or print and keep them as a paper manual (Option 1 or 2). |[ ]
| **5** | Download the Procedures from the ACWA website, install them onto your computer, or print and keep them as a paper manual (Option 1 or 2). |[ ]
| **6** | Download the Forms from the ACWA website. Install them onto your computer or print and keep them as a paper manual (Option 1 or 2). |[ ]
| **7** | Download the Car Wash Safety Plan and add it to the applicable section in the folder. |[ ]
| **8** | Download the Car Wash Safety Handbook and add it to the applicable section in the folder. |[ ]
| **9** | Download and print the Safety Audit Guide from the ACWA website. Use this guide to do a ‘walk around’ of your site to identify hazards. Develop and implement risk controls to manage all risks identified. |[ ]
| **10** | Download and print the Safe Work Methods relevant to your site and add them to the appropriate section in your folder. |[ ]
| **11** | Complete the Emergency Evacuation Plan and display it in a staff common area. Complete the Emergency Contact Information sheet and display it near telephones. |[ ]
| **12** | Induct existing staff members and record training (including Safe Work Methods) on Form-08. Employee Training and Induction Record. (Induct new staff as they start). |[ ]
| **13** | Print copies of the Hazard Report form and place them in the staff area to allow hazards to be reported in writing. |[ ]
| **14** | Hold a Health and Safety meeting and record it on the Health and Safety Meeting Record. |[ ]
| **15** | Obtain (if not already present) Safety Data Sheets (SDSs) for chemicals used (SDSs must be less than five years old from the date of issue). Use the SDS to complete each chemical's Chemical Safe Use Information sheet. Display the SDS sheets in a prominent location where the chemical is stored or most often used. |[ ]
| **16** | Send out the Contractor Health and Safety Assessment form to all existing contractors that carry out work for the Car Wash. Assess new contractors as they are engaged. |[ ]
| **17** | Display the OHS Planner to ensure essential safety checks are completed within timelines. |[ ]
| **Work through the Procedures and familiarise yourself with the process involved and any associated Forms. Implement the remaining processes.****Remember, Rome was not built in a day****BUT ALSO****You are only as compliant as the amount of work and implementation you complete from this Health and Safety Management System.** |

The ACWA WHS Guide has been prepared exclusively for ACWA Members by WHS Specialists:



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