

HSR request – Review of safety management-related documents

Document No: N-09000-FM2317 A1197573

Date: xx/xx/2025

General guidance for use

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

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 document as soon as practicable after receiving the request and respond to the requesting HSR with a written notice. A template for this written notice response is provided in Part 2 of the form, however use of this form by the facility operator is not mandatory.

For further information, refer to guidance note N-09000-GN1799 Powers of HSRs on [NOPSEMA's website](#).

Part 1 – HSR request

HSR request for review of safety management-related document(s)			
Submitter	Insert name & position title	HSR workgroup	
Facility		Date of request	
Document to be reviewed²:		<i>[insert additional rows for multiple docs]¹</i>	
Document title		Revision number	
Document ID		Revision date	
Document title		Revision number	
Document ID		Revision date	
Reason for request:			
1. Circumstance that affects health and safety of workers at the facility			
2. How the circumstance affects worker health and safety			

3. Reason(s) HSR believes document has not been adequately reviewed	
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Part 2 – Facility operator response

Operator review of safety management-related document(s)			
Respondent	Insert name & position title	Date of review	
Outcome of review:			
Document to be revised: <input type="checkbox"/>		No revisions necessary: <input type="checkbox"/>	
1. Specify revisions to be made and reasons for each revision			
2. Explanation why revisions not required			

Notes

¹ 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. **[OR]**

² Multiple documents can be added to each field in this section