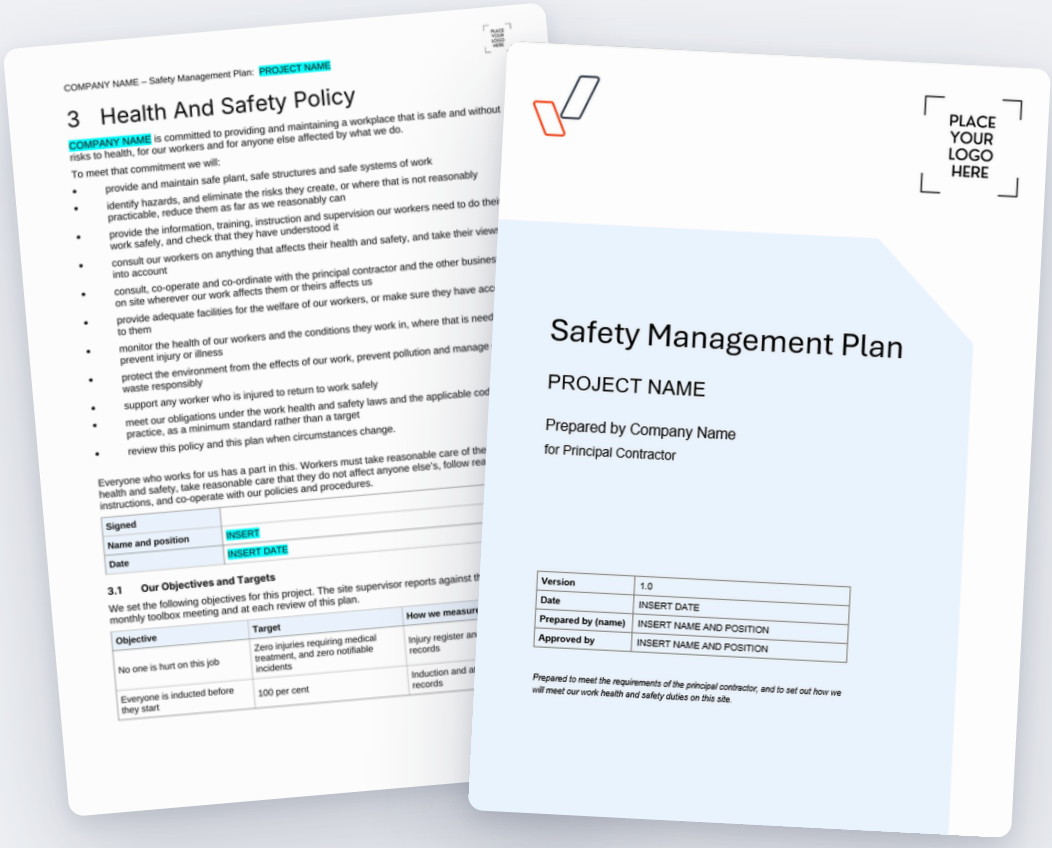
EVERYTHING OHS

IMPLEMENTATION GUIDE

FILL IN YOUR PLAN. GET ON SITE.

A step-by-step guide to completing your Safety Management Plan for a principal contractor, with screenshots of every section, and how to use it once you're on site.



Before you start, have these handy

- Your logo, ABN and insurance details
- The project, site address and principal contractor's details
- Your scope of works and the plant you'll bring to site
- Your SWMS, licences and training records for the crew

START HERE

HOW YOUR PLAN WORKS

Principal contractors usually ask every contractor for a safety management plan before they can start on site. Your plan sets out how your business will manage work health and safety on *that* project, and how you'll work with the principal contractor and other trades.

You fill in one plan for each project. It sits alongside your SWMS, which cover the step-by-step method for each high risk task.

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. The All States edition is for states and territories under the harmonised WHS laws. It's not for use in Victoria, which has its own OHS laws. A separate Victorian edition is available.

