

Site plan assessment sheet

This assessment sheet lists the requirements for a site plan that a compliance certifier must assess when issuing a location compliance certificate for classes 1 to 5, 6 and 8 substances.

These requirements are sourced from the *Health and Safety at Work (Hazardous Substances – Location Compliance Certification for Classes 2 to 6, and 8) Performance Standard 2021*.

Requirement [Note 1]	Meets (Y/N)	Observation
PCBU name		
Site address		
A north point accurately orientated		
Dimensions in relation to the legal boundary [Note 2]		
A scale		
A legend or key that defines colours, shaded areas, symbols, abbreviations etc		
All hazardous substance locations (HSLs) within the workplace		
Separation distances to protected/public places [Note 3]		
Hazardous areas [Note 4]		
Controlled zone distances [Note 5]		
Separation from other HSLs [class 5.2 substances in manufacture or use] [Note 6]		

Other observations

Notes:

- 1 Where relevant and the scale and complexity of the workplace necessitate, a site plan may comprise separate drawings showing various levels of detail, and may include aerial photographs.
- 2 The legal boundary of the site in which the hazardous substance location (HSL) is situated is to be shown on the plan. For large sites (e.g. a farm, golf course, national park) it may not be necessary to show the legal boundary of the entire site. That part of the boundary closest to the HSL may be sufficient.
- 3 The extent of the prescribed separation distance must show on the site plan by way of a 'perimeter' or 'radius line' around the HSL (for both protected places and public places). It is not sufficient to show the HSL and then state the actual distance to the extent of the separation distance without showing the actual extent.
- 4 Hazardous areas do not need to be shown 3-dimensionally. 3-D is informative, but not a prescribed requirement for a site plan.

Hazardous areas must be marked on the plan (preferably cross hatched for zone 1 and hatched for zone 2 as detailed in AS/NZS 60079:10.1 - 2009). It is not sufficient to show the HSL and then only state a distance from the HSL to the outer boundary of the hazardous area.

If the dimensions of the designated area are not easy to determine from the scale, then the distance the area extends in the horizontal plane should be stated.

- 5 Controlled zones apply to classes 1, 3.2, 4 and 5 substances.
The boundary of the controlled zone must show on the site plan (i.e. a perimeter or radius line around the HSL). It is not sufficient to show the HSL and then state the actual controlled zone distance without also showing the actual extent of the controlled zone.
- 6 For class 5.2 substances being manufactured or used, the required separation distance to any other such HSL must be shown, or the prescribed 120/120/120 minute fire rated wall. If the separation distance is shown, it must be by way of a perimeter or radius line around the HSL where the class 5.2 substance is being manufactured or used.
- 7 If a workplace has multiple HSLs from different classes of hazardous substances (e.g. classes 3 and 8), but the certifier has been asked to certify only one HSL for one particular class of substance (e.g. class 3), the site plan must still show the HSL(s) for all other class(es) of substances (i.e. class 8 in this example).
- 8 A site plan does not need to show the location of hazardous substances that are held in the workplace below the threshold quantity for a HSL.
- 9 Part 17 of the regulations specifies a requirement for a "plan of the workplace" where a stationary container system is present (regulation 17.80). If the stationary container system contains a substance for which a HSL must be established, the site plan required for a location compliance certificate must show the location of the HSL (i.e. the stationary tank), but the certifier does not need to verify that the matters required by regulation 17.80(1) are on the plan.
The exception to this is where the stationary tank holds LPG, propane, butane or isobutane, as regulation 10.34(1)(k)(iii) brings in the requirements of regulation 17.80. In this exception, the plan must describe the physical position of the stationary container system in relation to the matters set out in regulation 17.80(1)(a) to (h).