

This template has prompts and letters in blue text where it is required to be tailored. All you have to do is replace these with your own company and project details and then delete the prompt boxes like this. The plan needs to be specific to your organisation and each project,

**NOTE:** Print the last 3 pages of this document and then delete them; they are instructions for tailoring and about this plan

**XYZ**

# Work Health and Safety Management Plan

<b>Controlled COPY No.</b>	1	This is a controlled document. Only registered holders of controlled copies will receive updates	
<b>Issue No.</b>	1.0	Date:	17 Jan 2012

To update the table of contents right click anywhere in the table, then click 'update field' and 'update entire table'. Make this update once you finish the customisation and just before printing, then delete this box.

## Table of contents

<b>Work Health and Safety Policy .....</b>	<b>5</b>
<b>1 Introduction .....</b>	<b>6</b>
<b>2 Definitions .....</b>	<b>6</b>
<b>3 Business outline.....</b>	<b>7</b>
<b>4 Planning and Responsibilities.....</b>	<b>7</b>
<b>5 Hazard identification and risk control .....</b>	<b>9</b>
5.1 Hazard reporting .....	9
<b>6 Safe Work Method Statements.....</b>	<b>9</b>
<b>7 Information, training and competency .....</b>	<b>10</b>
7.1 WHS Induction training .....	10
<b>8 Consultation and participation .....</b>	<b>11</b>
<b>9 Communications Management.....</b>	<b>12</b>
9.1 On-Site Communication .....	12
9.2 External Communication .....	12
9.3 Communication with Subcontractors.....	13
9.4 Community liaison.....	13
9.5 Complaints .....	13
<b>10 Incident Management .....</b>	<b>13</b>
10.1 Emergency preparedness and response procedures.....	13
10.2 Injury management and Incident investigation .....	14
<b>11 Site Safety Rules .....</b>	<b>15</b>
<b>12 Plant and Equipment .....</b>	<b>15</b>
<b>13 Hazardous chemicals.....</b>	<b>15</b>
<b>14 Electrical Equipment.....</b>	<b>16</b>
<b>15 Subcontractor Management .....</b>	<b>16</b>
15.1 Selecting and engaging subcontractors .....	16

15.2 Managing subcontractors on site.....16

**16 Health and Safety Site Inspections ..... 17**

**17 Review of WHS performance..... 17**

**18 Project Forms ..... 17**

**19 Project Specific Information ..... 17**

**Appendix A Standard forms**

**Appendix B Project specific information**

# 1 Introduction

This Work Health and Safety Management Plan (WHSMP) identifies and assesses all hazards associated with the works and control measures to be implemented to ensure that workers working on site, members of the public and visitors to the site are adequately protected from risk of injury or illness.

The system establishes a framework for identifying risks, controlling risks, assessing the effectiveness of those controls and the continuous improvement of the management of WHS. The system also provides for the effective management of workplace injuries and the satisfactory return to work of injured workers.

The system has been developed to comply with the requirements of Work Health and Safety Regulation 2011 and associated Codes of Practice.

XYZ has a strong commitment to provide a safe place of work in accordance with the WHS Act and Regulations

# 2 Definitions

Some of the new terms introduced in the new legislation WHS Act 2011 are outlined below:

Person conducting a business or undertaking (PCBU)	A new term 'person conducting a business or undertaking' (PCBU) that includes organisations and individuals conducting a business or undertaking. A PCBU has a primary duty of care to ensure workers and others are not exposed to risks to their health and safety while at work in the business or undertaking.
WHS legislation WHS regulation	Work health and safety Act 2011 Work health and safety regulation 2011
Reasonably practicable	Reasonably practicable requires a PCBU to do what is effective and possible to ensure the health and safety of workers and others
Officer	Officer is a broad term that applies to people who can make decisions that significantly affect a business or undertaking. Officers must exercise due diligence to ensure their business or undertaking fulfils its health and safety obligations.
Workers	There is a new definition of 'workers' to reflect the diverse employment arrangements in many workplaces. A worker is any person who performs work in any capacity for a business or undertaking including labour hire staff, volunteers, work experience students, contractors, sub contractors, apprentices, trainees and outworkers.
Health and Safety Representatives (HSRs)	Health and safety representatives (HSRs) will play an important role in representing the health and safety interests of workers in a work group. They have certain powers and functions relating to work health and safety (WHS) such as: <ul style="list-style-type: none"> <li>representing workers in a work group</li> <li>monitoring actions taken by the PCBU</li> <li>investigating complaints from workers of the work group</li> <li>looking into anything that might be a risk to the WHS of workers they represent.</li> </ul>