WHAT'S INSIDE YOUR PLAN

1. **Project details and document control**
   Who prepared the plan, for which project and principal contractor, the version and the review date.

2. **How you'll work on site**
   Policy, responsibilities, subcontractors, site rules, consultation, hazards, SWMS, training, plant, chemicals and PPE.

3. **When things go wrong**
   Emergency and rescue, incidents and notification, injury management and corrective actions.

4. **Registers, approval and attachments**
   The registers the builder will check, the approval page and a list of what you've attached.

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 SEND

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 and the details that stay the same on every job

2. **Fill in document control and project details**
   The project, principal contractor, insurances, scope and laws that apply

3. **Sign the policy, set objectives and name your roles**
   Who does what on this project

4. **Tick the tables and complete the registers**
   Hazards, high risk work, SWMS, subcontractors, training, plant and chemicals

5. **Complete emergency details, approval and attachments**
   The last sections a reviewer checks

6. **Run the final checks, send it and use it on site**
   Update the contents, save as PDF, brief your crew and keep it current

Search for INSERT. Every field you need to fill in is highlighted in blue and most say INSERT. Use Find (Ctrl + F) to search for INSERT and for [CHOOSE ONE] 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 and project name

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

3 Version, date and sign-off

Fill in the version, date, who prepared the plan and who approved it.

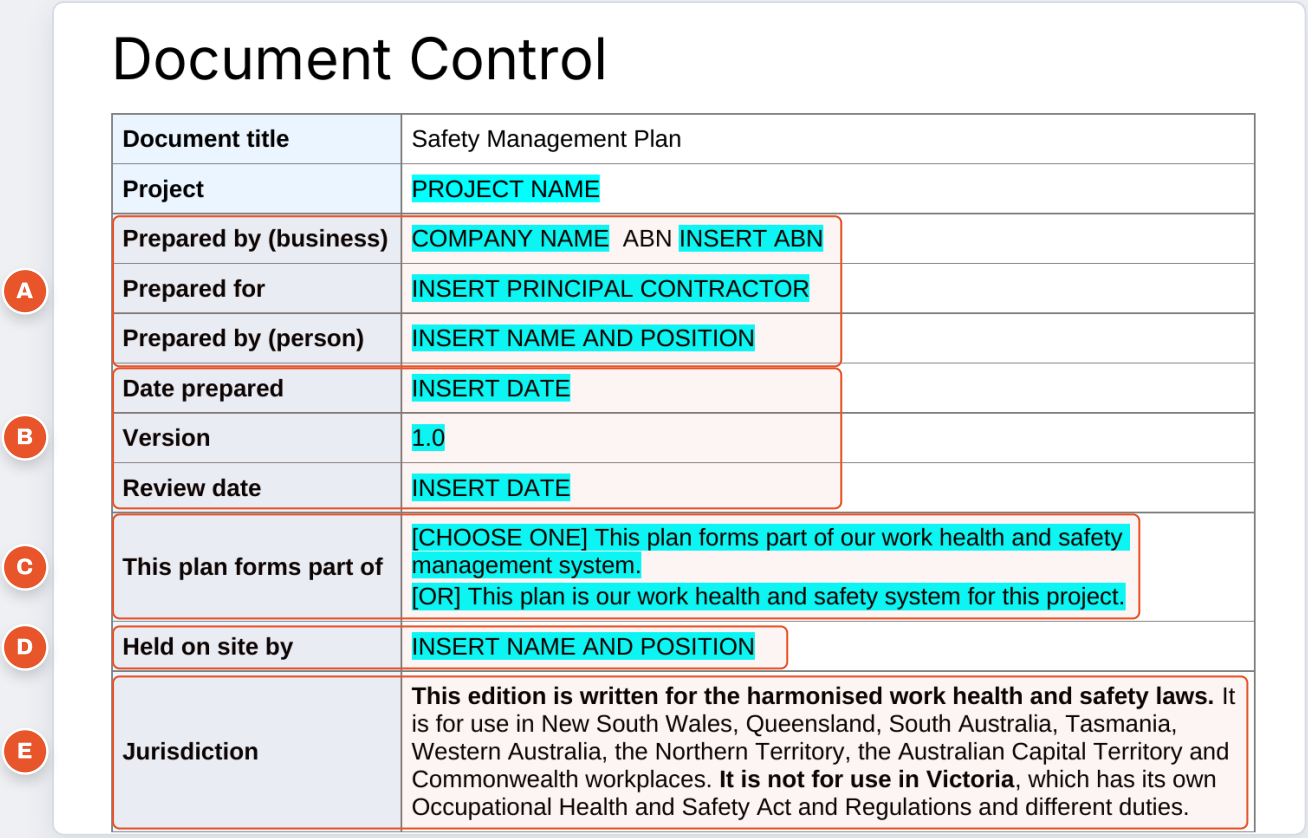
What goes in the master?

