

This template has prompts and letters in blue text where it is required to be tailored. All you have to do is replace these with your own company and contract details and then delete the prompt boxes like this. The plan needs to be specific to your organisation and each contract,

NOTE: Print the last 3 pages of this document and then delete them; they are instructions for tailoring and about this plan

XYZ Company

LOGO

Contract Title

OHS Management Plan

Controlled COPY No.	1	This is a controlled document. Only registered holders of controlled copies will receive updates	
Issue No.	1.0	Date:	17/01/11

Complete details below and then delete this prompt box

Document controls

Business Name	Your Business Name				
Contract Title	Contract Title				
Document Title	OHS Management Plan (OHSMP)				
Document / Contract No.	XXXX	Issue	1.0	Date	17/01/11
Prepared by	Name				
Authorising manager					
..... (Name)	 (Signature)	 (Date)	

To update the table of contents right click in the table, then click 'update field' and 'update entire table'. Then delete this box. Make this update once you finish the customisation and just before printing.

Table of contents

Occupational Health and Safety Policy	5
1 Introduction	6
2 Works description	6
3 Health and Safety Planning and Responsibilities	6
4 Hazard identification and risk control	8
5 Hazard reporting.....	8
6 Health and Safety Induction Training and Consultation	8
6.1 OHS Induction training	8
6.2 OHS Consultation	9
6.3 Complaints	10
7 Incident Management	10
7.1 Accidents/Incidents Response Procedures	10
7.2 Fire response procedures.....	11
7.3 Chemical spill response procedures	11
7.4 Injury management and Incident investigation	11
8 Site Safety Rules	12
9 Safe Work Method Statements.....	12
10 Plant and Equipment	13
11 Hazardous Substances and Dangerous Goods.....	13
12 Electrical Equipment.....	13
13 Subcontractor Management	13
13.1 Selecting and engaging subcontractors	13
13.2 Managing subcontractors on site.....	14
14 OHS Site Inspections & Review of OHS Performance	14
15 Standard Forms.....	14

Attachment A Organisation details, contract delivery team & Contact numbers

Attachment B Risk management

Attachment C Site Safety Rules

Attachment D Safe work method statements

Attachment E Standard forms

1 Introduction

This Occupational, Health and Safety Management Plan (OHSMP) identifies and assesses all hazards associated with the works and control measures to be implemented to ensure that personnel working on site, members of the public and visitors to the site are adequately protected from risk of injury or illness.

2 Works description

The works is located at (insert the address of the worksite including the Local Government Area / suburb).

Write a brief description below of what the contract involves then delete this box, example follows

The works under this contract involves the cleaning of the premises including offices and the underground parking area.

The main activities to be carried out during the contract are:

- Daily cleaning of office spaces and hallways;
- Dusting desks.
- Cleaning toilets.
- Litter pick up in parking areas
- Rubbish bins to place outside

3 Health and Safety Planning and Responsibilities

The Organisation details, contract delivery team for the works and contact numbers are detailed in Attachment A

Safety management means thinking preventively about where potential risks or hazards are likely, then planning how to provide:

- Safe work places;
- Safe systems of work;
- Safety awareness within the workforce; and
- Appropriate monitoring that safety controls are effective

The **Project Manager** has the overall responsibility for the management of OHS on the contract

The Project Manager is responsible for the following planning activities:

- Identifying hazards and assessing the risks associated with the work, and documenting the risk control measures to be taken
- Managing compliance with OHS and workplace injury;
- Managing workers compensation legislation, regulations, standards and codes, Safe Work Method Statements and the Site Safety Rules;

- Reporting any faulty tools or plant to the Works Supervisor;
- Complying with site safety rules;
- Correctly using all personal protective equipment; and
- Complying with emergency and evacuation procedures.

4 Hazard identification and risk control

XYZ Company requires that a thorough hazard control process, comprising hazard identification, risk assessment and analysis, be conducted before work commences in order to have appropriate safety controls measures in place from the start of the works.

Risk management is a process of identification, assessment and elimination or control of hazards in the workplace.

A worksite OHS hazard identification and risk assessment is carried out by the working team and documented before works commence (see Attachment B). The identified hazards and risk controls are then inducted to staff working in the contract.

