Workplace Safety Plan Template

Project name	Gosford project
Project location	Gosford, [student's state/territory, such as NSW, VIC, QLD, TAS, NT, SA, ACT, WA]
Prepared by	Student's name
Date completed	Any date

Work Health and Safety Arrangements

Purpose [5-10 words]	To ensure the safety of the worksite at Gosford
Statement of commitment [40-45 words]	We commit to providing and maintaining a safety-first workplace culture where we take care of each other and provide a work environment where safety is prioritised. Supporting the rehabilitation of our people following an injury or illness, enabling a safe and productive return to work.

Responsibilities	
PCBU [145-155 words]	A person conducting a business or undertaking [PCBU] has a primary duty of care to ensure the health and safety of workers while they are at work in the business or undertaking and others who may be affected by the carrying out of work, such as visitors. The primary duty of care requires PCBUs to ensure so far as is reasonably practicable the: • provision and maintenance of a safe work environment • provision and maintenance of safe plant and structures • provision and maintenance of safe systems of work • safe use, handling and storage of plant, structures and substances • provision of accessible and adequate facilities (for example access to washrooms, lockers and dining areas) • provision of any instruction, training, information and supervision • monitoring of workers health and conditions at the workplace and • maintenance of any accommodation owned or under their management and control to ensure the health and safety of workers occupying the premises.

Site officer (manager/ site supervisors) [40-45 words]	As an officer, you must exercise due diligence to ensure your business meets its WHS duties. This includes: making sure your workers and other persons are protected against harm, and. making sure your business has suitable safe work systems in place
Worker [85-95 words]	As a worker, you must take reasonable care of yourself and not do anything that would affect the health and safety of others at work. You must follow any reasonable health and safety instructions from your employer. It is important that you: • work safely • follow instructions • ask if you're not sure how to safely perform the work • use personal protective equipment (PPE) in the way you were trained and instructed to use it • report injuries and unsafe and unhealthy situations to your supervisor or to your health and safety representative (HSR).
HSR [45-50 words]	The primary purpose of the health and safety representative (HSR) role is to represent members of a work group in health and safety matters. Other powers and functions are: Investigating complaints from work group members. Representing members of your work group in work health and safety issues.

Consultation and Participation Arrangements

Procedures for consulting with personnel

[85-90 words]

WHS consultation with workers is integrated into day-to-day activities in the workplace.

It takes place in:

- Daily communication between managers and workers
- Development and review of risk assessments
- SWMS development and review
- Response to occurrences logged in the reporting system
- Toolbox meetings
- Team briefings
- Face-to-face meetings
- Site inductions
- Training and information sessions
- SAFE (safety awareness for everyone)
- Other planned and unplanned safety interactions

Consultation for site-based safety (WHS) measures must be made between all parties on site. A SWMS must be conducted for any high risk works.

Procedures for identifying and approving resources required for WHS obligations
(35-40 words)

Safety inspection is to be undertaken on each site, completed SWMS or JSA is to be conducted. The SWMS or JSA must outline the required resources for mitigation / control of risks associated with the site.

Procedures for developing and implementing WHS principles
(List a minimum of 5)

This will be achieved by:

[Students must list 5 principles. The following are examples of a satisfactory response.]

1. providing and maintaining a healthy and safe work environment through the implementation of safe work practices, safe systems of work and the provision of safe plant and equipment;
2. ensuring that workplaces under the control of are safe, without risk to health, and have safe
3. means of access and egress;
4. routinely consulting in order to maintain effective and co-operative relationships between staff and workers, and with other duty holders, on health and safety matters in the workplace; and
5. reviewing, through appropriate mechanisms, the effectiveness of the safety measures taken.
6. commitment to providing safe and healthy working environments for its workers includes:
7. providing relevant, up-to-date WHS information to all workers on matters such as workplace safety and their responsibilities;
8. providing expert assistance in WHS matters where necessary;
9. providing instruction and/or training in work processes where appropriate;
10. developing and implementing strategies which include workplace assessment, hazard identification, and appropriate
11. remedial action to eliminate or control hazards; and
12. implementing and maintaining appropriate information, reporting and statistical systems.

Risk Management Arrangements

Hazard identification

Procedures (4 steps)

Step 1 - Identify hazards - Find out what could cause harm.

Step 2 - Assess risks - If necessary – understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening. This step may not be necessary if you are dealing with a known risk, with known controls.

Step 3 - Control risks - Implement the most effective control measure that is reasonably practicable in the circumstances and ensure that it remains effective over time.

Step 4 - Review control measures - Review the control measures to ensure they are working as planned.

Required tools (minimum 5)

[Students must list 5 tools. The following are examples of a satisfactory response.]

1. Equipment manuals
2. Safety data sheets
3. Inspection reports
4. Insurance reports
5. Past incident data
6. Relevant OSHA data
7. Consultation reports

Risk assessment

Procedures (5 steps)

- Identify the hazards.
- Determine who might be harmed and how.
- Evaluate the risks and take precautions.
- Record your findings.
- Review assessment and update if necessary.

