

# Project WHS Management Plan

**Company Name:** ONJ SERVICES

**Address:** 7/2 The Gateway, Broadmeadows, Vic.

**ABN:** 72216341153

**Contact Person:** John Milis

**Signed:** <<signed by contact person>>

**Date:** <<date>>

# Project WHS Management Plan

This Plan must be completed in full prior to commencement on site

**Principal Contractor:**

<<insert name and details of the principal contractor you are contracted to>>

**Project Details:**

<<insert the project name and project address details>>

**Scope of Work:**

<<insert brief description of your works>>

**ONJ SERVICES  
Contact Person:**

<<insert contact name>>

**Mobile:**

<<insert mobile>>

## Part 1: Health and Safety Responsibilities on this Project

Details of company employees and subcontractors with specific WHS responsibilities for **ONJ SERVICES**, eg Site Supervisor, WHS Representative; Snr First Aid

Name	Position	Brief description of WHS responsibilities
<<insert name>>	<<insert position>>	<<insert description>>
<<insert name>>	<<insert position>>	<<insert description>>
<<insert name>>	<<insert position>>	<<insert description>>
<<insert name>>	<<insert position>>	<<insert description>>

## Part 2: Induction, Consultation, Tool Box Talk Meetings, Daily Pre-Starts

Description of the specific induction, consultation and pre-start arrangements involving employees, subcontractors, principal contractor and other trades on this project in accordance with Section 2 of the Company's HSEQ Management Manual

Induction & Consultation Arrangements	Persons responsible
<<how will you Induct people onto this project>>	
<<how will you Consult with your people and other trades and when>>	
<< how will you conduct Tool Box Talks and how often>>	
<< how will you conduct Daily Pre-Start arrangements>>	

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## Part 3: Site Safety Rules and Instructions

Clear Safety Instructions have been communicated and issued to each worker/subcontractor on this project

Site Safety Rules	Person responsible
ONJ SERVICES has issued the company's Site Safety Instructions to each worker and subcontractor under its control or influence	

## Part 4: High Risk Construction Work (HRCW) & Safe Work Method Statements (SWMS)

Description of High Risk Construction Work and SWMS relevant to this project

High Risk Construction Work	SWMS	Persons responsible
<<insert HRCW activity>>	<<insert SWMS No. & name>>	
<<insert HRCW activity>>	<<insert SWMS No. & name>>	
<<insert HRCW activity>>	<<insert SWMS No. & name>>	
<<insert HRCW activity>>	<<insert SWMS No. & name>>	

## Part 5: Risk/Hazard ID and Management

Process for managing risk and hazards on this project

Hazard & Risk ID and Reporting	Person responsible
<p>In accordance with Section 10 of the Company's HSEQ Management Manual each employee is to conduct a risk assessment of their proposed activity prior to them commencing work, to ensure hazards or risks are identified, and controls are in place. Where a workplace safety or environmental issue other than a high risk activity is identified, the Risk Assessment Booklet is to be used to assess and document control measures, forwarding a copy to their Supervisor as soon as possible.</p> <p>All high risk activities must be controlled through a SWMS. Employees are to not proceed with work if it is not safe to do so and they must immediately contact their Supervisor.</p>	

## Part 6: Workplace Inspections and HSEQ System Audits

Arrangements for inspections and audits on this project

Inspections & Audits	Persons responsible
ONJ SERVICES uses a Site Inspection Checklist to conduct weekly site inspections in accordance with Section 9 of the Company's HSEQ Management Manual	
ONJ SERVICES conducts a project audit of the company's HSEQ Management System following project establishment and annually thereafter in accordance with Section 14 of the Company's HSEQ Management Manual	

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## Part 7: Injuries, Incidents and Injury Management

Emergency services, first aid arrangements, injury reporting & injury management, incident reporting and investigation, notification to the safety regulator and relevant authorities on this project

Incident Type	Persons responsible
An Emergency Response Plan (ERP) has been developed and all workers and/or subcontractors under our control have been inducted into the ERP in accordance with Section 11 of the Company's HSEQ Management Manual	
A First Aid Kit and a Trained First Aider is provided in accordance with Section 11 of the Company's HSEQ Management Manual – refer also Part 8 of this Plan	
ONJ SERVICES uses an Injury, Incident, Accident Investigation Report for reporting all injuries, incidents and occurrences and notifying authorities' <i>in accordance with Section 8 of the Company's HSEQ Management Manual</i>	
ONJ SERVICES engages Injury Management & WorkCover processes in accordance with to Section 16 of the Company's HSEQ Management Manual The Company's Return to Work provider is <<insert name of provider>>	

