



WHS Management Systems  
Safe Work Method Statements  
Management Plans  
WHS Documents  
WHS Industry Solutions

# Health, Safety and Environmental Management Plan

Insert Project Title

CompanyName

Version 1, dd/mm/yyyy

Insert Company Logo

## USE OF TEMPLATE

This Health, Safety and Environmental (HSE) Management Plan template has been designed for customisation to your company and project needs. It outlines the framework of a HSE Management Plan. The format of the template includes:

- suggested wording where possible to ensure inclusion of important elements and reduce time spent on preparing the HSE Management Plan;
- **words in red font which are guidance to the type of information related to your company and the project that needs to be included in that section; and**
- **guidance note boxes in green font which provide further explanation and suggestions on the type of information and level of detail to be included.**

All text in **red** should be replaced with your company and project related information. All green guidance notes and this text box should be deleted prior to finalising your document.

## Document Control

Version	Date	Revision Details	Author	Approver
1	XX/XX/XX	Draft	XYZ	XYZ

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**GUIDANCE NOTE**

**Modify this template to suit your business. Delete all text boxes and guidance notes once you have customised this template to suit your needs. To update the Table of Contents above, hover above anywhere on the table with your mouse and right click. Then select “Update Field” followed by whichever option best suits your needs (update entire table or page numbers only).**

## 1. BACKGROUND

### 1.1. Introduction

This Health, Safety and Environmental (HSE) Management Plan is a project specific plan developed to outline **CompanyName**'s Work Health and Safety (WHS) and Environmental Management processes. The implementation of this HSE Management Plan allows **CompanyName** to effectively manage these aspects of a project from the planning stage through to delivery. A copy of the HSE Management Plan will be kept on site at the disposal of any authority or site Worker and will form part of the induction process.

This HSE Management Plan details the Work Health and Safety (WHS) and Environmental Management requirements for **Project Title** and will be implemented and managed by **CompanyName**

This HSE Management Plan will be monitored, reviewed and updated where a change in conditions or requirements occur.

### 1.2. Project Description

The project is located at **insert address of project site**. A plan showing the extent of the site and surrounding areas is attached.

#### **GUIDANCE NOTE**

**It is useful to include a map or site plan showing the extent of the site and surrounding area.**

The works at the site comprise **insert brief description of project**.

#### **GUIDANCE NOTE**

**The description of the project may include:**

- **main activities to be carried out;**
- **working hours;**
- **commencement and completion dates;**
- **staff numbers and roles;**
- **plant and equipment to be used;**
- **location of site facilities and work compounds;**
- **main features of surrounding sites including usage (e.g. occupied homes);**
- **unsafe work areas or conditions; and**
- **sensitive areas on the site and surrounding areas.**