Your logo, business name, ABN, insurances, named roles, policy and the procedures you always follow. Leave the project details, scope and registers for each job.

STEP 2

FILL IN DOCUMENT CONTROL AND PROJECT DETAILS

These are the first pages a principal contractor's reviewer reads. Get them right and the rest of the review goes faster.



Document Control

	Document title	Safety Management Plan
	Project	PROJECT NAME
A	**Prepared by (business)**	COMPANY NAME ABN INSERT ABN
A	**Prepared for**	INSERT PRINCIPAL CONTRACTOR
A	**Prepared by (person)**	INSERT NAME AND POSITION
B	**Date prepared**	INSERT DATE
B	**Version**	1.0
B	**Review date**	INSERT DATE
C	**This plan forms part of**	[CHOOSE ONE] This plan forms part of our work health and safety management system. [OR] This plan is our work health and safety system for this project.
D	**Held on site by**	INSERT NAME AND POSITION
E	**Jurisdiction**	**This edition is written for the harmonised work health and safety laws.** It is for use in New South Wales, Queensland, South Australia, Tasmania, Western Australia, the Northern Territory, the Australian Capital Territory and Commonwealth workplaces. **It is not for use in Victoria**, which has its own Occupational Health and Safety Act and Regulations and different duties.

Document Control

A **Who it's from and for**
Your ABN, the principal contractor you're preparing it for, and the person who prepared it.

B **Dates and version**
The date prepared, version 1.0 for the first issue, and when you'll review it.

C **Choose one**
Keep the sentence that is true for you: the plan forms part of your WHS management system, or it is your system for this project. Delete the other and the [CHOOSE ONE] and [OR] prompts.

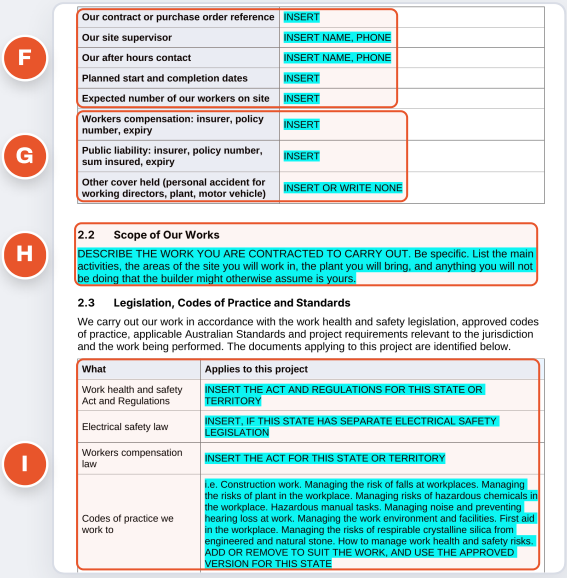
D **Held on site by**
The person who keeps the controlled copy on site, usually your site supervisor.

E **Jurisdiction**
Confirms this edition is for the harmonised WHS laws. If your project is in Victoria, use the Victorian edition instead.

