

Compliance / H&S Lite Toolkit — Read Me First

Practical, lightweight templates to help SMEs manage basic safety and compliance documentation.

Health & safety and compliance are important, but they don't have to be complicated. This toolkit provides simple templates to support basic documentation and routines. Adapt to your business and get professional advice if you operate in higher-risk environments.

Important note

This toolkit is general guidance only and is not legal advice. Your obligations depend on your industry, worksite risks, and contracts. Use these templates as a starting point and tailor them to your situation.

Outcome (what you'll have completed)

- A simple H&S policy statement and responsibilities.
- A hazard / risk register and routine reviews (Excel).
- A toolbox talk record and safety meeting rhythm.
- Incident / near miss reporting form.
- Site / contractor induction checklist.
- A basic compliance calendar (Excel).