

WORK HEALTH AND SAFETY MANAGEMENT PLAN ASSESSMENT

Project:		Assessed By:		Date:	
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General and Administrative Requirements		Actions Required / Comments	Rating
1.	<p>A WHS management plan has been prepared for the workplace and has been completed by the principal contractor before work on the project commencing.</p> <p>Work Health and Safety Regulation 2011 s.309</p>		
2.	<p>The plan includes details for the construction project that define the workplace, including the:</p> <ul style="list-style-type: none"> Names of the client, the principal contractor, and any major subcontractors. Project location/s. Anticipated start and duration. Scope of work. <p>Work Health and Safety Regulation 2011 s.307</p>		
3.	<p>For each worker involved in the project, the plan includes details of their role, their responsibilities for health and safety, their position, and the safety requirements for their role.</p> <p>Work Health and Safety Regulation 2011 s.308</p>		
4.	<p>The plan describes how it will be reviewed and, if necessary, updating the plan to ensure it remains up to date.</p> <p>Work Health and Safety Regulation 2011 s.311</p>		
Consultation, Cooperation, and Coordination		Actions Required / Comments	Rating

5.	<p>The plan outlines how the contractor will consult, cooperate and coordinate with other duty holders on site.</p> <p>Work Health and Safety Act 2011 s.46 Work Health and Safety Regulation 2011 s.309</p>		
6.	<p>The plan describes how consultation will be carried out with workers.</p> <p>Work Health and Safety Act 2011 s.47 Work Health and Safety Regulation 2011 s.309</p>		
7.	<p>Consultation carried out under the plan includes:</p> <ul style="list-style-type: none"> • Sharing of relevant information • Reasonable opportunity for workers to share views and raise issues • Reasonable opportunity for workers to contribute to decision making processes • A process for taking workers' views into account • A process for notifying workers of decisions. <p>Work Health and Safety Act 2011 s.48</p>		
8.	<p>The plan outlines how the proposed work will be carried out.</p> <p>Work Health and Safety Act 2011 s.49</p>		
9.	<p>The plan includes provisions for the election of health and safety representatives (HSRs).</p> <p>Work Health and Safety Act 2011 s.50</p>		
10.	<p>The plan includes procedures for the formation of work groups.</p> <p>Work Health and Safety Act 2011 s.51</p>		

11.	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
12.	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		
13.	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.308		
Provision of Information, Training, and Instruction		Actions Required / Comments	Rating
14.	The plan includes any site-specific health and safety rules for the construction project. Work Health and Safety Regulation 2011 s.309		
15.	The plan describes measures ensuring people at the workplace are aware of site-specific health and safety rules. Work Health and Safety Regulation 2011 s.309		
16.	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		

17.	<p>The plan describes how workers will be provided with suitable and adequate information, training, and instruction on the:</p> <ul style="list-style-type: none"> • Work to be carried out. • Risks associated with the work. • Control measures to be implemented. <p>Work Health and Safety Regulation 2011 s.39</p>		
18.	<p>The plan includes provisions for ensuring workers are competent to perform their individual roles and tasks.</p> <p>Work Health and Safety Act 2011 s.19</p>		
Safe Work Method Statements		Provisions Referred to in the SWMS	Rating
19.	<p>A safe work method statement (SWMS) has been prepared for each activity defined as high-risk work.</p> <p>Work Health and Safety Regulation 2011 s.299</p>		
20.	<p>The plan includes arrangements for ensuring the SWMS will be prepared for high-risk work commencing on the work site.</p> <p>Work Health and Safety Regulation 2011 s.299</p>		
21.	<p>Each SWMS identifies the construction work to which it applies.</p> <p>Work Health and Safety Regulation 2011 s.299</p>		
22.	<p>Each SWMS identifies the foreseeable hazards and risks.</p> <p>Work Health and Safety Regulation 2011 s.299</p>		