STEP 2

FILL IN DOCUMENT CONTROL AND PROJECT DETAILS (CONTINUED)

Section 2 sets out the project, your cover and the laws that apply.



Our contract or purchase order reference	INSERT
Our site supervisor	INSERT NAME, PHONE
Our after hours contact	INSERT NAME, PHONE
Planned start and completion dates	INSERT
Expected number of our workers on site	INSERT
Workers compensation: insurer, policy number, expiry	INSERT
Public liability: insurer, policy number, sum insured, expiry	INSERT
Other cover held (personal accident for working directors, plant, motor vehicle)	INSERT OR WRITE NONE

2.2 Scope of Our Works

DESCRIBE THE WORK YOU ARE CONTRACTED TO CARRY OUT. Be specific. List the main activities, the areas of the site you will work in, the plant you will bring, and anything you will not be doing that the builder might otherwise assume is yours.

2.3 Legislation, Codes of Practice and Standards

We carry out our work in accordance with the work health and safety legislation, approved codes of practice, applicable Australian Standards and project requirements relevant to the jurisdiction and the work being performed. The documents applying to this project are identified below.

What	Applies to this project
Work health and safety Act and Regulations	INSERT THE ACT AND REGULATIONS FOR THIS STATE OR TERRITORY
Electrical safety law	INSERT, IF THIS STATE HAS SEPARATE ELECTRICAL SAFETY LEGISLATION
Workers compensation law	INSERT THE ACT FOR THIS STATE OR TERRITORY
Codes of practice we work to	i.e. Construction work. Managing the risk of falls at workplaces. Managing the risks of plant in the workplace. Managing risks of hazardous chemicals in the workplace. Hazardous manual tasks. Managing noise and preventing hearing loss at work. Managing the work environment and facilities. First aid in the workplace. Managing the risks of respirable crystalline silica from engineered and natural stone. How to manage work health and safety risks. ADD OR REMOVE TO SUIT THE WORK, AND USE THE APPROVED VERSION FOR THIS STATE

Section 2, Project Details

F **Contract and contacts**

Project name, site address, principal contractor and their site contact (on the page before), plus your PO number, site supervisor, after-hours contact, dates and crew size.

G **Insurances**

Your workers compensation and public liability details, with policy numbers and expiry dates. Have the certificates ready to attach.

H **Scope of your works**

Be specific: the activities, the areas of site, the plant you'll use, and anything you're not doing that the builder might assume is yours.

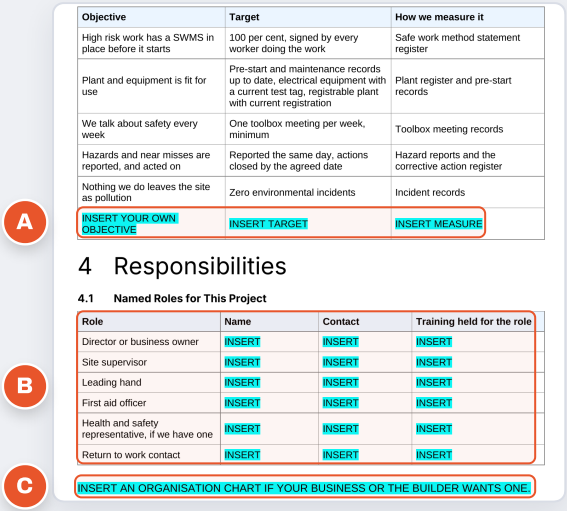
I **Laws that apply**

Insert the WHS Act and Regulations for the state or territory, plus electrical safety and workers compensation laws. Add or remove codes of practice to suit your work, using the versions approved in that state.

STEP 3

SIGN THE POLICY, SET OBJECTIVES AND NAME YOUR ROLES

Sections 3 and 4 show the builder who's responsible and what you're aiming for.



