



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

# Work Health and Safety Management Plan

Insert Project Title

CompanyName

Version 1, dd/mm/yyyy

Insert Company Logo

### USE OF TEMPLATE

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

- suggested wording where possible to ensure inclusion of important elements and reduce time spent on preparing the WHSMP;
- **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

## TABLE OF CONTENTS

<b>1. BACKGROUND .....</b>	<b>5</b>
1.1. Introduction .....	5
1.2. Project Description .....	5
1.3. Work Health and Safety Management Plan Context.....	6
1.4. Work Health and Safety Management Plan Objective .....	6
1.5. Workplace Consultation .....	6
1.6. Company Work Health and Safety Policy .....	7
<b>2. WORK HEALTH AND SAFETY MANAGEMENT .....</b>	<b>10</b>
2.1. Work Health and Safety Management Structure and Responsibility .....	10
2.2. Work Health and Safety Induction.....	14
2.3. Risk Management .....	15
2.4. Work Health and Safety Reporting.....	15
2.5. Work Health and Safety Training .....	16
2.6. Subcontractor Management.....	17
2.7. Emergency Contacts and Response.....	17
2.8. Hazardous Substances .....	22
2.9. Incident and Injury Management.....	23
<b>3. IMPLEMENTATION .....</b>	<b>25</b>
3.1. Risk Assessment.....	25
3.2. Hazard Reporting .....	25
3.3. Site Safety Rules.....	27
3.4. Personal Protective Equipment (PPE) .....	28
3.5. Plant and Equipment.....	29
3.6. Safe Work Method Statements (SWMS).....	29
3.7. Work Health and Safety Schedules .....	30

<b>4. MONITOR AND REVIEW</b> .....	<b>31</b>
4.1. Work Health and Safety Monitoring .....	31
4.2. Work Health and Safety Auditing .....	31
4.3. Communication .....	32
4.4. Corrective Action.....	32
4.5. Work Health and Safety Management Plan Review .....	33
<b>ATTACHMENT 1: WORK HEALTH AND SAFETY SCHEDULES</b> .....	<b>34</b>
<b>ATTACHMENT 2: RISK ASSESSMENT PROCESS AND FORMS</b> .....	<b>87</b>
<b>ATTACHMENT 3: SAFE WORK METHOD STATEMENTS (SWMS)</b> .....	<b>109</b>

**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 Work Health and Safety Management Plan (WHSMP) details how the WHS management requirements for **ProjectTitle** will be implemented and managed on site by **CompanyName**.

The aim of the WHSMP is to ensure compliance with WHS legislation and that health and safety risks associated with the project are properly managed.

### 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); and**
- **unsafe work areas or conditions.**