## Part 8: Training, Competencies, Certificates & Licenses

Details of workers/subcontractors training, licenses/tickets, competencies and qualifications engaged on this project

Name	Position & Trade	Relevant Training, Licenses, Competencies, Qualifications	Expiry Dates
<<insert name>>	<<insert position>>	<<insert competencies>>	<<date>>
<<insert name>>	<<insert position>>	<<insert competencies>>	<<date>>
<<insert name>>	<<insert position>>	<<insert competencies>>	<<date>>
<<insert name>>	<<insert position>>	<<insert competencies>>	<<date>>
<<insert name>>	<<insert position>>	<<insert competencies>>	<<date>>
<<insert name>>	<<insert position>>	<<insert competencies>>	<<date>>
<<insert name>>	<<insert position>>	<<insert competencies>>	<<date>>

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## Part 9: Evidence of Conforming Plant/Equipment on this Project

Powered mobile plant and equipment owned/operated by **ONJ SERVICES** eg scissor lift, forklift, backhoe, etc.

Maintenance & Records	Persons responsible
<b>ONJ SERVICES</b> ensures operational checks are undertaken in accordance with plant specifications prior to operating powered mobile plant or equipment in accordance with Section 9 of the Company's HSEQ Management Manual	
<b>ONJ SERVICES</b> ensures plant and equipment is in good condition with maintenance and inspection records up to date and available in accordance with Section 9 of the Company's HSEQ Management Manual	
The following plant & equipment will be engaged on this project	Persons responsible
<<insert plant or equipment>>	
<<insert plant or equipment>>	
<<insert plant or equipment>>	
<<insert plant or equipment>>	

## Part 10: Hazardous Substances & Dangerous Goods

Hazardous Substances used by **ONJ SERVICES** on this project

Management of Hazardous Substances	Persons responsible
The hazardous substances used on this project typically consist of conduit glue/cement, silicone sealant, and cleaning products, these substances are safely managed and communicated through SWMS or similar. <b>ONJ SERVICES</b> ensures relevant Safety Data Sheets (SDS) are retained on site and with each person where they are likely to use a hazardous substance or chemical. Copies of SDS's are to have an issue date not greater than 5 years and are to be maintained on the Hazardous Substances Register in accordance with Section 12 of the Company's HSEQ Management Manual	
The following Hazardous Substances will be used on this project	Persons responsible
<<insert hazardous substance>>	
<<insert hazardous substance>>	
<<insert hazardous substance>>	
<<insert hazardous substance>>	

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## Part 11: Subcontractor Let Works

Subcontractors working under the control or influence of **ONJ SERVICES** on this project

Subcontractor Management	Persons responsible
<b>ONJ SERVICES</b> assesses and monitors its subcontractors in accordance with Section 13 of the Company's HSEQ Management Manual	
The following subcontractors will be engaged on this project	Persons responsible
<<insert subcontractor>>	
<<insert subcontractor>>	
<<insert subcontractor>>	

## Part 12: Insurances for this Project

Insurance policies held by **ONJ SERVICES** are current and a copy of certificates can be provided on request

Insurance	Policy Details	Persons responsible
Workers Compensation Policy	<<insert policy name, policy number, details of currency>>	
Public Liability Policy	<<insert policy name, policy number, details of currency>>	
<<insert other policy>>	<<insert policy name, policy number, details of currency>>	
<<insert other policy>>	<<insert policy name, policy number, details of currency>>	

## Part 13: Induction into Project WHS Management Plan

Affected workers and subcontractors must sign-off on this plan to confirm that they clearly understand the requirements covered within this plan and they have been consulted and informed regarding the relevant safe WHS processes

Name	Company	Signature	Date
<<insert name>>	<<insert company>>	<<sign>>	<<date>>
<<insert name>>	<<insert company>>	<<sign>>	<<date>>
<<insert name>>	<<insert company>>	<<sign>>	<<date>>
<<insert name>>	<<insert company>>	<<sign>>	<<date>>
<<insert name>>	<<insert company>>	<<sign>>	<<date>>
<<insert name>>	<<insert company>>	<<sign>>	<<date>>
<<insert name>>	<<insert company>>	<<sign>>	<<date>>
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