Objective	Target	How we measure it
High risk work has a SWMS in place before it starts	100 per cent, signed by every worker doing the work	Safe work method statement register
Plant and equipment is fit for use	Pre-start and maintenance records up to date, electrical equipment with a current test tag, registrable plant with current registration	Plant register and pre-start records
We talk about safety every week	One toolbox meeting per week, minimum	Toolbox meeting records
Hazards and near misses are reported, and acted on	Reported the same day, actions closed by the agreed date	Hazard reports and the corrective action register
Nothing we do leaves the site as pollution	Zero environmental incidents	Incident records
INSERT YOUR OWN OBJECTIVE	INSERT TARGET	INSERT MEASURE

4 Responsibilities

4.1 Named Roles for This Project

Role	Name	Contact	Training held for the role
Director or business owner	INSERT	INSERT	INSERT
Site supervisor	INSERT	INSERT	INSERT
Leading hand	INSERT	INSERT	INSERT
First aid officer	INSERT	INSERT	INSERT
Health and safety representative, if we have one	INSERT	INSERT	INSERT
Return to work contact	INSERT	INSERT	INSERT

INSERT AN ORGANISATION CHART IF YOUR BUSINESS OR THE BUILDER WANTS ONE.

Objectives and Named Roles

P **Sign the Health and Safety Policy**

Read the policy in section 3, change anything that doesn't fit, and have your director or business owner sign and date it.

A **Objectives and targets**

Keep the sample objectives that suit you and add your own, each with a target and how you'll measure it.

B **Named roles**

Name the director or owner, site supervisor, leading hand, first aid officer, health and safety representative if you have one, and return to work contact, with contact details and the training each holds.

C **Organisation chart**

Add one if your business or the builder wants it. Otherwise delete the prompt.

Check the role descriptions. Sections 4.2 to 4.4 describe what the owner, supervisor and workers do. Edit them so they match how your business is actually run.

STEP 4

TICK THE TABLES AND COMPLETE THE REGISTERS

A reviewer reading a blank table assumes nothing applies. Tick every box that applies to your work and fill in every register.

8.5 Hazards Common to Our Work

Tick the hazards that apply to our scope on this project. Where a hazard is ticked, the controls listed are the minimum. Anything further sits in the safe work method statement for the task. Add rows for hazards specific to our trade.

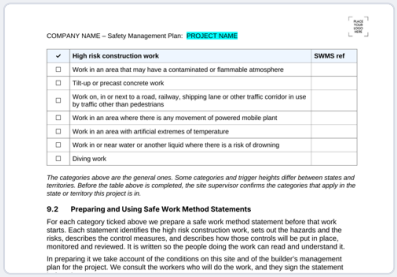
✓	Hazard	What can happen	Our controls
☐	Falls from height	Death or serious injury from a fall, or from a fall through a fragile surface or an opening	Work from the ground or a solid platform wherever we can. Then edge protection, guardrail, scaffold or a covered opening. Then a work positioning system. Fall arrest only where nothing above it is reasonably practicable, with an anchor point checked by a competent person and a rescue plan in place. Ladders for access, not as a work platform.
☐	Falling objects	Head and crush injuries to people below, including other trades and the public	Exclusion zones below overhead work, agreed with the builder. Toe boards, mesh and kick rails on platforms. Tool lanyards. Nothing stored near an edge or opening. Materials lowered, never dropped.

A

Section 8.5, Hazards Common to Our Work

A **Tick the hazards that apply**

Tick each hazard that applies to your scope. The controls listed are the minimum. Add rows for hazards specific to your trade, and keep the detail in your SWMS. Do the same in the high risk construction work and PPE tables.



COMPANY NAME – Safety Management Plan: PROJECT NAME

✓	High risk construction work	SWMS ref
☐	Work in an area that may have a contaminated or flammable atmosphere	
☐	Tilt-up or precast concrete work	
☐	Work on, in or next to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	
☐	Work in an area where there is any movement of powered mobile plant	
☐	Work in an area with artificial extremes of temperature	
☐	Work in or near water or another liquid where there is a risk of drowning	
☐	Diving work	

The categories above are the general ones. Some categories and trigger heights differ between states and territories. Before the table above is completed, the site supervisor confirms the categories that apply in the state or territory this project is in.

