WH&S Management Plan

Purpose

This purpose of this plan is to:

* <List the goals you aim to achieve through the implementation of this plan>
* <Refer to the lecture material for possible goals>

This plan will assist <business name> in meeting its obligations in accordance with work health and safety legislation.

This plan applies to all <business name>’s employees and to other persons at risk from work carried out at <business name>’s workplaces. Failure to comply with the requirements of this Plan may lead to disciplinary action.

Work Health and Safety (WHS) Policy

The Statement of Commitment and the Implementation of Policy Commitment provide the overarching direction <business name> will follow in pursuit of workplace health and safety outcomes. These commitments are:

**Statement of Commitment**

<Business name> is committed to providing a workplace that enables all work activities to be carried out safely. We will take all reasonably practicable measures to eliminate or minimize risks to health, safety and welfare of workers, contactors, visitors, and anyone else who may be affected by our operations.

We are committed to ensuring we comply with the *Work Health and Safety Act 2011* (the Act). We will also comply with any other relevant legislation, applicable Codes of Practice and Australian Standards as far as possible.

**Implementation of Policy Commitment**

<Business name> is committed to ensuring, so far as is reasonably practicable, the health and safety of its works while they are at work, and that the health and safety of other persons is not put at risk from our operations. This will be achieved by:

* providing a safe working environment.
* Easy to access fire extinguishers and fire exits.
* Adequate facilities.
* Adequate work equipment
* Easily identifiable trip hazards
* Safe and reliable electrical cords
* Anti-glare positioning of screens
* <list other specific health and safety duties that the business has>

Duty of Care

A Person Conducting a Business or Undertaking (PCBU) has the primary duty of care to ensure:

* <list the primary duties of the PCBU>
* The means of entering and exiting the workplace and anything arising from the workplace are without risks to health and safety of any person.
* Fixtures, fittings, and plant are without risks to the health and safety of any person.
* The plant, substance or structure is designed to be without risks tot the health and safety of a person.
* The plant, substance, or structure is manufactured to be without risks to the health and safety of persons who:
* Handle the substance.
* Store the place or substance.
* Construct the structure.

<Business name> is a PCBU.

Responsibilities

**Managers and Leaders**

Managers and leaders are responsible for providing a workplace that is, as far as reasonably practicable, a safe and healthy workplace for workers and visitors, in particular in the areas of their control. This includes:

* modelling health and safety leadership
* demonstrating a commitment to good health and safety performance
* <list other specific health and safety duties that managers and leaders have>

**Workers**

Workers must take reasonable care for their own health and safety while they are at work and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.

On a day to day basis, this includes:

* ensuring their own personal health and safety, and that of others in the workplace
* complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management that relates to health and safety.
* Comply with any reasonable policy or procedure of the person conducting the business or undertaking relating to health and safety.
* <list other specific health and safety duties that workers have>

It is acknowledged that, in accordance with the Act, a worker may cease, or refuse to carry out work if they have a reasonable concern the work would expose the worker to a serious risk to their health and safety.

**Contractors**

Contractors, sub-contractors and self-employed persons are defined as “workers” under the WHS Act if they carry out work in any capacity for <business name>. They are required to:

* Follow policy and procedure of <business name> and law.
* <note how these people should comply with this policy and the procedures you have that ensure health and safety at your workplace>

**Health and Safety Experts**

The following is a list of nominated workplace health and safety experts, who may be called on to assist with any aspect of this workplace health and safety management plan.

* Managers
* Employers
* <Health and Safety Expert Name>

WHS Risk Assessment:

The purpose of any WHS risk assessment is to ensure that, for any identified hazards, appropriate control measures are implemented in order to protect workers, contractors and visitors from risks to their health, safety and welfare.

Control measures for WHS hazards should be implemented as required using the following hierarchy of control, in order of preference these measures relate to:

* elimination (removal of the hazard)
* substitution (substitute the hazard for something which is less hazardous e.g. replace a hazardous chemical with one within is not hazardous)
* isolation (isolate the hazard from people e.g. place a noisy piece of equipment in another location)
* engineering (e.g. guarding on machinery)
* administrative (e.g. provision of training, policies and procedures, signage)
* personal protective equipment (e.g. use of hearing , eye protection, high visibility vests).

