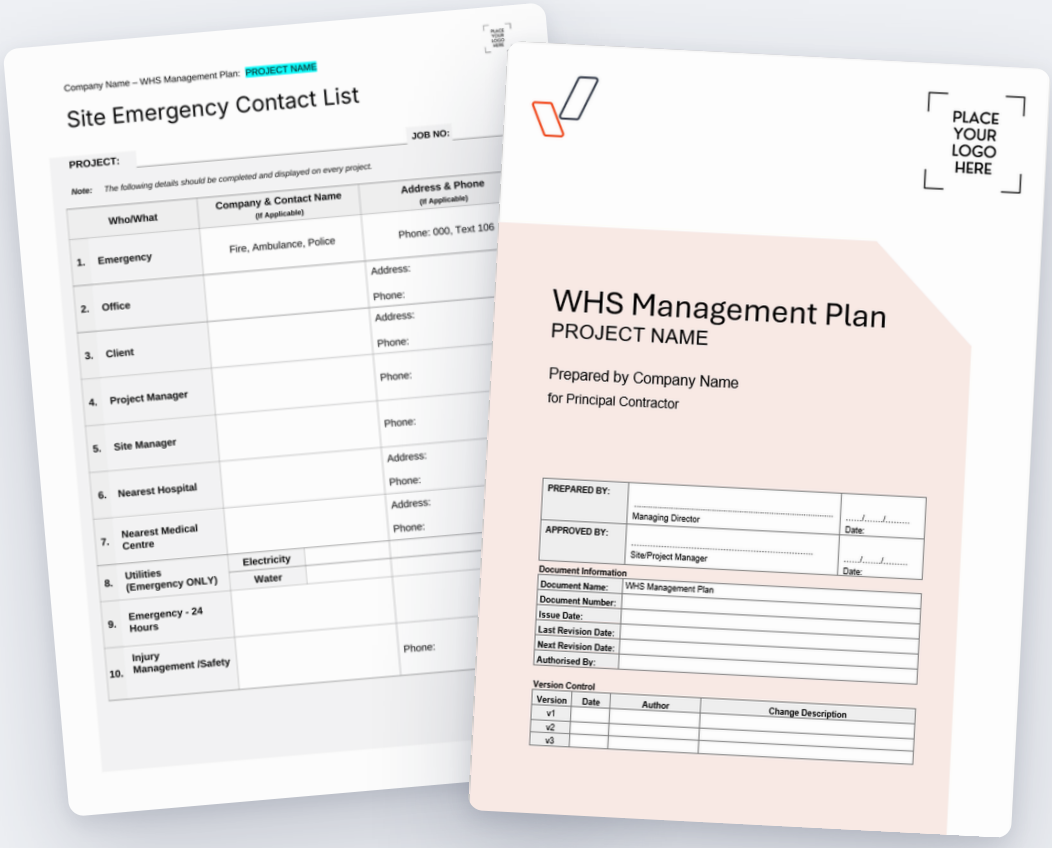
EVERYTHING OHS

IMPLEMENTATION GUIDE

PLAN THE PROJECT. RUN A SAFE SITE.

A step-by-step guide to completing your WHS Management Plan for a construction project, with screenshots of every section, and how to use it from site set-up to handover.



Before you start, have these handy

- Your logo and business details
- The project name, address, job number, dates and client
- Your scope of works and project team
- Emergency contacts for the site, including the nearest hospital

START HERE

HOW YOUR PLAN WORKS

A WHS Management Plan sets out how health and safety will be managed on a construction project: who's responsible, the site rules, how risks and SWMS are managed, and what happens in an incident or emergency.

Clients, principal contractors and tender panels often ask for one before work starts. You fill in one plan for each project, and it needs to be understood by everyone working on the site.

Write what you actually do.

A plan that says you do things you don't is worse than no plan. After an incident it becomes evidence against you. Read every section and change anything that doesn't match how your business works.

Check you have the right edition. This edition is for the harmonised WHS laws. It's not for use in Victoria, which has its own OHS laws. A separate Victorian OHS edition is available.

WHAT'S INSIDE YOUR PLAN

1. **Front pages**
   Cover and sign-off, document information, site emergency contact list, distribution list and the responsibilities sign-off page.