It is the responsibility of the Work Supervisor to ensure that the control measures adopted are monitored in both their implementation and also their ongoing adequacy for the activity. It is also the responsibility of those undertaking the work to inform management that the proposed controls are inappropriate and the responsibility of those supervising the work to monitor the implementation of the control measures

Subcontractors working on site are required to prepare their own Safe Work Method Statements.

## 7 Information, training and competency

[Xyz](#) provides health and safety protection to all workers (including contractors and volunteers) who come into contact with the project. This means providing them with the necessary information, instruction, training and supervision based on project activities.

Having regard to the hazards and risks associated with the works, [Xyz](#) has assured that all workers are trained and competent to perform all tasks in a way that is safe and does not adversely impact on themselves and others. Refer to *form F08 Training and competency register* for details of the skills and competencies of the organisation's workers assigned to the project.

The Project Manager assesses and arranges any additional qualifications and/or safety training that is required in order to carry out each activity on the project including refresher training.

### 7.1 WHS Induction training

The Works Supervisor ensures that all personnel and subcontractors working on site have attended all induction training required by WHS regulations namely:

- general health and safety induction training,
- work activity-based health and safety induction, and
- site-specific health and safety induction training.

The *general health and safety induction training* is provided by external organisations approved by [WorkCover](#). The works supervisor ensures that workers on site have the appropriate certificates.

The *work activity-based health and safety induction* concerns training provided on safe work method statements. This training is provided by the Works Supervisor through toolbox meetings before each activity commence. Participants of this toolbox talks will sign on the SWMS forms.

The *site-specific induction training* is delivered by the Works Supervisor to workers commencing work on construction sites. The induction would cover the following topics:

- Brief description scope of works, works in progress and the site layout;
- Site safety rules, emphasis that safety is everyone's business and that the company requires care and co-operation by all;
- First aid arrangements and emergency contact details;
- Indicate who is Site HS Representative if any;

### 9.3 Communication with Subcontractors

Contact names and phone numbers for subcontractors are available on the *subcontractor register* kept on site (*form F05*). The Works Supervisor and Project Manager are the contacts for subcontractor matters.

### 9.4 Community liaison

All relevant authorities, residents, businesses and others affected by project works will be informed of the project activity and timeframes.

In the event of interference with resident accesses, shop access, pedestrian thoroughfares or other matters, *XYZ* ensures that affected members of the public are so advised through, doorknocks and letterbox drops or media announcements as appropriate.

Enquiries about the works from external parties are recorded on the *Communications and Complaints Register (form F06)*.

### 9.5 Complaints

Any complaints concerning any aspect of the project are registered, investigated and recorded; the Communications and Complaints Register (*Form F06*) shows the details and nature of the complaint, the complainant and actions taken as a result of the investigation. It cross-references any Non-Conformance reports or other relevant documentation.

The Project Manager ensures that any complaint received is investigated promptly and that appropriate action is taken.

## 10 Incident Management

The Works Supervisor is the first point of contact when an incident or accident occurs. He can be contacted 24 hours a day.

Back up for the Works Supervisor is provided by the Project Manager, the names and contact numbers of these people will be given to all staff at their induction to the site. They are also displayed in the site office.

Emergency contact numbers (see Attachment A) are displayed on relevant notice boards and informed during site inductions.

All incidents and accidents are reported immediately to the Works Supervisor.

