

# Additional Site Plan Information

A site plan is required to be a plan of the relevant place that is accurate and drawn to scale to the extent necessary to enable the plan to meet its purpose in the provision that refers to it (in particular, by enabling a person inspecting the plan to identify actual distances and other relevant dimensions) and need not necessarily be prepared by a person with qualifications in the preparation of plans.

While regulations relating to compliance certification reference specific items that must be included on a site plan, WorkSafe and FENZ have provided guidance on further items that could be included on a useful set of plans

The plan could show, depending on the nature of your operation, the following items:

- A north point
- All hazardous substance locations and tanks or processing equipment for hazardous substances
- All buildings, entry and exit points to buildings, and any stairs or lifts
- The location of the fire alarm panel on your building
- The main electrical switchboard
- The main structures, roads and landmarks on your site
- Access points for emergency vehicles and any barriers or height limitations for vehicles entering the site
- The location of the nearest water supply, such as tanks or hydrants
  - If you have water tanks on site, the size of the tanks
  - If the nearest hydrant is not visible on the plan, place an arrow on the plan (where the plan shows the road outside your site) to indicate its direction
- The emergency evacuation meeting points
- Access and shut-off points for gas, water and electricity mains
- Any major electrical transformers, generators or other potentially hazardous plant—shut-off valves for any piped gas or chemical processing systems
- Any specialised fire safety systems, such as mist or drencher systems
- The location or direction of any high-risk neighbours such as:
  - Schools or public meeting places
  - Retirement homes or hospitals
  - Petrol stations or neighbours that store large volumes of chemicals.

Other useful information to include on your site plan:

- Drains, marking the direction of flow, and any storm water grates on your site or on the road outside it
- The location of spill kits, first aid kits, fire extinguishers and any other emergency equipment
- The location of your SDS, inventory, and of the site plan.