2. **Project and people**
   Project details, scope, organisational chart, key personnel and their responsibilities.

3. **How the site runs**
   Risk management, hazard controls, SWMS, subcontractors, incidents, emergencies, consultation, induction and injury management.

4. **Forms**
   Site inspection, induction, sign-on and sign-in, PPE, plant, test and tag, incidents, safety meetings and chemicals.

5. **Before You Send This Plan**
   A checklist page at the back for whoever fills in the plan. Work through it, then delete it.

YOUR ROADMAP

SIX STEPS TO A PLAN THAT'S READY TO USE

Don't just fill in the blanks. Read the whole plan, not just the highlighted fields. Where something doesn't match how you work, change it. Where something's missing, add it. Where a section doesn't apply, delete it, or write "not applicable" and say why.

1. **Set up your master copy**
   Logo, business name, roles and the procedures you always follow

2. **Complete the front pages**
   Sign-off, document information, emergency contacts and distribution

3. **Add the project details**
   Org chart, project details, scope, laws and site facilities

4. **Review responsibilities and site arrangements**
   Key personnel, risk management, site rules and emergency planning

5. **Set up your forms**
   Induction, sign-on, inspections, plant, PPE, incidents and chemicals

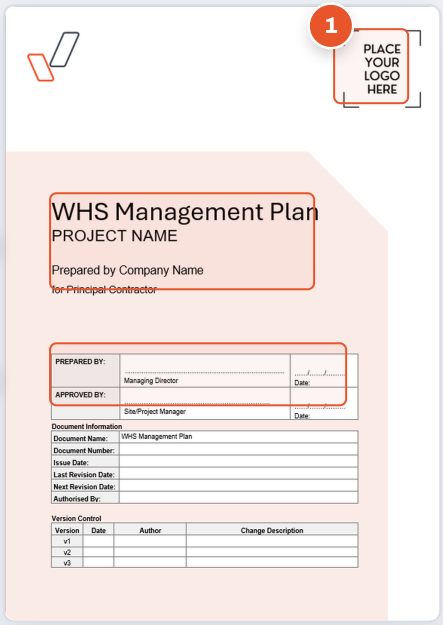
6. **Final checks, share it and use it on site**
   Update the contents, brief everyone and keep it current

Search for the prompts. Every field you need to fill in is highlighted in blue. Use Find (Ctrl + F) to search for square brackets [and for INSERT so you don't miss any.

STEP 1

SET UP YOUR MASTER COPY

Do this once. Then save a copy of your master for each new project, so you only fill in the project-specific details each time.



The cover page

1 Add your logo

Right-click the "Place your logo here" image and choose *Change Picture* › *From a File*. Update the small logo in the header the same way: double-click the header to open it.

2 Business, project and client names

Use Find and Replace (Ctrl + H) to replace *Company Name* with your business name. Replace *PROJECT NAME* and the principal contractor or client on the cover and in the header for each job.

3 Prepared and approved by

The plan is signed and dated by your managing director and approved by the site or project manager. Change the titles to match your business.

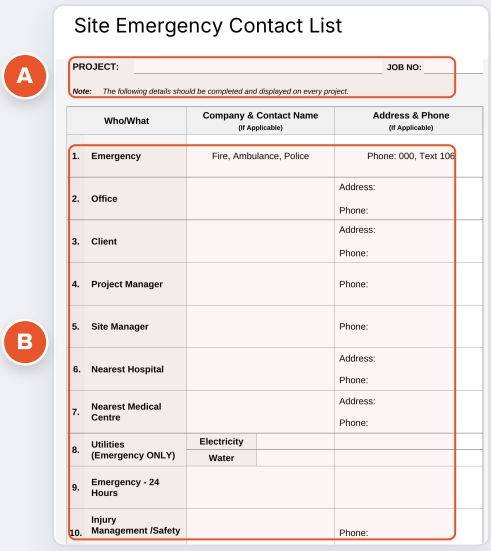
What goes in the master?

Your logo, business name, role titles, policies and the procedures you always follow. Leave the project details, scope, contacts and site arrangements for each job.

