# WORK HEALTH AND SAFETY MANAGEMENT PLAN ASSESSMENT

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| Project: |  | Assessed By: |  | Date: |  |

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| General and Administrative Requirements | | Actions Required / Comments | Rating |
|  | A WHS management plan has been prepared for the workplace and has been completed by the principal contractor prior to work on the project commencing.  Work Health and Safety Regulation 2011 s.309 |  |  |
|  | The plan includes details for the construction project that define the workplace, including the:   * Names of the client, the principal contractor, and any major subcontractors. * Project location/s. * Anticipated start and duration. * Scope of works.   Work Health and Safety Regulation 2011 s.309 |  |  |
|  | For each worker involved in the project whose role includes health and safety responsibilities, the plan includes their name, position, and specific health and safety responsibilities.  Work Health and Safety Regulation 2011 s.309 |  |  |
|  | The plan describes a process for reviewing and, if necessary, updating the plan to ensure it remains up to date.  Work Health and Safety Regulation 2011 s.311 |  |  |
| Consultation, Cooperation, and Coordination | | Actions Required / Comments | Rating |
|  | The plan outlines how the contractor will consult, cooperate and coordinate with other duty holders on site.  Work Health and Safety Act 2011 s.46  Work Health and Safety Regulation 2011 s.309 |  |  |
|  | The plan describes how consultation will be carried out with workers.  Work Health and Safety Act 2011 s.47  Work Health and Safety Regulation 2011 s.309 |  |  |
|  | Consultation carried out under the plan includes:   * Sharing of relevant information * Reasonable opportunity for workers to share their views and raise issues * Reasonable opportunity for workers to contribute to the decision making process * A process for taking workers’ views into account * A process for notifying workers of outcomes.   Work Health and Safety Act 2011 s.48 |  |  |
|  | The plan outlines when consultative processes will be carried out.  Work Health and Safety Act 2011 s.49 |  |  |
|  | The plan includes procedures for the election of health and safety representatives (HSRs).  Work Health and Safety Act 2011 s.50 |  |  |
|  | The plan includes procedures for the formation of work groups.  Work Health and Safety Act 2011 s.51 |  |  |
|  | The plan outlines how HSRs will be included in consultation activities.  Work Health and Safety Act 2011 s.48 |  |  |
| Managing Work Health and Safety Incidents | | Actions Required / Comments | Rating |
|  | The plan describes how a copy of the plan will be kept for the duration of the construction project or, in the event of a notifiable incident, for a period of at least two years.  Work Health and Safety Regulation 2011 s.313 |  |  |
|  | The plan includes arrangements for managing work health and safety incidents, including managing investigations and notifying the relevant regulator when appropriate.  Work Health and Safety Regulation 2011 s.309 |  |  |
| Provision of Information, Training, and Instruction | | Actions Required / Comments | Rating |
|  | The plan includes any site-specific health and safety rules for the construction project.  Work Health and Safety Regulation 2011 s.309 |  |  |
|  | The plan describes a procedure for ensuring all people at the workplace are informed of any site-specific health and safety rules.  Work Health and Safety Regulation 2011 s.309 |  |  |
|  | The plan includes procedures for informing all construction workers of the content of the plan and any updates to the plan.  Work Health and Safety Regulation 2011 s.310 |  |  |
|  | The plan describes how workers will be provided with suitable and adequate information, training, and instruction on the:   * Work to be carried out. * Risks associated with the work. * Control measures to be implemented.   Work Health and Safety Regulation 2011 s.39 |  |  |
|  | The plan includes provisions for ensuring workers are competent to perform their individual roles and tasks.  Work Health and Safety Act 2011 s.19 |  |  |
| Safe Work Method Statements | | Actions Required / Comments | Rating |
|  | A safe work method statement (SWMS) has been or will be prepared for each activity defined as high risk construction work.  Work Health and Safety Regulation 2011 s.291 and s.299 |  |  |
|  | The plan includes a procedure for ensuring that SWMS are or will be prepared prior to any high risk construction work commencing.  Work Health and Safety Regulation 2011 s.299 |  |  |
|  | Each SWMS identifies the high risk construction work to which it applies.  Work Health and Safety Regulation 2011 s.299 |  |  |
|  | Each SWMS identifies the foreseeable hazards and risks.  Work Health and Safety Regulation 2011 s.299 |  |  |
|  | Each SWMS identifies the control measures to be implemented.  Work Health and Safety Regulation 2011 s.299 |  |  |
|  | Each SWMS describes how control measures are to be implemented, monitored, and reviewed.  Work Health and Safety Regulation 2011 s.299 |  |  |
