

# Workplace Health and Safety

## Writing a WH&S Management Plan

Advanced Diploma of Professional Game Development  
Advanced Diploma of Screen and Media

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# The WHS Management Plan

- Will assist in the development and communication of a safety management system
- Provides an explanation of work health and safety arrangements in the workplace

# The WHS Management Plan

- The WHS Plan should:
  - Identify the goals of the plan
  - Identify who holds the duty of care
  - List hazards and assess the risk of those hazards
  - Propose risk control measures to address those risks
  - Cite a WHS expert who could assist if required
  - Contain a WHS/training plan for workers

# WH&S Goals

- The Goals of a Work Health and Safety Plan may include:
  - To show the commitment the company's management and workers to health and safety in this workplace
  - To aim to remove or reduce the risks to the health, safety and welfare of all workers, contractors and visitors to this workplace, and anyone else who may be affected by our business operations
  - To aims to ensure all work activities are done safely.

# Duty of Care

- A Person Conducting a Business or Undertaking (PCBU) has the primary duty of care to ensure:
  - The health and safety of its workers while they are at work, and
  - That the health and safety of other persons is not put at risk from work carried out as part of the conduct of the PCBU

# Responsibilities

- Management should provide and maintain as far as practicable:
  - A safe working environment
  - Safe systems of work
  - Facilities for the welfare of workers
  - Information, instruction, training and supervision to ensure workers are safe from injury and risks to health
  - A commitment to consult and co-operate with workers in matters relating to health and safety
  - A commitment to continually improve performance through effective safety management

# Responsibilities

- Each worker has an obligation to:
  - Comply with safe work practices to avoid injury to themselves and others, and damage to equipment
  - Take reasonable care of their own health and safety, and that of others
  - Wear appropriate PPE and clothing where necessary
  - Comply with any direction given in relation to health and safety
  - Not misuse or interfere with anything provided in the interest of health and safety
  - Report all accidents and incidents on the job immediately
  - Report all known or observed hazards



# Responsibilities

- Contractors, sub-contractors and self-employed persons have an obligation to:
  - Comply with the requirements of the WHS legislation
  - Have in place any WHS policies and programs required under legislation
  - Consult with the business about safety matters and comply with their policies
  - Work safely and to include the safety of the business' staff and visitors in their safety plans

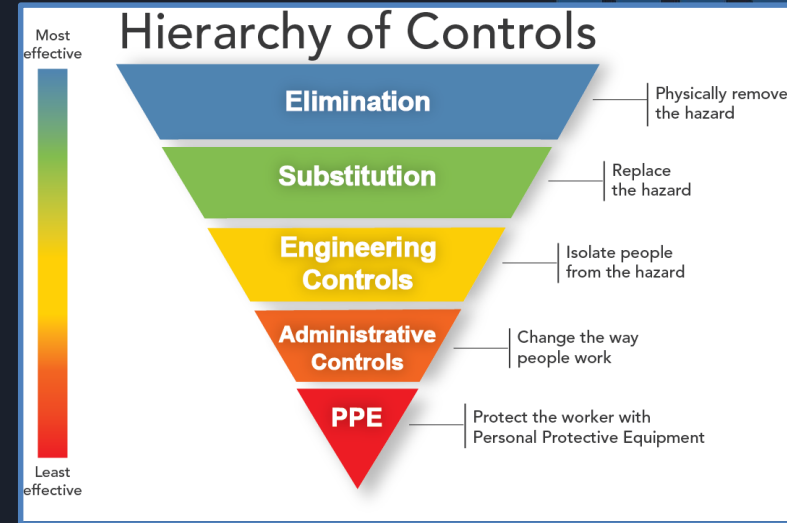
# Risk and Hazard Assessment

- Identify all the hazards in your workplace and assess their risk

Step 1—CONSEQUENCES How severely could it hurt someone?		Step 2—LIKELIHOOD			
		Very likely, could happen frequently	Likely, could happen occasionally	Unlikely, could happen, but rare	Very unlikely, could happen, probably never will
		L1	L2	L3	L4
Kill or cause permanent disability or ill health	C1	Very high risk (1)	Very high risk (1)	High Risk (2)	Substantial Risk (3)
Long term illness or serious injury	C2	Very high risk (1)	High Risk (2)	Substantial Risk (3)	Moderate Risk (4)
Medical attention and several days off work	C3	High Risk (2)	Substantial Risk (3)	Moderate Risk (4)	Acceptable Risk (5)
First Aid needed	C4	Substantial Risk (3)	Moderate Risk (4)	Acceptable Risk (5)	Low Risk (6)

# Risk and Hazard Assessment

- Once hazards are identified, propose control measures to reduce the risk of each hazard
- Use the Hierarchy of Control
- After implementing each control measure, reassess the risk posed by the hazard



# Training Plan

- Your Plan for Workers should specify any training workers will require for the control measures in place
- For each control measure specify:
  - What training (if any) is required
  - Who is to be trained
  - How is training conducted
  - If no training is required, how are workers informed of the controls in place

# Summary

- The WHS Management Plan is an essential part of the WHS policies and procedures in any workplace
- It contains information on the WHS responsibilities of all parties
- It documents all hazards, their risk, and control measures
- It outlines WHS training that workers will receive in relation to control measures

# References

- Comcare. 2016. *Work health and safety (WHS) management plan template*. [ONLINE] Available at: [http://www.comcare.gov.au/Forms and Publications/publications/services/safety and prevention/safety and prevention/work health and safety whs management plan template](http://www.comcare.gov.au/Forms_and_Publications/publications/services/safety_and_prevention/safety_and_prevention/work_health_and_safety_whs_management_plan_template). [Accessed 04 March 2016].