

SAMPLE

HEALTH & SAFETY MANUAL



Abstract

This Work Health and Safety (WHS) Management Plan provides a framework for identifying and managing workplace hazards, ensuring regulatory compliance, and promoting safety. It includes policies, procedures, and responsibilities to reduce risks, improve safety performance, and foster a proactive safety culture, across all business areas.

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Disclaimer: This document contains material to assist in addressing Work Health, and Safety management obligations. Although every effort has been made to ensure the accuracy of this information at the time of publication, it is provided as guidance only and does not provide legal advice on meeting your obligations.

SECTION 1. INTRODUCTION

This Workplace Health and Safety (WHS) Manual is a framework to establish, implement and maintain a safe work system for {company_name} To ensure all health and safety processes are in place to prevent work-related injuries and illness and to comply with the regulations. It will support continual improvement by identifying hazards, managing risk and providing procedures for all workers, contractors and visitors.

Our organisation operates in a dynamic environment influenced by internal and external factors. To ensure our WHS Manual remains effective, we continually monitor and review these factors:

- **External Issues:** Regulatory requirements, industry standards, economic conditions, technological advancements, and labour market trends impact our operations and approach to workplace safety.
- **Internal Issues:** Organisational structure, the nature of the work performed, our operational capacity, workplace culture, and available resources all play a critical role in shaping our WHS Manual.

Our WHS Manual is intended to meet the needs and expectations of the following interested parties:

- **Workers and Contractors:** Their safety, health, and well-being are our priority. We ensure their active participation and consultation in WHS-related matters.
- **Regulatory Authorities:** Compliance with WHS legislation and regulations is paramount to the operation of our manual.
- **Clients and Customers:** We maintain safety standards that ensure the delivery of services or products that meet legal and contractual obligations.
- **Suppliers and Partners:** We require our suppliers to adhere to the same WHS standards when working on our sites or delivering products and services.

1.1. SCOPE

Our WHS Manual applies to all activities and operations under our control, including:

- **Work locations:** (Insert details of work sites, offices, warehouses, etc.)
- **Workers, contractors, and visitors:** The manual covers the safety of all personnel within these work areas.
- **Applicable activities:** The manual addresses the management of health and safety in areas such as (Insert specific activities, e.g., manufacturing, maintenance.), including risk assessment, incident management, and emergency response.

1.2. DEFINITIONS

Act: A law (legislation) passed and enacted by a state or territory parliament, also commonly known as an Act of Parliament. Acts are the principal pieces of law covering, in this case, health and safety in the workplace.

Code of Practice is a practical guide to achieving the standards of WHS required under legislation. A COP applies to anyone who has a duty of care in the circumstances described in the code. Mostly, following an approved COP would achieve compliance with the health and safety duties in the relevant WHS Act, concerning the subject matter of the code.

Contractor: A contractor is any person (other than an {company_name} worker) or a company performing work for, or on behalf of {company_name}.

Corrective Action: A corrective action is an action, which is taken to eliminate the cause of an identified compliance breach or a hazard.

Dangerous Goods: Dangerous Goods within the meaning of the Dangerous Goods (Road and Rail Transport) Act 2008 and the regulations under that Act.

Emergency service: Rural Fire Authority, Fire Brigade (State), Ambulance Service, State Emergency Service, and Police (State).

SECTION 7. FACILITIES MANAGEMENT

7.1. WORK ENVIRONMENT

{company_name} aims to provide a safe, clean and well-maintained work environment for all workers, contractors and visitors. This includes regular maintenance, inspections and upgrades to ensure the facilities are safe and fit for purpose. The management of facilities, including buildings, equipment and associated infrastructure, ensures safety, hygiene and operational standards are met.

Responsibilities

Managers and Supervisors:

- Ensure facilities are regularly inspected, using the *Workplace Inspection Checklist*, and maintained.
- Oversee the scheduling and execution of maintenance activities.
- Ensure workers have access to appropriate facilities, including clean toilets, eating areas, and first aid stations.
- Engage with contractors or service providers for specialist repair or facility upgrades.
- Address any hazards reported by workers regarding the condition of the facilities.

Workers:

- Report any issues or hazards related to the facilities, such as faulty equipment, unsafe areas, or hygiene concerns.
- Use all facilities responsibly, keeping them clean and reporting maintenance issues.
- Follow the rules regarding using shared areas such as lunchrooms, kitchens, and toilets.

Contractors and Service Providers:

- Comply with all health and safety requirements when performing maintenance or repair work at {company_name}.
- Report any safety concerns observed while working on facilities.
- Ensure all work is conducted following regulatory and site-specific safety guidelines.

Workplace Facilities

- Toilets and Washrooms: Workers are provided with adequate toilet and washroom facilities. Facilities will be:
 - Cleaned and stocked regularly.
 - Equipped with handwashing stations and hygiene supplies.
 - Maintained in a safe and hygienic condition.
- Eating Areas: Dedicated eating areas are provided for workers to have breaks. These areas will:
 - Be kept clean and free from hazards.
 - Be inspected regularly to ensure safety and hygiene standards are met.
- First Aid Facilities:
 - First aid kits and stations are available and stocked with relevant supplies.
 - Workers are made aware of the locations of first aid kits and trained personnel.
- Ventilation and Lighting: Adequate ventilation and lighting must be provided to all work areas, ensuring:

Responsibilities

Management:

- Set, review, and communicate WHS objectives and targets.
- Allocate the necessary resources to achieve these targets.
- Monitor and report on progress during regular WHS performance meetings.

Supervisors:

- Ensure that workers are aware of and understand the WHS objectives and targets.
- Lead by example in fostering a positive safety culture and encourage worker participation.

Workers:

- Participate in safety initiatives and contribute to achieving WHS objectives.
- Report hazards and near misses to help meet our incident reduction targets.

16.1.AUDITS

At {company_name}, we are committed to maintaining a safe and compliant workplace. Regular audits and reviews are conducted to monitor safety performance, identify hazards, and ensure compliance with WHS regulations. These audits focus on key areas that directly impact the health and safety of our workers, contractors, and visitors.

Purpose: WHS audits and reviews aim to ensure that our health and safety systems are working effectively, that all safety controls are being followed, and that we are meeting our legal obligations under WHS legislation.

Key Areas of Focus

The following areas are regularly audited and reviewed:

- **High-Risk Work Areas:** Areas involving hazardous chemicals, machinery, or working at height.
- **PPE Compliance:** Ensuring the appropriate use and maintenance of personal protective equipment.
- **Equipment and Machinery:** Verifying the proper maintenance, guarding, and operational safety of plant and equipment.
- **Incident Reports:** Review incidents, near misses, and corrective actions taken.
- **Training Records:** Ensuring that all training programs are up to date and compliant with regulatory requirements.

Audit Methods

- **Internal Audits:** Supervisors or designated safety personnel will conduct regular internal inspections focusing on compliance with WHS requirements.
- **Spot Checks:** Unannounced spot checks in areas where compliance may need to be monitored more closely, such as machinery operation, PPE use, or hazardous material handling.
- **Consultation with Workers:** Workers will be consulted during toolbox talks or safety meetings to gather feedback on safety issues and concerns, which will be addressed as part of the audit process.
- **Review of Documentation:** Regular reviews of safety documentation, including risk assessments, training records, incident reports, and corrective actions.

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