23.	Each SWMS identifies the control measures to be implemented. Work Health and Safety Regulation 2011 s.299		
24.	Each SWMS describes how control measures are to be implemented, monitored, and reviewed. Work Health and Safety Regulation 2011 s.299		
25.	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		
26.	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.309		
27.	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.309		
28.	The plan includes a procedure for ensuring workers are aware of, trained in, and competent to implement the contents of SWMS. Work Health and Safety Regulation 2011 s.309		
29.	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		
30.	The plan includes a process for reviewing SWMS and, where relevant, updating control measures. Work Health and Safety Regulation 2011 s.302		
31.	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	Rating
32.	The facilities planned for the construction workplace are appropriate to the work. <ul style="list-style-type: none"> • Nature of the work • Hazards of the workplace • Size and location of the workplace • Number and occupations of the workers Work Health and Safety Regulation 2011 s.42		
33.	The first aid provisions for the construction workplace are appropriate to the workplace hazards. <ul style="list-style-type: none"> • Nature of 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		

34.	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		
35.	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		
36.	Appropriate provisions have been made for the assessment and mitigation of other potential work environment hazards including: <ul style="list-style-type: none"> • 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.291		
37.	SWMS have been developed and provisions have been made to ensure they are followed for any high risk work carried out: <ul style="list-style-type: none"> • In an area with 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

38.	<p>An appropriate emergency plan exists for the workplace, which covers each stage of the project and the associated emergencies for that stage.</p> <p>Work Health and Safety Regulation 2011 s.43</p>		
39.	<p>Where the workplace is located within an existing workplace, such as a school or hospital, the emergency plan for the workplace includes requirements for:</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> An emergency at the existing workplace (such as 'lockdown'). An evacuation at the existing workplace. Testing of emergency procedures at the existing workplace. <p>Work Health and Safety Regulation 2011 s.43</p>		
		Actions Required / Comments	Rating
40.	<p>All fall hazards that could cause injury have been identified and provisions have been made to manage the associated risks.</p> <p>Work Health and Safety Regulation 2011 s.78</p>		
41.	<p>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.</p>		

	Work Health and Safety Regulation 2011 s.291 and s.299		
42.	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		
43.	The control measures planned to manage the risks associated with fall hazards comply with the hierarchy described in the regulations: <ul style="list-style-type: none"> • 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.299		
44.	Where a fall arrest system is used as a control measure, emergency and rescue procedures have been documented. Work Health and Safety Regulation 2011 s.80		
		Actions Required / Comments	Rating
45.	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		

46.	<p>The control measures planned to manage the risks associated with falling object hazards comply with the hierarchy described in the regulations:</p> <ul style="list-style-type: none"> • Eliminating the risks of falling objects • Preventing objects from falling freely • Arresting the fall of a falling object. <p>Work Health and Safety Regulation 2011 s.55</p>		
Hazardous Chemicals		Actions Required / Comments	Rating
47.	<p>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.</p> <p>Work Health and Safety Regulation 2011 s.346</p>		
48.	<p>The hazardous chemicals register includes a current safety data sheet for each hazardous chemical listed.</p> <p>Work Health and Safety Regulation 2011 s.347</p>		
49.	<p>Provisions have been made to ensure the hazardous chemicals register is accessible to the relevant personnel and anyone else likely to be involved in the hazardous work.</p> <p>Work Health and Safety Regulation 2011 s.348</p>		
50.	<p>The plan includes measures for managing the risks associated with the use, handling, and storage of hazardous chemicals.</p> <p>Work Health and Safety Regulation 2011 s.351</p>		
51.	<p>The provisions for managing the risks associated with hazardous chemicals described in the plan include</p>		

	procedures for the review of control measures, as per the regulations. Work Health and Safety Regulation 2011 s.352		
#	Asbestos	Actions Required / Comments	Rating
52. B	The criteria below outline the basic requirements for identifying and managing asbestos. When 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 observations and ratings.		
53.	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.292		
54.	The plan includes measures for ensuring competent persons identify all asbestos or asbestos containing materials in the workplace. Work Health and Safety Regulation 2011 s.293		
55.	If required under the regulations, 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.: <ul style="list-style-type: none"> • 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. 	
56.	The plan includes provisions for the review of the asbestos register in accordance with the regulations. Work Health and Safety Regulation 2011 s.426		