STEP 2

COMPLETE THE FRONT PAGES

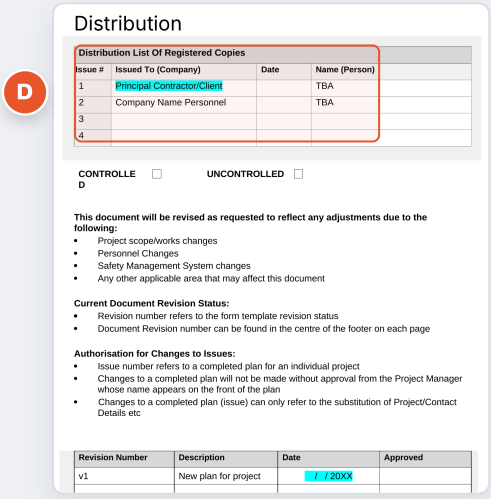
These pages tell anyone on site who to call, who has a copy and who has signed on to their responsibilities.


Site Emergency Contact List

PROJECT: JOB NO:

Note: *The following details should be completed and displayed on every project.*

	Who/What	Company & Contact Name (If Applicable)	Address & Phone (If Applicable)
1.	Emergency	Fire, Ambulance, Police	Phone: 000, Text 106
2.	Office		Address: Phone:
3.	Client		Address: Phone:
4.	Project Manager		Phone:
5.	Site Manager		Phone:
6.	Nearest Hospital		Address: Phone:
7.	Nearest Medical Centre		Address: Phone:
8.	Utilities (Emergency ONLY)	Electricity Water	
9.	Emergency - 24 Hours		
10.	Injury Management /Safety		Phone:


Distribution

Distribution List Of Registered Copies

Issue #	Issued To (Company)	Date	Name (Person)
1	Principal Contractor/Client		TBA
2	Company Name Personnel		TBA
3			
4			

CONTROLLED ☐ UNCONTROLLED ☐

This document will be revised as requested to reflect any adjustments due to the following:

- Project scope/works changes
- Personnel Changes
- Safety Management System changes
- Any other applicable area that may affect this document

Current Document Revision Status:

- Revision number refers to the form template revision status
- Document Revision number can be found in the centre of the footer on each page

Authorisation for Changes to Issues:

- Issue number refers to a completed plan for an individual project
- Changes to a completed plan will not be made without approval from the Project Manager whose name appears on the front of the plan
- Changes to a completed plan (issue) can only refer to the substitution of Project/Contact Details etc

Revision Number	Description	Date	Approved
v1	New plan for project	/ / 20XX	

A **Project and job number**

Fill in the project and job number. This page should be completed and displayed on site.

B **Emergency contacts**

Your office, the client, project and site managers, the nearest hospital and medical centre, utility emergency numbers and your injury management contact. Delete rows that don't apply.

C **Document information**

On the cover page, add the document number, issue date, next revision date and who authorised it, and keep the version table up to date.

D **Distribution list**

Record who gets a registered copy of the plan. Clients and principal contractors often ask for a copy on larger projects.

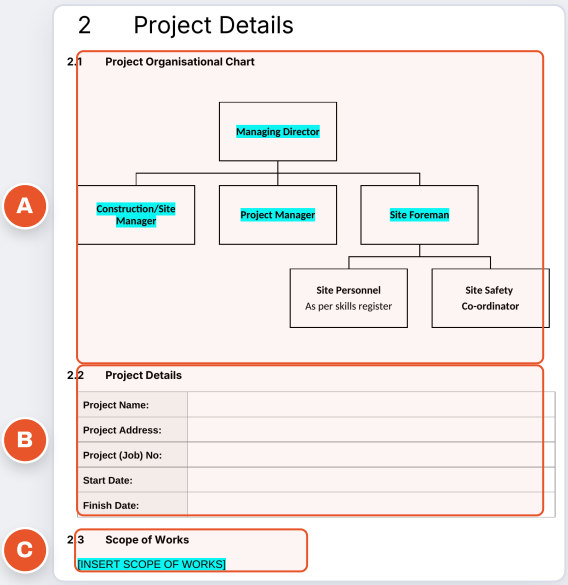
E **Responsibilities sign-off**

On the next page, your construction or site manager, project manager and site foreman each sign to confirm they've read and understood their responsibilities. Change the roles to match your team.

STEP 3

ADD THE PROJECT DETAILS

Section 2 describes this project. Be specific: this is what a client or reviewer reads to understand the job.