Outcomes of risk assessments will be documented and the control measures reviewed at least annually or earlier should a task or activity be the subject of a WHS incident or a change of process or requirement. Current risk assessments will ensure that <business name> achieves the goal of eliminating or minimising the risk workers may be exposed to.



Hazard and Risk Assessment:

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| --- | --- | --- | --- | --- | --- |
| Consequence | LIKELIHOOD | | | | |
| Rare (1) | Unlikely (2) | Possible (3) | Likely (4) | Almost Certain (5) |
| Catastrophic (A) | M | M | H | C | C |
| Major (B) | L | M | M | H | C |
| Moderate (C) | L | M | M | M | H |
| Minor (D) | L | L | M | M | M |
| Insignificant € | VL | VL | L | L | M |

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| --- | --- |
| Risk level | Required action |
| Critical | Act immediately:  The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls. |
| High | Act today:  The proposed activity can only proceed, provided that:  (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls;  (ii) the risk controls must include those identified in legislation, Standards, Codes of Practice etc.  (iii) the risk assessment has been reviewed and approved by the Supervisor and  (iv) The supervisor must review and document the effectiveness of the implemented risk controls. |
| Medium | Act this week:  The proposed task or process can proceed, provided that:  (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls;  (ii) the risk assessment has been reviewed and approved by the Supervisor. |
| Low | Act this month:  Managed by local documented routine procedures which must include application of the hierarchy of controls. |
| Very Low | Keep a watching brief:  Although the risk level is low the situation should be monitored periodically to determine if the situation changes. |

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| Hazard | Consequence | Likelihood | Risk Level |
| Faulty electrical cord | Electrocution, Death | Likely | Critical |
| Poor posture | Back injury | Likely | Very low |
| Poor chair/desk height | Poor blood circulation in arms | Possible | Medium |
| Disease | Sick, Death | Possible | Critical |
| Mental strain | Poor mental health | Likely | High |
| Bullying | Depression | Possible | High |
| Loose items on floor, Wet surface | From falling: Concussion, Minor injury, Broken bone, Death | Possible | Critical |
| Wrist pain from mouse and keyboard use | Sore wrist, Carpel tunnel syndrome | Likely | Very low |
| Paint fumes (if newly painted room) | Light headedness, Nausea | Possible | High |
| Screen glare | Eye strain | Possible | Medium |
| Monitor height too high/too low | Eye strain, Poor posture | Possible | Medium |
| Room temperature too high | Fatigue, Nausea, Heatstroke, Dehydration | Unlikely | Critical |
| Screen brightness compared to room brightness | Eye strain | Rare | Medium |
| Fire | Death, Sever burns | Rare | Critical |
| Lifting heavy objects incorrectly | Back and joint injury | Possible | High |

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| Workplace location: | AIE Sydney Campus |
| Name of person conducting assessment: | Jordan Wesson |
| Date: | 4-03-2021 |

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| S | Spot the hazard | | A | Assess the risk | F | Fix the problem | | | E | Evaluate results |
| Identify the work task or activity | | What are the hazards associated with each activity or the steps in each activity | Is the risk associated with the hazard (Very low, low, medium, high, or critical)? | | If the risk is deemed unacceptable for the task, what will be done to reduce or remove the risk (i.e., what is the control measure)? | | By whom? | By when? | Go through the first 3 steps again to ensure risk levels are now at an acceptable level | |
| Revised risk level | |
| Sitting at desk | | Poor posture, Poor desk/chair height, Mental strain, Wrist pain, Screen glare, Monitor height and brightness | Very low, Medium, High, Very low, Medium, Medium | | Maintain good posture, feet flat on the ground, elbows at 90-degree angle from body, frequent breaks, light reducing blinds, well lit room with screen brightness at half. | | The person sitting at the desk | When they sit down | Very low for all. | |
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Training Plan for Workers:

<Business name> is committed to providing appropriate training to ensure workers have the skills and knowledge necessary to fulfil their WHS obligations. WHS training is a fundamental requirement for <Business name> to achieve a safe workplace.

The following induction checklist should be used in conjunction with the general induction training program for workers to ensure that all new workers are aware of the WHS systems, policies and procedures in place within <business name>.

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| Workplace: | |
| Date: | Completed by: |

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| --- | --- | --- | --- | --- |
| Control measures | What training is required? | Who is to be trained? | Who is conducting the training? | Date completed |
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