9.2 Preparing and Using Safe Work Method Statements

For each category ticked above we prepare a safe work method statement before that work starts. Each statement identifies the high risk construction work, sets out the hazards and the risks, describes the control measures, and describes how those controls will be put in place, monitored and reviewed. It is written so the people doing the work can read and understand it.

In preparing it we take account of the conditions on this site and of the builder's management plan for the project. We consult the workers who will do the work, and they sign the statement

REGISTERS TO COMPLETE

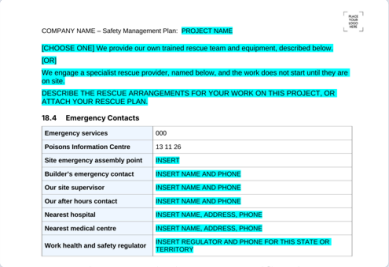
Subcontractors and labour hire, SWMS, training and licences, plant and equipment, and hazardous chemicals. List every item, and keep each register up to date as the job goes on.

[CHOOSE ONE] sections. Some sections, like subcontractors, crystalline silica, first aid and rescue, give you two options. Keep the one that's true for this job and delete the other.

STEP 5

COMPLETE EMERGENCY DETAILS, APPROVAL AND ATTACHMENTS

The last sections are often the first things a reviewer checks.



COMPANY NAME – Safety Management Plan: PROJECT NAME

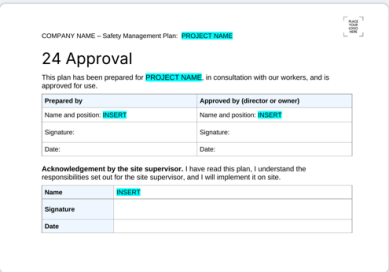
[CHOOSE ONE] We provide our own trained rescue team and equipment, described below.
[OR]
We engage a specialist rescue provider, named below, and the work does not start until they are on site.
DESCRIBE THE RESCUE ARRANGEMENTS FOR YOUR WORK ON THIS PROJECT, OR ATTACH YOUR RESCUE PLAN.

18.4 Emergency Contacts

Emergency services	000
Poisons Information Centre	13 11 26
Site emergency assembly point	INSERT
Builder's emergency contact	INSERT NAME AND PHONE
Our site supervisor	INSERT NAME AND PHONE
Our after hours contact	INSERT NAME AND PHONE
Nearest hospital	INSERT NAME, ADDRESS, PHONE
Nearest medical centre	INSERT NAME, ADDRESS, PHONE
Work health and safety regulator	INSERT REGULATOR AND PHONE FOR THIS STATE OR TERRITORY

EMERGENCY CONTACTS

Fill in the site assembly point, the builder's emergency contact, your supervisor and after-hours contact, the nearest hospital and medical centre, and the regulator for that state or territory.



COMPANY NAME – Safety Management Plan: PROJECT NAME

24 Approval

This plan has been prepared for PROJECT NAME, in consultation with our workers, and is approved for use.

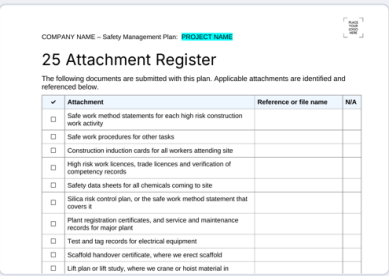
Prepared by	Approved by (director or owner)
Name and position: INSERT	Name and position: INSERT
Signature:	Signature:
Date:	Date:

Acknowledgement by the site supervisor. I have read this plan, I understand the responsibilities set out for the site supervisor, and I will implement it on site.

Name	INSERT
Signature	
Date	

APPROVAL

Have the plan signed by the person who prepared it and the person approving it, and get your site supervisor to sign the acknowledgement.



