

WHS MANAGEMENT PLANS, SAFE WORK METHOD STATEMENTS AND INDUCTIONS

LEARNING OUTCOME

Describe the requirements of the Work Health and Safety legislation and code of practice for construction workplaces in relation to WHS Management Plans, Safe work method statements and Inductions.

ASSESSMENT CRITERIA

- Identify when WHS Management Plans and Safe work method statements are required.
- Identify who is responsible for developing WHS Management Plans and Safe work method statements.
- Understand what is required to be contained within WHS Management Plans and Safe work method statements.
- Identify who is responsible for Inductions and what is required to be included in Inductions.

REFERENCES

- Work Health and Safety Regulation 2011; Chapter 6
 - 6.4 Additional duties of a Principal Contractor
 - WHS Management Plans
 - PCBU (PC) – Section 297 - Section 315
 - Safe work method statements
 - General – Section 312
 - Inductions
 - PCBU (PC) – Section 316 - Section 318

ATTACHMENT

[Working Safely in the House Relocation Industry – Appendix A – Appendix D](#)

WHS MANAGEMENT PLANS, SAFE WORK METHOD STATEMENTS AND INDUCTIONS

WHS MANAGEMENT PLANS

The WHS Regulation 2011 (WHS Regulation) s309 states that the principal contractor for a construction project must prepare a written WHS management plan for the workplace before work on the project commences.

A WHS management plan can assist the PCBU as a principal contractor to manage their workplace health and safety duties.

A WHS management plan must include the following -

- the names, positions and health and safety responsibilities of all persons at the workplace whose positions or roles involve specific health and safety responsibilities in connection with the project;
- the arrangements in place, between any persons conducting a business or undertaking at the workplace where the construction project is being undertaken, for consultation, cooperation and the coordination of activities in relation to compliance with their duties under the Act and this Regulation;
- the arrangements in place for managing any work health and safety incidents that occur;
- any site-specific health and safety rules, and the arrangements for ensuring that all persons at the workplace are informed of these rules;
- the arrangements for the collection and any assessment, monitoring and review of safe work method statements at the workplace.

WHS Regulation s310 states that the principal contractor for a construction project must ensure, so far as is reasonably practicable, that each person who is to carry out construction work in connection with the project is, before commencing work, made aware of –

- the content of the WHS management plan for the workplace; and
- the person's right to inspect the WHS management plan under section 313.

The plan must be written so it is easy to understand, signed and dated by the principal contractor. It must be available for the length of the project.

The principal contractor should sign and date safe work method statements that have been received and keep them with the plan, as well as monitor their implementation.

The principal contractor cannot allow work to start unless:

- the plan has been discussed with or a copy given to all relevant people;
- the plan is available or readily available for inspection.

WHS Regulation s311 states that the principal contractor for a construction project must review and, as necessary, revise the WHS management plan if there are changes in how risks will be managed. The principal contractor is also responsible to ensure that the relevant people are informed of the revisions.

SAFE WORK METHOD STATEMENTS

Duty Holders

A person conducting a business or undertaking (PCBU) carrying out any high risk construction work (as defined by s291 of the WHS Regulation) in connection with a construction project required under the WHS Regulation to:

- ensure that a safe work method statement (SWMS) is prepared before the proposed work starts
- make arrangements to ensure that the high risk construction work is carried out in accordance with the SWMS
- ensure that a copy of the SWMS is given to the principal contractor before the work starts
- ensure that a SWMS is reviewed and revised if necessary
- keep a copy of the SWMS until the high risk construction work is completed.

All duty holders involved in a high risk work activity must make sure:

- the work is carried out in accordance with the SWMS
- if the work is not carried out in accordance with the SWMS, the work is:
 - stopped immediately or as soon as it is safe to do so
 - resumed in accordance with the statement
- all SWMSs are given to the principal contractor prior to work commencing
- SWMSs are kept so as to be readily available for inspection

Purpose of a safe work method statement (SWMS)

The primary purpose of a SWMS is to help supervisors, workers and any other persons at the workplace to understand the requirements that have been established to carry out the high risk construction work in a safe and healthy matter.