|  | The plan includes a procedure for ensuring the relevant workers and HSRs are consulted in the preparation of the SWMS.  Work Health and Safety Regulation 2011 s.309 |  |  |
|  | Each SWMS that is available has been set out and expressed in a way that is readily accessible and understandable to the workers who will be required to use it.  Work Health and Safety Regulation 2011 s.299 |  |  |
|  | The plan includes a procedure for ensuring high risk construction work is carried out in accordance with the relevant SWMS.  Work Health and Safety Regulation 2011 s.300 |  |  |
|  | The plan includes a process for ensuring workers are aware of, trained in, and understand the contents of SWMS.  Work Health and Safety Regulation 2011 s.309 |  |  |
|  | The plan includes a process for consulting, cooperating, and coordinating with other contractors (e.g. subcontractors) to ensure SWMS are prepared, communicated, implemented, and monitored.  Work Health and Safety Act 2011 s.46  Work Health and Safety Regulation 2011 s.301 |  |  |
|  | The plan includes a process for reviewing SWMS and, where relevant, updating control measures.  Work Health and Safety Regulation 2011 s.302 |  |  |
|  | The plan describes how SWMS will be kept for the duration of the construction project or, in the event of a notifiable incident, for a period of at least two years.  Work Health and Safety Regulation 2011 s.303 |  |  |
| Facilities and the Work Environment | | Actions Required / Comments | Rating |
|  | The facilities planned for the construction workplace are appropriate to the:   * Nature of the work * Hazards at the workplace * Size and location of the workplace * Number and gender breakdown of workers.   Work Health and Safety Regulation 2011 s.41 |  |  |
|  | The first aid provisions planned for the construction workplace are appropriate to the:   * Nature of the work and the workplace hazards * Size and location of the workplace * Number and occupations of the workers and other people who will be present at the workplace.   Work Health and Safety Regulation 2011 s.42 |  |  |
|  | Points of entry and exit to the site have been planned to eliminate or minimise the risks to workers and others.  Work Health and Safety Regulation 2011 s.40 |  |  |
|  | A safe system for the collection, storage, and disposal of excess or waste materials is planned for the site.  Work Health and Safety Regulation 2011 s.315 |  |  |
|  | Appropriate provisions have been made for the assessment and mitigation of other potential work environment hazards, including:   * The clear identification of work areas * Appropriate floors and surfaces * Sufficient lighting * Ventilation * Temperature extremes * Outdoor work * Work near essential services.   Work Health and Safety Regulation 2011 s.40 |  |  |
|  | SWMS have been prepared, or provisions have been made to ensure they will be prepared, for any work carried out:   * In an area with artificial extremes of temperature * In or near water or other liquid that involves a risk of drowning.   Work Health and Safety Regulation 2011 s.291 |  |  |
| Emergency Plan | | Actions Required / Comments | Rating |
|  | An appropriate emergency plan exists for the workplace, which covers each stage of the project and the associated emergencies for that stage.  Work Health and Safety Regulation 2011 s.43 |  |  |
|  | Where the workplace is located within anexisting workplace, such as a school or hospital, the emergency plan for the workplace includes requirements for:   * Consulting with the appropriate person from the existing workplace in relation to the existing workplace’s emergency plan. * The workplace participants’ response to elements covered in the existing workplace’s emergency plan, for example procedures for responding to: * An emergency at the existing workplace (such as a ‘lockdown’). * An evacuation at the existing workplace. * Testing of emergency procedures at the existing workplace.   Work Health and Safety regulation 2011 s.43 |  |  |
| Falls | | Actions Required / Comments | Rating |
|  | All fall hazards reasonably likely to cause injury have been identified and provisions have been made to manage the associated risks.  Work Health and Safety Regulation 2011 s.78 |  |  |
|  | SWMS have been prepared, or provisions have been made to ensure they will be prepared before the work commences, for any work carried out at a height of 2 metres or more.  Work Health and Safety Regulation 2011 s.291 and s.299 |  |  |
|  | For work at a height of 2 metres or more, where the SWMS identifies that the only control measures to be implemented will be administrative or personal protective equipment, the statement also describes all of the control measures that were considered.  Work Health and Safety Regulation 2011 s.299 |  |  |
|  | The control measures planned to manage the risks associated with fall hazards comply with the hierarchy described in the regulations:   * Elimination, by working from the ground or a solid construction * A fall prevention device * A work positioning system * A fall arrest system.   Work Health and Safety Regulation 2011 s.78 and s.79 |  |  |