Section 2, Project Details

A Organisational chart

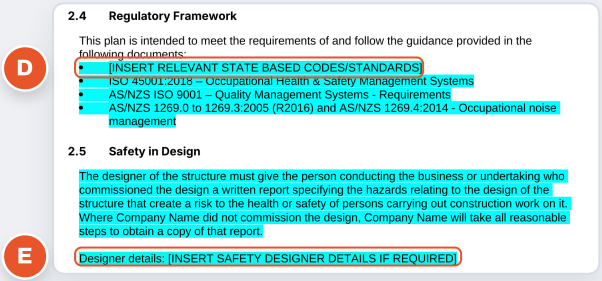
Replace the sample chart with the people and roles on this project, including who your site safety coordinator is.

B Project details

Project name, address, job number and start and finish dates.

C Scope of works

Replace *[INSERT SCOPE OF WORKS]* with exactly what work you're doing on this project, the stages and the main tasks.



Section 2.4, Regulatory Framework, and 2.5, Safety in Design

D Laws and codes

Replace the prompt with the WHS Act, Regulation and codes of practice for the state or territory the project is in. Check the compliance statement at the front too.

E Safety in design

Add the designer's details and get a copy of their safety report if the project needs one.

F Site facilities and access

Fill in where the toilets, drinking water, meal areas and parking are (section 1.2), and the site access and security details (section 6).

STEP 4

REVIEW RESPONSIBILITIES AND SITE ARRANGEMENTS

The middle of the plan describes how your site runs. Read it with this project in mind and change anything that doesn't fit.

KEY PERSONNEL (SECTION 3)

The plan describes the duties of the managing director, construction or site manager, WHS manager, project manager, site foreman and workers. Rename roles to match your business, combine them if one person does several, and delete any you don't have.

RISK MANAGEMENT (SECTION 6)

Check the hazard controls, SWMS process, subcontractor management and site rules match how you work. Delete hazards that won't be on this site, and add any that will.

INCIDENTS AND EMERGENCIES (SECTIONS 8 AND 9)

Fill in who's responsible in an emergency, your evacuation arrangements, assembly point and first aid. Check the incident reporting steps match your process.

CONSULTATION AND TRAINING (SECTIONS 10 AND 11)

Check how often you hold safety meetings and toolbox talks, whether you have a WHS committee or representative, and what inductions and training workers need before starting.

Running the site?

If you're the principal contractor, check section 3.1 on principal contractor duties is complete, and that site facilities, signage, security and traffic arrangements are covered.

Working for a principal contractor?

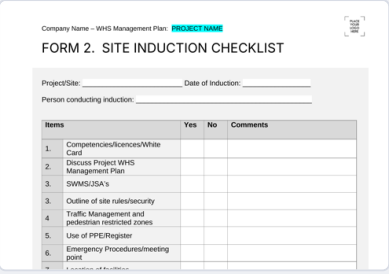
Make sure your plan lines up with their site rules and management plan. Where their rules are stricter than yours, theirs apply.

Sections with an example. Some sections, like site access and security, include example text. Replace it with the real arrangements for this site.

STEP 5

SET UP YOUR FORMS

The forms at the back of the plan are your records that the plan is being followed on site. Print what you need, or keep fillable copies.


Company Name – WHS Management Plan: PROJECT NAME

FORM 2. SITE INDUCTION CHECKLIST

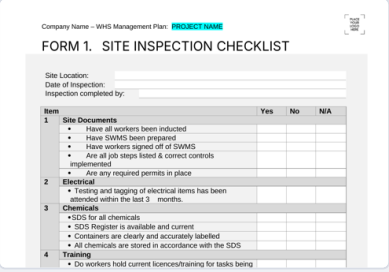
Project/Site: _____ Date of Induction: _____

Person conducting induction: _____

	Items	Yes	No	Comments
1.	Competencies/licences/White Card			
2.	Discuss Project WHS Management Plan			
3.	SWMS/JSA's			
3.	Outline of site rules/security			
4	Traffic Management and pedestrian restricted zones			
5.	Use of PPE/Register			
6.	Emergency Procedures/meeting point			

INDUCTIONS AND SIGN-ON

Use the **Site Induction Checklist** and **Site Induction Sign-on** for every worker and subcontractor, the **WHS Management Plan Sign-on** to confirm they've read the plan, and the **Daily Sign In/Sign Out Register**.


