

WORK HEALTH AND SAFETY MANAGEMENT PLAN

This guidance note outlines the key requirements for developing and maintaining a work health and safety (WHS) management plan.

A WHS management plan is a written plan that sets out the arrangements for managing health and safety matters at a workplace where a construction project is being undertaken.

The principal contractor for a construction project must prepare a WHS management plan for the workplace before work on the construction project commences. The principal contractor must ensure that everyone working on the project is made aware of the WHS management plan's content and their right to inspect the plan before they commence work on the project.

Construction project means a project where the cost of construction work is \$250,000 or more, or the construction work involves the demolition or refurbishment of a structure containing loose-fill asbestos insulation (also known as Mr Fluffy).

A WHS management plan must include:

- specific arrangements for collecting, assessing, monitoring and reviewing WHS policies,
- training,
- risk management processes,
- subcontractor management, and
- injury management.

The principal contractor for a construction project must review and, as necessary, revise the WHS management plan to ensure that it remains up-to-date.

A WHS management plan and a [Safe Work Method Statement \(SWMS\)](#) have different requirements and are not interchangeable under WHS laws. A SWMS can be part of a WHS management plan. A WHS management plan template is provided at the end of this guidance note.

A principal contractor may prepare a generic WHS management plan that is capable of being applied to several construction projects. However, a generic plan must be reviewed and revised by the principal contractor to take into account the hazards and risks for the specific project and workplace.

The intention of a WHS management plan is to ensure required processes are in place to manage the risks associated with a complex construction project, as there are usually many contractors and subcontractors involved and circumstances can change quickly from day to day.

The principal contractor should ensure the work being undertaken does not conflict with control measures being used by other contractors or subcontractors working in the same location or create extra risks for others. The principal contractor should consult with relevant workers, including any Health and Safety Representatives (HSRs), contractors and subcontractors to ensure the WHS management plan is suitable to the nature of the work and workplace.

A WHS management plan must include the following information:

- the names, positions and health and safety responsibilities of all persons at the workplace whose positions or roles involve specific health and safety responsibilities in connection with the project
- the arrangements in place for consultation, cooperation and the coordination of activities between any persons conducting a business or undertaking (PCBU) at the workplace where the construction project is being undertaken, in relation to compliance with their duties under the [WHS Act \(2011\)](#) and [WHS Regulation \(2011\)](#)
- the arrangements in place for managing any WHS incidents that occur
- any site-specific health and safety rules, and the arrangements for ensuring that all persons at the workplace are informed of these rules, and
- the arrangements for the collection and any assessment, monitoring and review of SWMS at the workplace.

The principal contractor should also put in place arrangements for ensuring compliance at the workplace with the following:

- the storage, movement and disposal of construction materials and waste at the workplace
- storage of plant that is not in use
- traffic in the vicinity of the workplace that may be affected by construction work carried out in connection with the construction project
- essential services at the workplace
- general working environment
- first aid
- emergency plans
- personal protective equipment
- managing risks from airborne contaminants
- hazardous atmospheres
- storage of flammable or combustible substances, and
- ensuring workers have appropriate licences and training to undertake the construction work.

A principal contractor who fails to prepare a WHS management plan can face penalties of up to \$6,000 for an individual or \$30,000 for a body corporate.

For more information on managing developing WHS management plans, see the [Construction Work Code of Practice](#) and the [Work health and safety management plans webpage](#).

REVIEWING A WHS MANAGEMENT PLAN

The principal contractor is responsible for reviewing and revising the WHS management plan to ensure it remains up to date.

A WHS management plan must be reviewed as necessary. For example, it should be reviewed if there are significant changes to:

- site conditions

- site safety rules, or
- persons with responsibility for health and safety.

The WHS management plan should also be reviewed and revised after a WHS incident in the workplace.

The WHS management plan should be reviewed in consultation with relevant workers, contractors, subcontractors and HSRs.

If a process has changed after a review, the principal contractor must ensure, so far as is reasonably practicable, that each person working on the construction project is made aware of the changes.

KEEPING A WHS MANAGEMENT PLAN

A WHS management plan should be kept at the workplace where the construction project will be carried out. This includes electronic copies.

The PCBU must keep a copy of the WHS management plan available for relevant workers and for inspection by WorkSafe ACT Inspectors.

A copy must be kept until the construction project is completed. If a notifiable incident occurs in connection with the construction project, the WHS management plan must be kept for at least 2 years after the incident occurs.

Where a WHS management plan has been revised, every version should be kept.

CONSULTATION

The WHS Act requires each person with a health and safety duty to consult, cooperate and coordinate activities with each person who has a duty over the same matter.

Consultation between duty holders ensures everyone associated with the work has a shared understanding of what the risks are, which workers are affected and how the risks will be controlled.

The principal contractor must document the arrangements in place for consultation, cooperation and coordination between the PCBUs at the site in the WHS management plan.

For more information on consultation, cooperation and coordination in the workplace, see the [Work Health and Safety Consultation, Cooperation and Coordination Code of Practice](#).

For more information on Safe Work Method Statements, see the [Guidance note: Safe Work Method Statements](#).

Attachment A—WHS management plan template

Principal Contractor details:

Click here to enter text.

Project details (Insert project address where relevant):

Click here to enter text.

People with specific health and safety responsibilities

List details of people with specific responsibilities for this project for example, site supervisor, safety manager; or where to get their specific contact details

Name	Position	Brief description of WHS responsibilities

Arrangements in place for consultation, cooperation and coordination	Persons responsible
Describe the consultation, cooperation and coordination arrangements between persons conducting a business or undertaking (PCBU), such as subcontractors, so if work overlaps, each is aware of others' activities in relation to compliance with the WHS laws.	

Arrangements for managing work health and safety incidents	Persons responsible
Describe the arrangements to manage each type of incident that may occur and who will contact the emergency services and the local safety authority. Also describe the first aid arrangements for the project.	

Arrangements for managing work health and safety incidents	Persons responsible

Safe work method statement (SWMS)	Persons responsible
Set out the arrangements to collect, assess, monitor and review SWMS at the workplace	

Site safety rules	Persons responsible for communicating the rule
Each rule should be simple and clear. Set out who is covered by the rule and who is responsible for communicating it/how it will be ensured every person at the workplace is informed of the rules.	