5 Hazard reporting

XYZ Company encourages all employees to report hazards immediately to the Works Supervisor. Where the hazards cannot be corrected immediately, they are reported and recorded in the *Hazard Report* form F16.

The Works Supervisor investigates all reported hazards and implements control measures to eliminate and/or minimise the likelihood of an incident or injury. The Project Manager regularly reviews and evaluates the effectiveness of control measures until the hazard is addressed and/or all risks have been mitigated or reduced.

6 Health and Safety Induction Training and Consultation

Having regard to the hazards and risks associated with the works, **XYZ Company** has assured that all employees are trained and competent to perform all tasks in a way that is safe and does not adversely impact on themselves and others. Refer to form F12 *Training and competency register* for details of the skills and competencies of the organisation's employees assigned to the contract.

The Project Manager assesses and arranges any additional qualifications and/or safety training that is required in order to carry out each activity on the contract including refresher training.

6.1 OHS Induction training

The Works Supervisor ensures that all personnel and subcontractors working on site have attended OHS induction training required by OHS regulations.

The site *OHS induction training* is delivered by the Works Supervisor to employees and subcontractors commencing work on construction sites. The induction would cover the following topics:

- Brief description scope of works, works in progress and the site layout;

- the method of assessing subcontractors — according to [XYZ Company](#) purchasing procedures
- the type and level of subcontractor control required.

The Project Manager prepares a list of potential subcontractors and assesses them against contract requirements.

13.2 Managing subcontractors on site

The Project Manager applies a level and type of control to subcontractors appropriate to the risks associated with the subcontracted works. Subcontractors working on site are registered in form F05

[XYZ Company](#) provides site induction to subcontractors on site by:

- informing the subcontractors of their responsibilities
- identifying those [XYZ Company](#)'s staff (Project Manager and Works Supervisor) who have authority to direct subcontractors to stop work if their activities breach safety requirements

[XYZ Company](#) provides instruction on any systems or documentation that the subcontractor is expected to work under or use.

[XYZ Company](#) monitors all subcontractors' work for compliance with safety requirements. This is done through inspections and audits.

14 OHS Site Inspections & Review of OHS Performance

The Works Supervisor conducts weekly safety inspections (Form F11) on the works site to monitor the performance of safety controls implemented on site. Any actions resulting from the inspections are promptly resolved.

The Project Manager ensures that OHS performance is evaluated on a regular basis by reviewing inspections records, complaints/enquires received, audits, incidents / accidents and any other safety issues.

15 Standard Forms

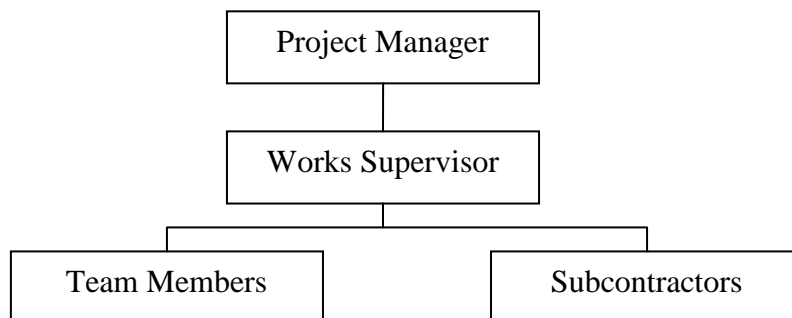
Refer to Attachment E for forms to be used with the contract.

Attachment A Organisation details, contract delivery team & Contact numbers

Complete details below and then delete this box

ORGANISATION DETAILS			
Business or trading name and address:			
ACN/ABN:		Contractor licence No:	
Telephone:		Facsimile	
Email:		Mobile:	
Name of director or manager:		Telephone:	
Insurances (Attach copies of certificates of currency)	Company	Policy number	Expire date
Workers compensation			
Public liability			
Professional indemnity			
Sickness and accident			

Contract Delivery Team - Organisation Structure



PROJECT CONTACT DETAILS		
	Contact name	Contact number
Emergency Services:		
Ambulance / Fire Brigade / Police		000
Poisons information		131126
First Aiders:	Name	
Utilities:		
Water		132 203
Electricity		132 090
Gas		131 388
Telephone		131 909
Dial Before You Dig:		1100
EPA:		
24 hour Pollution Line		131555
Project Manager (*):	Name	
Works Supervisor (*):	Name	
OHS Representative:	Name	
Other contacts:		

(*) These contacts are available on a 24-hour basis. Both persons have the authority to halt the progress of the works if required.

