**Guide - preparing a whs management plan**

The level of detail required for a WHS management plan will depend on how complex the workplace is (in particular, the number of contractors at the workplace at any one time) and the risks involved in the work.

***People with health and safety responsibilities***

Persons at the workplace whose positions or roles involve specific health and safety responsibilities must be identified in the WHS management plan. For example, people who should be listed include WHS managers, first aid officers and project managers. Their responsibilities should be briefly described. Health and safety representatives do not need to be listed, unless   
they have a coordinating role separate to their role as a health and safety representative.

***Arrangements for consultation, cooperation and coordination***

An important part of the WHS management plan involves the arrangements for consultation, cooperation and coordination of all persons conducting a business or undertaking at the workplace.

The principal contractor must include details in the WHS management plan about how the persons conducting a business or undertaking at the workplace will consult and cooperate with each other. There should be ongoing consultation and cooperation between all duty holders so that when work overlaps, each person is aware of other construction activities and can control any associated hazards and risks. Examples include:

holding pre-commencement WHS meetings with all contractors and subcontractors

scheduling regular contractor/subcontractor WHS meetings

holding toolbox WHS meetings

establishing a construction project WHS committee

distributing a regular WHS newsletter.

In many cases, people who have responsibilities are not always at the workplace all the time.   
It is recommended that consultation arrangements for communicating with people off-site also   
be included in the WHS management plan.

***Arrangements for managing incidents***

The principal contractor should consider the types of health and safety incidents that might occur. The WHS management plan should document the actions that will be taken and who will represent the principal contractor. The following should be included (covering both the process involved and the person responsible for it):

| **Process** | **Action to be taken** |
| --- | --- |
| Incident management | Arrangements to stabilise and evacuate any injured person after ensuring safety of rescuers  Arrangements for isolating the incident scene  Arrangements for making the workplace safe after the incident  Arrangements for preserving the incident site  Arrangements for notifying the principal contractor  Notification of the relevant regulator and emergency services as necessary  Arrangements for the investigation of an incident. |
| Emergency situations | The emergency plan for the construction project  Arrangements for testing of the emergency plan  Arrangements for training and instruction requirements. |
| First aid arrangements | The facilities and first aid equipment that will be provided by the principal contractor  Arrangements for training in first aid  First aid equipment that will be provided by contractors and subcontractors. |

The WHS management plan should also include arrangements for reporting and acting upon any ‘near misses’.

***Site-specific health and safety rules***

The WHS management plan must detail any site-specific WHS rules that the principal contractor requires persons to comply with and the arrangements for ensuring that all persons at the workplace are informed of these rules. The rules should be simple and clear and, where appropriate, they should show who each rule applies to.

The nature of the work, hazards, size and location of the workplace, and the number and composition of the workers and other persons at the workplace can assist in determining the   
site-specific rules.

After finalising the rules, the principal contractor should inform everyone in the workplace about them, for example by:

holding toolbox meetings or face-to-face discussions

posting them in a prominent position at the workplace

distributing copies to everyone at the workplace.

If there are people at the workplace who do not understand English well, the WHS management plan should set out how these people will be informed of the rules.

***Arrangements to prepare, collect and assess, monitor and review SWMS***

The WHS management plan must include details of the arrangements for the preparation, collection and any assessment/approval, monitoring and review of SWMS at the workplace.   
The principal contractor should ensure that the work being undertaken does not conflict with control measures being used by other contractors or subcontractors working in the same location or create additional risks for others.

The WHS management plan may also include arrangements to ensure that SWMS are followed by all affected workers (including contractors and subcontractors), and that work is ceased if the SWMS is not being followed