COMPANY NAME – Safety Management Plan: PROJECT NAME

25 Attachment Register

The following documents are submitted with this plan. Applicable attachments are identified and referenced below.

✓	Attachment	Reference or file name	N/A
☐	Safe work method statements for each high risk construction work activity		
☐	Safe work procedures for other tasks		
☐	Construction induction cards for all workers attending site		
☐	High risk work licences, trade licences and verification of competency records		
☐	Safety data sheets for all chemicals coming to site		
☐	Silica risk control plan, or the safe work method statement that covers it		
☐	Plant registration certificates, and service and maintenance records for major plant		
☐	Test and tag records for electrical equipment		
☐	Scaffold handover certificate, where we erect scaffold		
☐	Lift plan or lift study, where we crane or hoist material in		

ATTACHMENT REGISTER

Attach everything listed, such as insurance certificates, SWMS, licences and registers, and tick each one off.

First aid and rescue

Choose whether you have your own first aiders and rescue arrangements, or rely on the builder's. If you rely on theirs, confirm it in writing first.

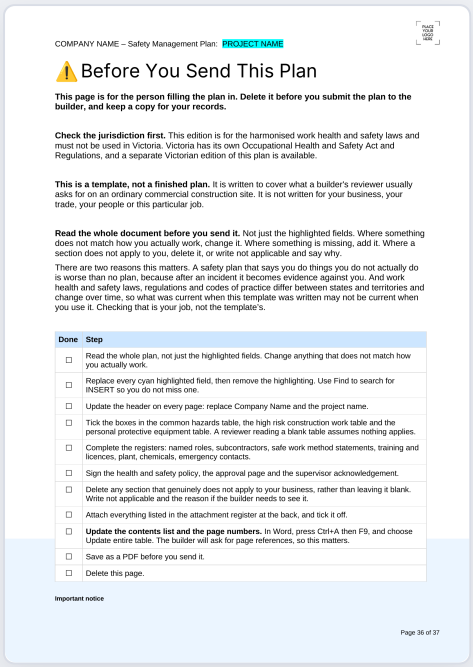
Workers compensation

In section 20, name each workers compensation scheme your workers are covered under.

STEP 6

RUN THE FINAL CHECKS, SEND 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 – Safety 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.

There are two reasons this 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.

Important notice

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

BEFORE YOU SEND

- Every blue field replaced and the highlighting removed
- Header updated on every page
- Tables ticked and registers complete
- Policy, approval and acknowledgement signed
- Attachments added and ticked off
- 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

ONCE YOU'RE ON SITE

Brief your crew

Walk your workers through the plan at your first pre-start, alongside the builder's induction and your SWMS.

Keep it on site

Your site supervisor holds the controlled copy, available to workers, the builder and an inspector.

Keep the registers current

Add new subcontractors, SWMS, plant and chemicals as they arrive on site.

Review it when things change

Review after an incident, a change in scope, crew or method, or when the builder asks. Record it in the version history and plan review record.

CHECKLIST

IS YOUR PLAN READY TO SEND?

- [ ] Right edition for the state or territory
- [ ] Logo on the cover and in the header
- [ ] Business name and project name replaced
- [ ] Document control completed
- [ ] [CHOOSE ONE] options decided
- [ ] Project and contract details filled in
- [ ] Insurance details added
- [ ] Scope of works specific to this job
- [ ] Laws and codes for this state listed
- [ ] Health and Safety Policy signed
- [ ] Objectives and targets set
- [ ] Named roles filled in
- [ ] Hazard, high risk work and PPE tables ticked
- [ ] All registers completed
- [ ] Emergency contacts filled in
- [ ] Approval and acknowledgement signed
- [ ] Attachments added and ticked off
- [ ] Sections that don't apply deleted or marked
- [ ] Contents page updated
- [ ] Saved as PDF and Before You Send page deleted

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.