|  | Where a fall arrest system is planned as a control measure, emergency and rescue procedures have been prepared and documented.  Work Health and Safety Regulation 2011 s.80 |  |  |
| Falling Objects | | Actions Required / Comments | Rating |
|  | All falling object hazards reasonably likely to cause injury have been identified and provisions have been made to manage the associated risks.  Work Health and Safety Regulation 2011 s.54 |  |  |
|  | The control measures planned to manage the risks associated with falling object hazards comply with the hierarchy described in the regulations:   * Eliminating the risks of falling objects * Preventing objects from falling freely * Arresting the fall of a falling object.   Work Health and Safety Regulation 2011 s.55 |  |  |
| Hazardous Chemicals | | Actions Required / Comments | Rating |
|  | A hazardous chemicals register has been developed for the project and includes all hazardous chemicals that are planned to be used, handled, or stored at the workplace.  Work Health and Safety Regulation 2011 s.346 |  |  |
|  | The hazardous chemicals register includes a current safety data sheet for each hazardous chemical listed.  Work Health and Safety Regulation 2011 s.346 |  |  |
|  | Provisions have been made to ensure the hazardous chemicals register is available to the relevant workers and anyone else likely to be affected by the hazardous chemicals.  Work Health and Safety Regulation 2011 s.346 |  |  |
|  | The plan includes provisions for managing the risks associated with the use, handling, generation, and storage of hazardous chemicals.  Work Health and Safety Regulation 2011 s.351 |  |  |
|  | The provisions for managing the risks associated with hazardous chemicals described in the plan include procedures for the review of control measures, as per the regulations.  Work Health and Safety Regulation 2011 s.352 |  |  |
| # | Asbestos | Actions Required / Comments | Rating |
| 1. NB | The criteria below outline the basic requirements for identifying and managing asbestos. Where asbestos is known to be present or is likely to be present on a construction project the auditor is required to assess the WHS management plan against the full requirements of the legislation and codes of practice. Space has been provided below to record additional criteria, observations, and ratings. | | |
|  | SWMS have been prepared, or provisions have been made to ensure they will be prepared, for any work that will involve, or is likely to involve, the disturbance of asbestos.  Work Health and Safety Regulation 2011 s.291 and s.299 |  |  |
|  | The plan includes provisions for ensuring a competent person identifies all asbestos or asbestos containing materials at the workplace.  Work Health and Safety Regulation 2011 s.422 |  |  |
|  | If required under a regulation, an asbestos register has been prepared.  Work Health and Safety Regulation 2011 s.425 | For workplace buildings, an asbestos register is not required if it meets all of the following requirements.:   * The workplace was constructed after 31 December 1989. * No asbestos has been identified at the workplace. * No asbestos is likely to be present at the workplace from time to time. |  |
|  | The plan includes provisions for the review of the asbestos register in accordance with the regulations.  Work Health and Safety Regulation 2011 s.426 |  |  |
|  | The plan includes provisions for ensuring workers, HSRs, and subcontractors carrying out work at the workplace have ready access to the asbestos register.  Work Health and Safety Regulation 2011 s.427 |  |  |
|  | Where asbestos is known to be or will be at the workplace, a written asbestos management plan has been prepared for the workplace.  Work Health and Safety Regulation 2011 s.429 |  |  |
| Demolition | | Actions Required / Comments | Rating |
|  | SWMS have been prepared, or provisions have been made to ensure they will be prepared, for any work involving the demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure.  Work Health and Safety Regulation 2011 s.291 |  |  |
|  | Where required under the regulations, written notice providing notification of demolition work has been provided to the regulator at least five days prior to the demolition work commencing. Form 65 Notification of licensed asbestos removal work/demolition work/emergency demolition is the approved form used to notify Workplace Health and Safety Queensland.  Work Health and Safety Regulation 2011 s.142 |  |  |
| Safe Use and Storage of Plant | | Actions Required / Comments | Rating |
|  | All hazards associated with plant, including mobile plant, that will be used or stored at the workplace have been identified and provisions have been made to manage the associated risks.  Work Health and Safety Regulation 2011 s.32 and s.203 |  |  |
|  | Provisions have been made to ensure that, so far as reasonably practicable, unauthorised alterations or interference with plant that will be used or stored at the workplace will be prevented.  Work Health and Safety Regulation 2011 s.205 |  |  |