57.	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		
58.	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
59.	SWMS have been prepared, or provisions have been made to ensure they will be prepared, for any work involving 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		
60.	Where required under the Act, a written notice of demolition has been submitted to the relevant regulator at least 14 days before the demolition work commencing. The notice must include details of the asbestos removal work/demolition and the approved form used by the relevant regulator. The approved form is the one used by the relevant regulator in Queensland. Work Health and Safety Regulation 2011 s.142		
Safe Use and Storage of Plant		Actions Required / Comments	Rating
61.	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		
62.	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		
63.	Provisions have been made to ensure that: <ul style="list-style-type: none"> 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 will not increase the risk to health or safety as assessed by a competent person. Work Health and Safety Regulation 2011 s.206		
64.	Procedures have been developed to ensure that, so far as reasonably practicable, plant that is not in use is stored in a state that does not create a hazard to any person. Work Health and Safety Regulation 2011 s.207		
65.	Provisions have been made to ensure that the maintenance, inspection, and repair 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		

66.	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		
67.	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		Action Required / Comments	Rating
68.	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 risk. Work Health and Safety Regulation 2011 s.291		
69.	SWMS have been prepared, or provisions have been made to ensure they will be prepared, for any work carried out near: <ul style="list-style-type: none"> • A shaft or tunnel that is deeper than 1.5 metres. • A tunnel. Work Health and Safety Regulation 2011 s.291		
70.	For any area where excavation work will be carried out, including adjacent areas, either: <ul style="list-style-type: none"> • The plan includes current underground essential services information, or 		

	<ul style="list-style-type: none"> Provisions have been made to obtain current underground essential services information before excavation work commencing. <p>Work Health and Safety Regulation 2011 s.304</p>		
71.	<p>The plan describes how underground essential services information will be communicated to any person engaged to carry out the excavation work.</p> <p>Work Health and Safety Regulation 2011 s.304</p>		
Confined Spaces		Provisions Required / Comments	Rating
72.	<p>All hazards associated with confined spaces have been identified and provisions have been made to manage the associated risks.</p> <p>Work Health and Safety Regulation 2011 s.64</p>		
73.	<p>SWMS have been prepared or provisions have been made to ensure they will be prepared for any work carried out near a confined space.</p> <p>Work Health and Safety Regulation 2011 s.65</p>		
74.	<p>The plan includes a procedure for the management and issue of confined space permits.</p> <p>Work Health and Safety Regulation 2011 s.67</p>		
75.	<p>The plan includes a procedure for ensuring confined spaces are signed in accordance with the regulations.</p> <p>Work Health and Safety Regulation 2011 s.68</p>		

76.	<p>The plan includes provisions for ensuring appropriate communication and safety monitoring for workers entering a confined space.</p> <p>Work Health and Safety Regulation 2011 s.69</p>		
Public Access and Workplace Security		Actions Required / Comments	Rating
77.	<p>The plan includes provisions for ensuring, so far as is reasonably practicable, that the workplace is secured from unauthorised access.</p> <p>Work Health and Safety Regulation 2011 s.298</p>		
Licenses		Actions Required / Comments	Rating
78.	<p>All high-risk work activities requiring a high-risk work licence under the regulations has been identified.</p> <p>Work Health and Safety Regulation 2011 s.81</p>		
79.	<p>The plan includes provisions for ensuring that workers carrying out high risk work hold the appropriate high risk work licence or are otherwise permitted by regulation to carry out high-risk work.</p> <p>Work Health and Safety Regulation 2011 s.82</p>		
		Actions Required / Comments	Rating
80.	<p>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:</p> <ul style="list-style-type: none"> • Road • Railway • Shipping lane. 		

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