Attachment E Standard forms

Number	Name
F01	Toolbox Meeting Record
F02	OHS Induction Register
F03	Hazardous Substance Register
F04	Communications and Complaints Register
F05	Incident/accident Investigation Report
F06	Training and Competency Register
F07	Plant and Equipment Register
F08	Electrical Equipment Register
F09	Injury Report
F10	Hazard Report
F11	OHS Inspection Checklist
T01	Risk Assessment
T02	Safe Work Method Statement

Note: F stands for form and T stands for template

	XYZ COMPANY	F01
	Record of Toolbox Meeting	

Project/ location:

Date:	Date:	Date:	Date:
Attendees' names and initials	Attendees' names and initials	Attendees' names and initials	Attendees' names and initials
What was discussed?	What was discussed?	What was discussed?	What was discussed?
Action required? By Whom?	Action required? By Whom?	Action required? By Whom?	Action required? By Whom?
Presenter's name:	Presenter's name:	Presenter's name:	Presenter's name:

	XYZ COMPANY	F09
	Injury Report	

Contract / Location: _____

General	
Location:	
Injured Person Name	
Home Address	
Date of Birth	Male <input type="checkbox"/> Female <input type="checkbox"/>
Occupation	
Employers name	
Employers address	

Details of Injury	
Date of Injury	Time of injury: am <input type="checkbox"/> pm <input type="checkbox"/>
Activity in which the person was engaged at the time of injury	
Exact location where injury occurred	
Nature of injury e.g. fracture, burn, sprain, foreign body in eye	
Body location of injury e.g. ear, eye, face, neck	

Details of Treatment			
Treatment provided by First Aid Officer	Yes <input type="checkbox"/> No <input type="checkbox"/>	Remarks:	
Follow up treatment required	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, an incident Investigation Report must be completed with 24 hours	
Doctor/Medical Centre attended			
Date attended		Medical Certificate Received	Yes <input type="checkbox"/> No <input type="checkbox"/>
Treatment i.e. x-ray, prescription			
Further consultation required	Yes <input type="checkbox"/> No <input type="checkbox"/>	Injury Management required	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, notify the Return-to-Work Coordinator
Name of Witness			
Address of Witness			

Name of Person Providing First Aid			
Signature:		Date	

	XYZ COMPANY	
	OHS Inspection Checklist	F11

Customise the checklist to site and contract specifics; add or delete items not applicable to your business and then delete this prompt box.

Contract:	Date:
------------------	--------------

Indicate by marking: √ Acceptable X Not Acceptable N/A Not Applicable	Results √ X N/A	Actions / comments
Housekeeping		
Work areas free from rubbish & obstructions		
Stock / material stored safely		
Free from slip/trip hazards		
Access paths clear and defined		
Prohibited areas display warning signs and barricaded		
Electrical		
No broken plugs, sockets, switches or defective leads		
Electrical equipment tested and tagged		
Register of tagging current		
No cable-trip hazards and no strained leads		
Mobile Plant and Equipment		
Plant and equipment in good condition		
Daily inspection log book completed		
Operators trained and licensed		
Warning and instructions displayed		
Warning lights operational		
Reversing alarm operational		
Fire extinguisher fitted and operational		
SWL of lifting or carrying equipment displayed		
Plant keys and unattended plant kept secure		
Hazardous Substances		
Register current		
MSDS available		
Stored appropriately and storage area bunded		
Containers labelled correctly		
Adequate ventilation/exhaust systems		
Appropriate emergency first aid equipment – shower, eye bath, fire extinguishers		
Chemical handling procedures followed and satisfactory personal hygiene practices		
Hazchem signs displayed		
Excavations		