|  | Provisions have been made to ensure that:   * Plant will only be used for the purpose for which it was designed, or * Where plant will be used for a purpose other than that for which it was designed, the proposed use does not increase the risk to health or safety as assessed by a competent person.   Work Health and Safety Regulation 2011 s.206 |  |  |
|  | Procedures have been developed to ensure that, so far as reasonably practicable, plant that is not in use will be left in a state that does not create a risk to the health or safety of any person.  Work Health and Safety Regulation 2011 s.207 |  |  |
|  | Provisions have been made to ensure that the maintenance, inspection, and testing of plant, including mobile plant, is carried out by a competent person and that records are available.  Work Health and Safety Regulation 2011 s.213  Plant Code of Practice 2005, 5.25 Records |  |  |
|  | Provisions have been made for the recording of all tests, inspections, maintenance, commissioning, decommissioning, dismantling, and alteration of registered plant, including mobile plant, to be stored or used at the workplace.  Work Health and Safety Regulation 2011 s.237 and Schedule 5 |  |  |
|  | SWMS have been prepared, or provisions have been made to ensure they will be prepared, for any work carried out in an area where there is the movement of powered mobile plant.  Work Health and Safety Regulation 2011 s.291 |  |  |
| Excavations and Underground Essential Services Information | | Actions Required / Comments | Rating |
|  | All hazards associated with excavation work that will be carried out at the workplace have been identified and provisions have been made to manage the associated risks.  Work Health and Safety Regulation 2011 s.305 |  |  |
|  | SWMS have been prepared, or provisions have been made to ensure they will be prepared, for any work carried out in or near:   * A shaft or trench with an excavated depth greater than 1.5 metres. * A tunnel.   Work Health and Safety Regulation 2011 s.291 |  |  |
|  | For any area where excavation work will be carried out, including adjacent areas, either:   * The plan includes current underground essential services information, or * Provisions have been made to obtain current underground essential services information prior to excavation work commencing.   Work Health and Safety Regulation 2011 s.304 |  |  |
|  | The plan describes how underground essential services information will be communicated to any person engaged to carry out the excavation work.  Work Health and Safety Regulation 2011 s.304 |  |  |
| Confined Spaces | | Actions Required / Comments | Rating |
|  | All hazards associated with confined spaces have been identified and provisions have been made to manage the associated risks.  Work Health and Safety Regulation 2011 s.66 |  |  |
|  | SWMS have been prepared, or provisions have been made to ensure they will be prepared, for any work carried out in or near a confined space.  Work Health and Safety Regulation 2011 s.291 |  |  |
|  | The plan includes provisions for the management and issue of confined space entry permits.  Work Health and Safety Regulation 2011 s.67 |  |  |
|  | The plan includes a procedure for ensuring confined spaces are signed in accordance with the regulations.  Work Health and Safety Regulation 2011 s.68 |  |  |
|  | The plan includes provisions for ensuring appropriate communication and safety monitoring for workers entering a confined space.  Work Health and Safety Regulation 2011 s.69 |  |  |
| Public Access and Workplace Security | | Actions Required / Comments | Rating |
|  | The plan includes provisions for ensuring, so far as is reasonably practicable, that the workplace is secured from unauthorised access.  Work Health and Safety Regulation 2011 s.298 |  |  |
| Licenses | | Actions Required / Comments | Rating |
|  | All high risk work activities requiring a high risk work licence under the regulations has been identified.  Work Health and Safety Regulation 2011 s.81 |  |  |
|  | The plan includes provisions for ensuring that workers carrying out high risk work hold the appropriate high risk work licence or are otherwise permitted under a regulation to carry out the high risk work.  Work Health and Safety Regulation 2011 s.85 |  |  |
| Traffic Management | | Actions Required / Comments | Rating |
|  | SWMS have been prepared, or provisions have been made to ensure they will be prepared, for any work carried out on, in or, adjacent to a:   * Road * Railway * Shipping lane. * Other traffic corridor.   That is in use by traffic other than pedestrians.  Work Health and Safety Regulation 2011 s.291 |  |  |
| Electricity | | Actions Required / Comments | Rating |
|  | SWMS have been prepared, or provisions have been made to ensure they will be prepared, for any work carried out on or near energised electrical installations.  Work Health and Safety Regulation 2011 s.291 |  |  |
|  | SWMS have been prepared, or provisions have been made to ensure they will be prepared, for any work carried out on or near energised electrical installations.  Work Health and Safety Regulation 2011 s.291 |  |  |
| Inspection Summary / Additional Comments | | | |
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