# Workplace Safety Plan Template

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

# Work Health and Safety Arrangements

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| **Purpose**  **(5-10 words)** |  |
| **Statement of commitment**  **(40-45 words)** |  |

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| **Responsibilities** | |
| **PCBU**  **(145-155 words)** |  |
| **Site officer (manager/site supervisors)**  **(40-45 words)** |  |
| **Worker**  **(85-95 words)** |  |
| **HSR**  **(45-50 words)** |  |

# Consultation and Participation Arrangements

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| **Procedures for consulting with personnel**  **(85-90 words)** |
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| **Procedures for identifying and approving resources required for WHS obligations**  **(35-40 words)** |
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| **Procedures for developing and implementing WHS principles**  **(List a minimum of 5)** |
| This will be achieved by:  1.  2.  3.  4.  5. |

# Risk Management Arrangements

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| **Hazard identification** |
| **Procedures (4 steps)**  Step 1.  Step 2.  Step 3.  Step 4. |
| **Required tools (minimum 5)**  **1.**  **2.**  **3.**  **4.**  **5.** |
| **Risk assessment** |
| **Procedures (5 steps)**  Step 1.  Step 2.  Step 3.  Step 4.  Step 5. |
| **Required tools (minimum of 3)**  1.  2.  3. |
| **Control measure implementation** |
| **Procedures (3 steps)**  Step 1.  Step 2.  Step 3. |
| **Required tools (minimum of 3)**  1.  2.  3. |

# Training and Induction

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| **Training** |
| **Procedures (4 steps)**  Step 1.  Step 2.  Step 3.  Step 4. |
| **Required tools (minimum of 3)**  1.  2.  3. |
| **Safety topics to be covered (minimum of 3)**  1.  2.  3. |
| **Importance of safety awareness as related to topics (45-50 words)** |
| **Induction** |
| **Procedures (minimum of 5)**  **1.**  **2.**  **3.**  **4.**  **5.** |
| **Required resources (minimum of 3)**  **1.**  **2.**  **3.** |
| **Safety topics to be covered (minimum of 5)**  **1.**  **2.**  **3.**  **4.**  **5.** |
| **Importance of safety awareness as related to topics covered during** induction **(45-50 words)** |

# Incident Response

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| **Procedures (85-90 words)** |
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| **Required documentation (minimum of 3)** |
| 1.  2.  3. |
| **Reporting requirements (20-25 words)** |
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# WHS Recordkeeping

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| **Procedures (30-35 words)** |
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| **Required records (minimum of 3)** |
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End of Workplace Safety Plan Template