HSR request – Review of safety management-related documents

Form

Document No: N-09000-FM2317

Date: 12/06/2025

General guidance for use

This is the approved form for a health and safety representative (HSR) of a designated workgroup in relation to a facility to use to request the operator of the facility review safety management-related documents under clause 37A of the *Offshore Petroleum and Greenhouse Gas Storage Act 2006*.

Part 1 of this form is to be completed by the HSR and sent to the relevant facility operator.

The facility operator must review the safety management-related documents (documents) as soon as practicable after receiving the request and respond to the requesting HSR by written notice.[[1]](#footnote-1) The operator’s written response can be made using the Part 2 of this form; however, its use by the facility operator is not mandatory.

For further information, refer to guidance note N-09000-GN1799 Powers of HSRs on [NOPSEMA's website](https://www.nopsema.gov.au/document-hub/guidance-notes).

Part 1 – HSR request

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| **HSR request for review document(s)**  |
| Submitter | Insert name & position title | HSR workgroup |  |
| Facility |  | Date of request |  |
| **Document(s) to be reviewed:[[2]](#footnote-2)** | *[insert additional rows for multiple docs][[3]](#footnote-3)* |
| Document title |  | Revision number |  |
| Document ID |  | Revision date |  |
| Document title |  | Revision number |  |
| Document ID |  | Revision date |  |
| **Reason for request:** |
| 1. The circumstance that affects health and safety of workers at the facility is: |  |
| 2. The circumstance affects worker health and safety at the facility because: |  |
| 3. The reason(s) the HSR reasonably believes that the document has not been adequately reviewed by the operator in response to the circumstance are: |  |

Part 2 – Facility operator response

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| **Operator review of safety management-related document(s)** |
| Operator | Insert name & position title | Date of review |  |
| **Outcome of review:** |
| Document to be revised: [ ]  (complete 1. below) | No revisions necessary: [ ]  (complete 2. below) |
| 1. Specify revisions to be made and reasons for each revision |  |
| 2. Explanation as to why revisions are not required |  |

1. These requirements are set out under schedule 3, clause 37A(3) and (4) of the OPGGS Act. [↑](#footnote-ref-1)
2. Multiple documents can be added to each field in this section [↑](#footnote-ref-2)
3. Additional rows can be added in this section by right-clicking on the table, selecting Insert and Add Row Below, OR
 clicking on the plus icon between two rows. [↑](#footnote-ref-3)