The Works Supervisor is responsible for managing the incident response according to the following procedures:

### 10.1 Emergency preparedness and response procedures

Preparation for emergency situations aims to minimise the nature and extent of injuries, damage to property and harm to the environment that might ensue from an emergency situation.

No chemicals or fibrous materials are brought to the workplace without a current Safety data Sheet (SDS). All hazardous chemicals are stored in the original containers with the label intact at all times.

Each hazardous chemical is recorded in a register (refer to *form F04*) and relevant staff is trained on the SDS and how to use them.

## 14 Electrical Equipment

XYZ ensures that the use of electrical wiring, equipment, portable tools and extension leads is in accordance with applicable codes and standards including AS3012, Electrical Installations – Construction and Demolition Sites and AS3000, Wiring Rules.

All electrical equipment including leads, portable power tools, junction boxes and earth leakage, or residual current devices is inspected and tested by a suitably qualified person and labelled with a tag of currency before being used on site. Electrical equipment brought on site is listed in the *Electrical Equipment Register* (refer *form F10*)

## 15 Subcontractor Management

### 15.1 Selecting and engaging subcontractors

XYZ only engages suppliers and subcontractors who have the right competencies and experience to perform the work satisfactorily.

In the project planning process, the Project Manager identifies work to be subcontracted and determines:

- the method of selecting subcontractors — from preferred suppliers list, by tender, Expression of Interests or other means
- the method of assessing subcontractors — according to XYZ purchasing procedures
- the type and level of subcontractor control required.

The Project Manager prepares a list of potential subcontractors and assesses them against contract requirements.

### 15.2 Managing subcontractors on site

Under the new WHS Act 2011 legislation Contractors and sub-contractors are now considered “workers” and we have the same duties to them as to the people to whom we pay wages. XYZ applies a level and type of control to contractors appropriate to the risks associated with the contracted works.

Wherever the word “workers” appears, this means contractors as well. However, contractors may also be a PCBU in their own right if they engage their own workers

The Project Manager applies a level and type of control to subcontractors appropriate to the risks associated with the subcontracted works. Subcontractors working on site are registered in *form F05*.

## Appendix A Standard forms

<b>Number</b>	<b>Name</b>
F01	Toolbox Meeting Record
F02	Site Induction Register
F03	Daily Site Risk Assessment
F04	Hazardous Chemicals Register
F05	Subcontractor Register
F06	Communications and Complaints Register
F07	Incident Investigation Report
F08	Training and Competency Register
F09	Plant and Equipment Register
F10	Electrical Equipment Register
F11	Register of Injuries
F12	Hazard Report
F13	Truck and Plant Pre-Start Inspection & Defect Report
F14	Health and Safety Inspection Checklist
F15	Risk Assessment
F16	Safe Work Method Statement

## Appendix B: Project Specific Information

Business Name	<b>Your Business Name</b>				
Project Title	<b>Project Title</b>				
Document Title	<b>Work Health and Safety Management Plan (WHSMP)</b>				
Project No.	<b>WHS 01/2012</b>	Issue	<b>1.0</b>	Date	<b>17 Jan 2012</b>
Prepared by	Name				
<b>Authorising manager</b>					
.....		.....		.....	
(Name)		(Signature)		(Date)	

## Works description

Write a brief description below of what the project involves then delete this box, example follows

The works comprises the subdivision of the Office space at Level 3, Office 3-1210, into separate office space. The works also include modification to the Spotless Office to create access to the sub-divided office space. The works are shown and described in the Drawings (attached in the appendices), and will be constructed in accordance with the requirements set out in the Drawings and specifications provided with the tender documents

