

(Insert Organisation) Health & Safety Management Plan for Construction

Effective (insert date)

Document owner:

(Insert responsible position e.g. Construction Manager)

Project:

(Insert construction project)

Contract Number:

(Insert contract number)

Stakeholders:

Management, Employees and Contractors

Address and contact:

(Insert organisation address and contact details)

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SECTION 1: PROJECT INFORMATION

1.1 PRINCIPAL CONTRACTOR

Principal	Details
Principal contractor name	
ABN	
Physical address	
Building licence number	
Website	
Contact person name and position	
Contact phone number	
Contact email	
Nominated first aid and contact	
Major subcontractor details	
Signature and date	

1.2 PROJECT

Project	Details
Client	
Project name	
Project scope	
Project location	
Project reference number	
Commencement date	
Expected duration	

1.3 MANAGEMENT PLAN REVIEW AND VERSION CONTROL

This management plan will be reviewed prior to the commencement of a project and in the event of an incident, corrective action or opportunity for improvement and as a minimum annually.

Revision No	Date	Comments and Change References	Revised By
V1	(insert)	First issue.	(insert)

SAMPLE

SECTION 2: REQUIREMENTS

2.1 INTRODUCTION

The purpose of this Health and Safety Management Plan is to assist the contractor and other stakeholders with establishing and maintaining effective health and safety arrangements for the project to eliminate or minimise risk, prevent harm and manage compliance requirements.

This plan adopts a structured approach and will assist in meeting the requirements of the Work Health and Safety Act and Regulation and provide relevant project stakeholders with the necessary information, resources and tools to manage health, safety and risk management requirements for the project.

This plan applies to all officers, workers and other persons involved in the project.

The health, safety and risk management requirements include but are not limited to:

Requirements	Requirements summary
Hazard / risk register	<ul style="list-style-type: none"> Identify the project hazards and risks Develop this in consultation with workers and specialist personnel This may be captured in safe work method statements (SWMS)
Safe work method statements (SWMS)	<ul style="list-style-type: none"> Develop safe work method statements for the project and high risk works Request and review contractor safe work method statements Consult with workers when developing, implementing or modifying Check that safe systems of work are effective and continuously improve
Consultation and communication	<ul style="list-style-type: none"> Discuss health and safety regularly in toolbox talks and planning meetings Encourage workers to discuss hazards, risks and concerns Communicate site safety requirements and safe systems of work
Information and training	<ul style="list-style-type: none"> Induct workers, contractors and visitors on site safety information Ensure workers and contractors are qualified and or trained for their work Induct workers on safe systems of work and standard operating procedures Collect and review contractors insurances, risk assessments and licences
Workplace inspections	<ul style="list-style-type: none"> Complete regular workplace inspections with workers Use inspection forms to identify hazards and risks Address hazards and risks or escalate to line management for resolution
Emergency preparedness	<ul style="list-style-type: none"> Develop a site emergency management plan and communicate Ensure first aiders are trained and contacts are on display Ensure workers are aware of evacuation processes and meeting point
Issue and incident reporting and management	<ul style="list-style-type: none"> Communicate incident and issue reporting requirements and timelines Provide access to reporting forms and procedures Complete report forms and manage return to work of injured workers Implement corrective actions from incidents and communicate learnings
Leadership and continuous improvement	<ul style="list-style-type: none"> Foster a proactive safety culture by including workers in managing risk Provide positive feedback for safe work practices Take action on issues raised and address unsafe acts