The SWMS:

- Sets out the work activities in logical sequences
- Identifies hazards
- Describes control measures

Both simple and complex activities can be broken down into a series of basic steps that will allow for full analysis of each part of the activity for hazards and potential incidents. The description of the process should not be so broad that it leaves out activities with the potential to cause incidents and prevents proper identification of the hazards nor is it necessary to go into fine detail of the tasks.

The aim of a SWMS is to:

- Describe the activity of task to be undertaken
- Identify the resources, manpower and skills associated with the task
- Assess and select control measures (as appropriate)
- Systematically plan the activity so it can be completed efficiently and effectively.

The SWMS must be able to be easily read by those who need to know what has been planned to manage the risks and implement the control measures and ensure the work is being carried out in accordance with the SWMS. This includes: the supervisor of the high risk construction work, the work carrying out the high risk construction work, the principal contractor (if it's a construction project) or the person who has management or control over the high risk construction work.

What should be in a safe work method statement (SWMS)?

When preparing a SWMS the following must be taken into account:

- the circumstance at the workplace that may affect the way in which the high risk construction work is carried out
- on a construction project, the WHS management plan prepared by the principal contractor.
 - Identify the work that is high risk construction work
 - Specify hazards relating to the high risk construction work and risks to health and safety associated with those hazards
 - Describe the measures to be implemented to control the risks
 - Describe how the control measures are to be implemented, monitored and reviewed

A SWMS should also include the following information:

- The PCBU's name, address and ABN (if they have one)
- Details of the person(s) responsible for ensuring implementation, monitoring and compliance with the SWMS
- If the work is being carried out at a construction project:
 - The name of the principal contractor
 - The address where the high risk work will be carried out
 - The date the SWMS was prepared and the date it was provided to the principal contractor
 - The review date (if any)

A SWMS may also include:

- The name of the workers that have been consulted on the content of the SWMS
- The date the consultation occurred
- The signature of each worker acknowledging their participation in this consultation and the
- opportunity to discuss the proposed measures

The content of a SWMS should provide clear direction on the control measures to be implemented. There should be no statements that require a decision to be made by supervisors or workers. For example, the statement '*use appropriate PPE*' does not detail the control measures. The control measures should be clearly specified.

Workers and their health and safety representatives should be consulted in the preparation of the SWMS. If there are no workers engaged at the planning stage, consultation should occur with workers when the SWMS is first made available to workers for example, during induction training, or when it is reviewed such as during workplace-specific training or a toolbox talk.

Preparing

A PCBU that carries out high risk construction work must ensure a SWMS is prepared or has already been prepared by another person before the proposed work commences.

If more than one PCBU is involved then each PCBU must, so far as is reasonably practicable, consult, cooperate and coordinate activities with all other PCBUs.

Safe work method statement must be kept

The SWMS must be kept and be available for inspection until at least the high risk construction work is completed. Where a SWMS is revised, all versions should be kept.

If a notifiable incident occurs in relation to high risk construction work to which the SWMS relates, then the SWMS must be kept for at least 2 years from the occurrence of the notifiable incident. If the construction work at the workplace has ceased within that period then the PCBU should keep the SWMS readily available for inspection.

INDUCTION

General Construction Induction Training

The PCBU or the principal contractor must, so far as is reasonably practicable, comply with the primary requirement to provide site specific rules. This may be through such arrangements, as induction processes that ensure all persons are informed of the rules and the WHS Management Plan. (WHS Regulation 2011 s310)

Part 6.5, Division 1, Section 317 of the WHS Regulation states:

1. A person conducting a business or undertaking must not direct or allow a worker to carry out construction work unless:
 - a. The worker has successfully completed general construction induction training and
 - b. If the worker completed the training more than 2 years previously – the worker has carried out construction work in the preceding 2 years.
2. The person conducting the business or undertaking must ensure that
 - a. The worker holds a general construction induction training card or
 - b. If the worker has applied for but not yet been issued with a general construction induction training card, the worker holds a general construction induction training certification, issued within the preceding 60 days.

To obtain a general construction induction card (white card) training will need to be undertaken with a registered training organisation that conducts the General Construction Induction Training (Unit of competency – *Prepare to work safely in the construction industry*).

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