Company Name – WHS Management Plan: PROJECT NAME

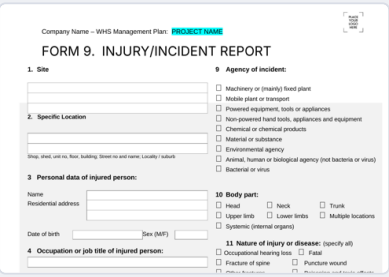
FORM 1. SITE INSPECTION CHECKLIST

Site Location:
Date of Inspection:
Inspection completed by:

Item		Yes	No	N/A
1	**Site Documents**			
	• Have all workers been inducted			
	• Have SWMS been prepared			
	• Have workers signed off of SWMS			
	• Are all job steps listed & correct controls implemented			
	• Are any required permits in place			
2	**Electrical**			
	• Testing and tagging of electrical items has been attended within the last 3 months.			
3	**Chemicals**			
	•SDS for all chemicals			
	• SDS Register is available and current			
	• Containers are clearly and accurately labelled			
	• All chemicals are stored in accordance with the SDS			
4	**Training**			
	• Do workers hold current licences/training for tasks being			

INSPECTIONS, PLANT AND EQUIPMENT

Complete the **Site Inspection Checklist** regularly, and keep the **Register of Site Plant**, **Test and Tag Register** and **PPE Issue Register** up to date.


Company Name – WHS Management Plan: PROJECT NAME

FORM 9. INJURY/INCIDENT REPORT

1. Site

2. Specific Location

Shop, shed, unit no, floor, building. Street no and name. Locality / suburb

3 Personal data of injured person:

Name

Residential address

Date of birth Sex (M/F)

4 Occupation or job title of injured person:

9 Agency of incident:

☐ Machinery or (mainly) fixed plant
☐ Mobile plant or transport
☐ Powered equipment, tools or appliances
☐ Non-powered hand tools, appliances and equipment
☐ Chemical or chemical products
☐ Material or substance
☐ Environmental agency
☐ Animal, human or biological agency (not bacteria or virus)
☐ Bacterial or virus

10 Body part:

☐ Head ☐ Neck ☐ Trunk
☐ Upper limb ☐ Lower limbs ☐ Multiple locations
☐ Systemic (internal organs)

11 Nature of injury or disease: (specify all)

☐ Occupational hearing loss ☐ Fatal
☐ Fracture of spine ☐ Puncture wound

INCIDENTS, MEETINGS AND CHEMICALS

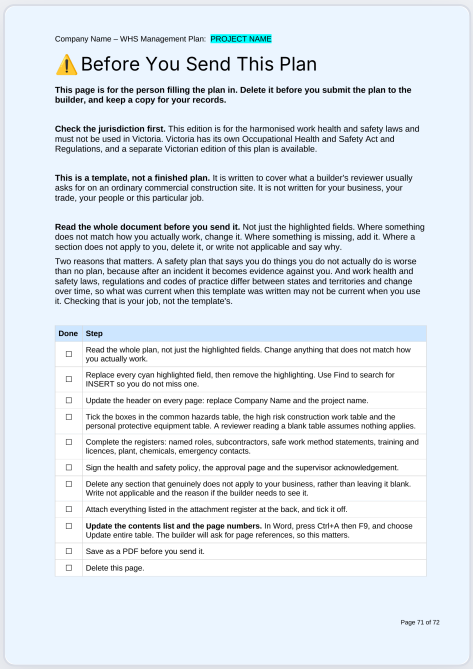
Have the **Injury/Incident Report** and **Incident Investigation Form** ready, record toolbox talks on the **Record of Safety Meeting**, and list chemicals on site in the **Chemical Register** with their safety data sheets.

Check the forms list. Section 13 lists the forms attached to the plan and those held separately on site, such as SWMS and safety data sheets. Update it to match what you actually use.

STEP 6

FINAL CHECKS, SHARE IT AND USE IT ON SITE

Use the Before You Send This Plan page at the back as your final checklist, then delete it.



Company Name – WHS Management Plan: PROJECT NAME

⚠️ Before You Send This Plan

This page is for the person filling the plan in. Delete it before you submit the plan to the builder, and keep a copy for your records.