Required tools (minimum 3)

[Students must list 3 tools. The following are examples of a satisfactory response.]

1. Risk Matrix
2. Equipment manuals
3. Safety data sheets
4. Inspection reports

Control measure implementation

Procedures (3 steps)

1. Taking actions to eliminate health and safety risks so far as is reasonably practicable.
2. Where risks cannot be eliminated, then implementation of control measures is required, to minimise risks so far as is reasonably practicable.
3. A hierarchy of controls has been developed and is described below to assist in selection of the most appropriate risk control measure/s.

Required tools (minimum of 3)
(Students must list 3 tools. The following are examples of a satisfactory response.) 1. SWMS 2. JSA 3. RISK Assessment 4. Control tools will be risk / hazard specific.

Training and Induction

Training
Procedures (4 steps) Work Health and Safety (WHS) Induction must occur at both company and site levels. 1. At a site level, induction details the specific hazards of the workplace and the controls in place to **eliminate or reduce the risk** associated with these hazards. 2. At the Company level **induction information is provided** on organisational WHS processes and systems. Supervisors must provide workers with information necessary for them to perform their role in a safe and healthy manner. This includes: • information on specific hazards related to their work activities, and the implemented controls • WHS information relevant to their role; and • emergency procedures, numbers and contacts.
Required tools (minimum of 3) 1. Induction documentation 2. WHS policies and procedures 3. Site specific WHS (SWMS or JSA)
Safety topics to be covered (minimum of 3) (Students must list 3 topics. The following are examples of a satisfactory response.) 1. Health and safety responsibilities and the roles within the organisation e.g. health and safety representative, first aid officer 2. hazard & risk identification and reporting expectations 3. Worker's Compensation requirements 4. Awareness of the consequences of poor safety with regards to legislative action 5. Team morale and organisational impact.

Importance of safety awareness as related to topics [45-50 words]
Being constantly aware of how they're operating at work and being able to recognize hazards is critical in mitigating safety-related risks. In short, safety awareness goes much deeper than many employees and leaders realize, and creating ongoing awareness is a huge part of building a successful safety culture

Induction

Procedures (minimum of 5)
[Students must list 5 procedures. The following are examples of a satisfactory response.] 1. Meet colleagues. 2. Tour of workplace. 3. Health and safety. 4. Get all the necessary documents sorted. 5. Get to grips with company policies. 6. Understand their role. 7. Identify any training needed. 8. Organise first appraisal meeting.

Required resources (minimum of 3)
1. Induction documentation 2. WHS policies and procedures 3. Site specific WHS (SWMS or JSA)

Safety topics to be covered (minimum of 5)
Health and safety responsibilities and the roles within the organisation e.g., health and safety representative, first aid officer, hazard & risk identification and reporting expectations, worker's Compensation requirements, awareness of the consequences of poor safety with regards to legislative action, team morale and organisational impact.

Importance of safety awareness to topics covered during induction [45-50 words]
Being constantly aware of how they're operating at work and being able to recognize hazards is critical in mitigating safety-related risks. In short, safety awareness goes much deeper than many employees and leaders realize, and creating ongoing awareness is a huge part of building a successful safety culture.

Incident Response

Procedures [85-90 words]
You are only required to notify your regulator of the most serious safety incidents, and they trigger requirements to preserve the incident site pending further direction from your regulator. If a notifiable incident occurs the model WHS Act states that: • The regulator must be immediately notified. • Written notification must be submitted within 48 hours if requested by the regulator.

- The incident site is preserved until an inspector arrives or directs otherwise. However, this doesn't prevent any action to help an injured person or make the site safe.

Information to the assessor:

Notifiable incidents are:

- The death of a person—whether an employee, contractor or member of the public.
- A serious injury or illness.
- A dangerous incident that exposes any person to a serious risk, even if no one is injured.

Required documentation (minimum of 3)
[Students must list 3 type of documentation. The following are examples of a satisfactory response.] 1. Incident investigation report 2. Injury register 3. near miss register 4. LTI register 5. SWMS
Reporting requirements (20-25 words)
Notifiable incidents must be reported within 48 hrs. All other incidents are to be reported within 48 hrs to the nominated supervisor or Manager.

WHS Recordkeeping

Procedures (30-35 words)
A **register of injuries** must be kept for workers to record workplace injuries or illnesses, in writing or electronically (e.g. on a computer). Having a **risk register** that all workers can access will help them raise any safety issues they have. It can also help you develop new safe work procedures. You must **store these records confidentially** and keep them separate from other information, for example records of non-health monitoring examinations.
Required records (minimum of 3)

1. Intranet
2. filing system
3. appropriate WHS / OHS forms and procedures.

End of Workplace Safety Plan Template