Scope statement

To facilitate BizOps (“the company”)’s vision and business objectives, this project will focus on the planning, design and implementation of a Work Health and Safety Management System (WHSMS) for the company.

Specifically, the system will be implemented to support the Head Office building expansion project. (see appendix 1)

As a support to this Project Plan, the Senior Bis Ops Managers have formally notified the team of aspects to be included in the WHSMS.

The following is a summary email (see Appendix 2) from CEO, Rose Hargreaves instructing the WHSMS project team to:

* evaluate some of our current WHS policies and procedures. You may need to
* develop other procedures and a record-keeping system that ensures the work area (and therefore the organisation) complies with WHS legislation.
* throughout the life of the project, the team will be responsible for maintaining and evaluating the WHSMS.

The WHSMS project team will consider current risk management, financial planning, growth plans and organisational structures when delivering the WHSMS. These will be summarised in the following sections of this document.

Executive summary

The WHSMS project will be designed to align to well defined and understood company goals. In conjunction with the outlined company vision (see Appendix 3 ).

The planned expansion of the Head Office building is supported by the WHMHS through rigorous risk management, financial prudence and operational effectiveness.

Planned profit re-investment allocated from business budgets (see Appendix 4) will be utilised in the WHSMS.

The project team will engage WHS specialists in a thorough analysis of current company risk and safety processes. The team will then design a fit for purpose Management system to ensure safe delivery and continuous improvement of expansion & business as usual projects.

This design stage includes key stakeholder engagement and a comprehensive implementation period to embed the new system within the business.

Business objectives

Key growth targets are set at 15% per annum with reinvestment plans detailed in the Budget considerations of the scope document. The company is looking to affirm and grow the following

Current business planning identifies the following key measure of success

* Exceptional product and service quality
* Time-efficient and cost-effective development processes
* Expert and knowledgeable staff

It is considered in the scope that support of the external retail networks from a continuously improving Head office function is critical to these factors, specifically focused on.

* Maintaining a unique selling position
* Anticipated demand
* Pricing strategy
* Value to customer
* Growth potential

Project description

As detailed in Appendix 1, the Head Office construction project (works)considered will have:

* employ workers across a range of occupations and trades and equipment
* employees, contractors and subcontractors will be engaged in the works
* public exposure and vehicle access to the works will need to be managed

The tasks detailed for the creation of the WHSMS in this report will include:

* confirming legislative requirements
* identifying relevant roles and responsibilities
* resourcing the WHS management system
* establishing appropriate induction and training
* providing participation and consultation arrangements for establishing the WHS management system
* developing processes for identifying and resolving issues
* implementing hazard and risk control procedures that ensure legislative compliance.

The WHSMS must also provide a mechanism for evaluating the ongoing effectiveness of the processes, which you and your WHSMS team will put in place.

**Key assumptions**

* Financial resources are allocated in full for the WHSMS and the works
* Designs and appropriate permitting for the works are is complete.
* WA state legislation are applicable
* Key internal stakeholders & resources are identified and available to the project team available – HR, Finance, Sen Mgt

Roles and project stakeholders

This table refers to the company’s current organisation chart (see Appendix 7)

|  |  |
| --- | --- |
| Role | Responsibilities |
| Project Sponsor (Chief Executive Officer) | Final approval of WHSMS, Financial expenditure. Final sign off on the policy, the procedure of guidelines |
| Budget Holder (Managing Director, Financial Operations) | Review of ongoing financial performance and key sign off on addiotnal expenditure and invoicing |
| Senior Users (Managing Director, Human Resources) | Key decision maker and sign off on vertical areas of control. Key points of reference for area of specialism and sign off |
| WHSMA Project Manager | Project schedule control, performance management, Client representation and reporting |
| WHSMS Project Team Members | As per project tasks & schedule |
| Company WHS Professionals | Ass detailed in Resources Required |

Time line

|  |  |
| --- | --- |
| Task | Anticipated duration |
| Project planning and scheduling | 4 weeks |
| Works review (internal & external) | 2 weeks |
| Current work practices and procedures | 3 weeks |
| Legislation Internal systems review | 2 weeks |
| Finalise Schedule | 2 weeks |
| Key stakeholder engagement | 2 weeks |
| Project resourcing and readiness | 4 weeks |
| Project launch and roll out | 2 weeks |
| Hazard Identification | 3 weeks |
| Participation process design | 6 weeks |
| External stakeholder process design | 8 weeks |
| Reporting and monitoring process design | 4 weeks |
| Training and Induction program design | 4 weeks |
| WHSMS gap analysis | 3 weeks |
| Client final sign off and approval | 3 weeks |
| WHSMS implementation program | 6 weeks |

Appendices

Appendix 1 – Building Expansion project



**Appendix 2 –** CEO Instruction

Email from Rose Hargreaves instructing the WHSMS project team.

**Appendix 3 –** Values & Mission



**Appendix 4 –** Company Business Plan



**Appendix 5 –** Risk Management Policy



**Appendix 6 –** Risk Management Procedures



Appendix 7 – Organisational Chart