Check the jurisdiction first. This edition is for the harmonised work health and safety laws and must not be used in Victoria. Victoria has its own Occupational Health and Safety Act and Regulations, and a separate Victorian edition of this plan is available.

This is a template, not a finished plan. It is written to cover what a builder's reviewer usually asks for on an ordinary commercial construction site. It is not written for your business, your trade, your people or this particular job.

Read the whole document before you send it. Not just the highlighted fields. Where something does not match how you actually work, change it. Where something is missing, add it. Where a section does not apply to you, delete it, or write not applicable and say why.

Two reasons that matters. A safety plan that says you do things you do not actually do is worse than no plan, because after an incident it becomes evidence against you. And work health and safety laws, regulations and codes of practice differ between states and territories and change over time, so what was current when this template was written may not be current when you use it. Checking that is your job, not the template's.

Done	Step
☐	Read the whole plan, not just the highlighted fields. Change anything that does not match how you actually work.
☐	Replace every cyan highlighted field, then remove the highlighting. Use Find to search for INSERT so you do not miss one.
☐	Update the header on every page: replace Company Name and the project name.
☐	Tick the boxes in the common hazards table, the high risk construction work table and the personal protective equipment table. A reviewer reading a blank table assumes nothing applies.
☐	Complete the registers: named roles, subcontractors, safe work method statements, training and licences, plant, chemicals, emergency contacts.
☐	Sign the health and safety policy, the approval page and the supervisor acknowledgement.
☐	Delete any section that genuinely does not apply to your business, rather than leaving it blank. Write not applicable and the reason if the builder needs to see it.
☐	Attach everything listed in the attachment register at the back, and tick it off.
☐	**Update the contents list and the page numbers.** In Word, press Ctrl+A then F9, and choose Update entire table. The builder will ask for page references, so this matters.
☐	Save as a PDF before you send it.
☐	Delete this page.

Page 71 of 72

Before You Send This Plan, at the back of your plan

BEFORE YOU SEND OR ISSUE IT

- Every blue field replaced and the highlighting removed
- Header updated on every page
- Sections that don't apply deleted or marked not applicable
- Sign-off, responsibilities and policy pages signed
- Forms list matches what's attached
- Contents updated: press Ctrl + A, then F9, and choose *Update entire table*
- Saved as a PDF, with a copy kept for your records
- The Before You Send page deleted

ON SITE

Make sure everyone knows it

Take every worker and subcontractor through the plan at induction, and have them sign the WHS Management Plan Sign-on.

Keep it available

Keep a copy on site where workers can get to it, and display the emergency contact list.

Use the forms

Sign-ins, inspections, registers and meeting records show the plan is working, not just written.

Revise it when things change

Update the plan when the scope, personnel or site conditions change, and record each revision in the version table and distribution list.

CHECKLIST

IS YOUR PLAN READY TO USE?

- [ ] Right edition for the state or territory
- [ ] Logo on the cover and in the header
- [ ] Business, project and client names replaced
- [ ] Prepared and approved by signed
- [ ] Document information and version table filled in
- [ ] Site emergency contacts filled in and displayed
- [ ] Distribution list completed
- [ ] Responsibilities page signed
- [ ] Organisational chart updated
- [ ] Project details and scope of works added
- [ ] Laws and codes for this state listed
- [ ] Site facilities, access and security filled in
- [ ] Key personnel roles match your team
- [ ] Risk management and site rules checked
- [ ] Emergency and first aid arrangements filled in
- [ ] Example text replaced
- [ ] Forms ready to use on site
- [ ] Contents page updated
- [ ] Saved as PDF and Before You Send page deleted
- [ ] Workers and subcontractors briefed and signed on

Need a hand?

Get in touch through the Everything OHS website at workplace-safety.com.au.

Disclaimer: We cannot, and do not, give you legal or any other professional advice. While every reasonable effort has been made to ensure that the information we provide is comprehensive, accurate and clear, it may not cover your particular circumstances. Only you are aware of the purpose for which you intend to apply a product or service you order from us. For this reason we provide this to you on an "as is" basis, and it does not constitute legal or professional advice of any kind. If you do require personalised legal or professional advice we recommend that you consult a suitably qualified person. If you think you may have noticed any error or omission, please let us know through the Everything OHS website.