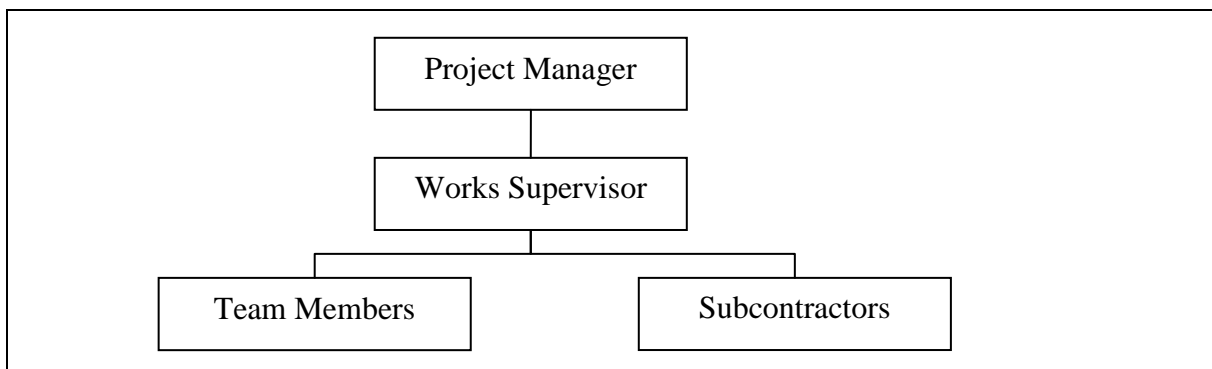
The main activities to be carried out during the project are:

- Demolition of walls.
- Building new partition walls.
- Reconfiguring electrical wiring.
- Rearranging air conditioning ducts
- Painting

## Attachment A: Organisation details, project delivery team & Contact numbers

Complete details below and then delete this prompt box

<b>ORGANISATION DETAILS</b>			
Business or trading name and address:			
ACN/ABN:		Contractor licence No:	
Telephone:		Facsimile	
Email:		Mobile:	
Name of director or manager:		Telephone:	
<b>Insurances (Attach copies of certificates of currency)</b>	<b>Company</b>	<b>Policy number</b>	<b>Expire date</b>
Workers compensation			
Public liability			
Professional indemnity			
Other			



## Attachment D: Site Safety Rules

Site safety rules must be specific to each site and organisation. Delete what is not applicable to your project; add new site rules if required; and then delete this prompt box

<h3>Site safety rules</h3>
<b>Project/Location:</b>
<p><b>Site Inductions</b></p> <ul style="list-style-type: none"> <li>• All staff must be inducted to the site on initial commencement and following any significant changes to site management arrangements.</li> <li>• All contractors and visitors must be inducted to the site on arrival.</li> <li>• Visitors must be accompanied by a guide at all times and must follow all instructions given to them</li> <li>• Inductees must be advised of site safety rules, hazardous work activities occurring at the site and arrangements for first aid and emergencies.</li> <li>• Only employees who have completed the general safety induction, work activity safety induction and site-specific induction are permitted to work on a construction site</li> </ul>
<p><b>Manual Handling</b></p> <ul style="list-style-type: none"> <li>• Manual handling is to be eliminated wherever possible.</li> <li>• Wherever possible, use mechanical devices to lift heavy or awkward items.</li> <li>• Team lifting should only be used where mechanical lifting is not practical.</li> <li>• List tasks at your site where manual handling is prohibited.</li> </ul>
<p><b>Traffic &amp; Vehicle Movements</b></p> <ul style="list-style-type: none"> <li>• Travel paths for general traffic and site vehicle movements must be clearly marked and separated from pedestrian travel paths.</li> </ul>
<p><b>Mobile Plant</b></p> <ul style="list-style-type: none"> <li>• The sphere of influence of the mobile plant must be identified prior to operation of that plant.</li> <li>• Work must not be carried out within 4 metres of a mobile plant and its sphere of influence.</li> <li>• Beware of reversing trucks and plant. Listen for reversing alarms.</li> <li>• Beware of overhead power lines and low branches when operating mobile plant.</li> </ul>
<p><b>High Visibility Clothing</b></p> <ul style="list-style-type: none"> <li>• High visibility safety vests are to be worn during daylight hours whenever working in the vicinity of traffic or mobile plant.</li> <li>• White overalls with reflective striping are to be worn at night when working in the vicinity of passing traffic.</li> </ul>
<b>Use of Hazardous Substances</b>

