pointCPD

WHS management plan

Construction project: principal contractor

Prepared by the principal contractor before construction work starts. Everyone working on the project must be made aware of this plan, and it must be kept up to date. Delete guidance text in italics once completed.

1. Project details

Project name		**Site address**	
Client		**Contract value**	
Principal contractor Business name, ABN, licence number		**Engaged or appointed by**	
Program Start and expected completion		**Plan version and date**	
Scope of work			
Location of site office and this plan			

2. Health and safety responsibilities

Names, positions and health and safety responsibilities of everyone at the workplace with specific responsibilities.

Name	Position / company	Health and safety responsibilities	Phone
EXAMPLE	*Site supervisor, principal contractor*	*Daily supervision; inductions; collecting and reviewing SWMS; weekly inspections; incident response and notification*	
EXAMPLE	*Director, subcontractor*	*Preparing SWMS for its high-risk work; supervising its workers; attending coordination meetings*	

3. Consultation, cooperation and coordination

Arrangements for consultation, cooperation and coordination between the businesses at the workplace.

#	Check	In place	How, how often, who
1	Pre-start or coordination meeting for each new stage or trade	☐	
2	Regular toolbox talks with attendance recorded	☐	
3	Subcontractor meetings on program, shared hazards and interfaces	☐	

#	Check	In place	How, how often, who
4	Health and safety representative (if elected) consulted	☐	
5	Process for workers to raise safety concerns	☐	
6	Sharing of hazard, incident and inspection information between businesses	☐	
7	Coordination of shared plant, scaffold, access and amenities	☐	
8	Communication of program changes that affect safety	☐	

4. Managing incidents and emergencies

#	Check	In place	Details
1	Site emergency plan prepared, displayed and tested	☐	
2	First aid kits, first aiders and facilities	☐	
3	Emergency services access to site	☐	
4	Incident and near-miss reporting procedure	☐	
5	Notifying the regulator of notifiable incidents immediately	☐	
6	Preserving the incident site until released	☐	
7	Investigation and corrective action	☐	
8	Informing the client and insurer	☐	

5. Site-specific health and safety rules

The site rules, and how everyone will be informed of them.

Rule	How people are informed
EXAMPLE *Everyone signs in and completes a site induction before starting work*	*Induction; gate signage*
EXAMPLE *Hard hat, hi-vis and safety boots at all times beyond the site office*	*Induction; signage at entry*
EXAMPLE *No alteration of scaffold except by the scaffolding contractor*	*Induction; scaffold tags; toolbox talk*

6. SWMS arrangements

Arrangements for collecting, assessing, monitoring and reviewing safe work method statements.

#	Check	In place	Who / how
1	SWMS required from each contractor before its high-risk construction work starts	☐	
2	SWMS checked for site-specific content and specific controls before acceptance	☐	

#	Check	In place	Who / how
3	Register of SWMS received, with version and date	☐	
4	Monitoring that work follows the SWMS (supervision, inspections)	☐	
5	Work stopped where it does not follow the SWMS	☐	
6	Revised SWMS obtained when methods or controls change	☐	
7	Workers briefed and signed on to SWMS	☐	

7. Significant project hazards and site-wide controls

Hazard	Site-wide controls	Responsible
EXAMPLE *Falls from height*	*Edge protection to all slab edges and roofs before work; scaffold by licensed scaffolder, tagged and inspected; voids covered*	*Site supervisor*
EXAMPLE *Mobile plant and deliveries*	*Traffic management plan; set-down area; spotters; pedestrian separation*	*Site supervisor*

8. Supporting documents

- ☐ Risk register
- ☐ Traffic management plan
- ☐ Hazardous chemicals register
- ☐ Inspection checklists
- ☐ Site emergency plan
- ☐ Asbestos register (existing buildings)
- ☐ Training and competency register
- ☐ Incident and hazard reports
- ☐ Other: _____

9. Review and revision record

Keep this plan up to date. Review at each new stage, when the work or arrangements change, and after incidents.

Version	Date	Changes	Approved by

10. Approval

Prepared by		**Date**	
Approved (principal contractor)		**Signature**	