# Workplace Safety Plan Template

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| --- | --- |
| **Project name** |  |
| **Prepared by** |  |
| **Date completed** |  |

# Work Health and Safety Arrangements

|  |  |
| --- | --- |
| **Purpose** |  |
| **Statement of commitment** |  |

|  |  |
| --- | --- |
| **Responsibilities** | |
| **PCBU** |  |
| **Site officer (manager/site supervisors)** |  |
| **Worker** |  |
| **HSR** |  |

# Consultation and Participation Arrangements

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| --- |
| **Procedures for consulting with personnel** |
|  |
| **Procedures for identifying and approving resources required for WHS obligations** |
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| **Procedures for developing and implementing WHS principles** |
| This will be achieved by: |

# Risk Management Arrangements

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| --- |
| **Hazard identification** |
| **Procedures** |
| **Required tools** |
| **Risk assessment** |
| **Procedures** |
| **Required tools** |
| **Control measure implementation** |
| **Procedures** |
| **Required tools** |

# Training and Induction

|  |
| --- |
| **Training** |
| **Procedures** |
| **Required tools** |
| **Safety topics to be covered** |
| **Importance of safety awareness as related to topics** |
| **Induction** |
| **Procedures** |
| **Required resources** |
| **Safety topics to be covered** |
| **Importance of safety awareness as related to topics covered during** induction |

# Incident Response

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| --- |
| **Procedures** |
|  |
| **Required documentation** |
|  |
| **Reporting requirements** |
|  |

# WHS Recordkeeping

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| --- |
| **Procedures** |
|  |
| **Required records** |
|  |

End of Workplace Safety Plan Template