

MANAGEMENT PLANS AND SAFE WORK METHOD STATEMENTS

Facilitator Guide



Timings	Facilitator Notes	Resources
30 mins	Discuss learning outcome and assessment criteria	Slide 1 Slide 2
	DISCUSS <i>Refer Student Notes – WHS Management Plans</i> <i>Refer WHS Regulation 2011 – s309 – s311</i> Discuss the WHS management plan requirements under WHS legislation	Slide 3
	DISCUSS <i>Refer Student Notes – Safe Work Method Statements</i> <i>Refer WHS Regulation 2011 – s299 – s303</i> <i>Refer Attachment SWMS Template (Working safely in the house relocation industry)</i> Discuss the requirements for safe work method statements (SWMS) and refer participants to the SWMS templates. Advise participants that detailed information regarding SWMS can be found on the Worksafe website and it's recommended that this information be used. EXPLAIN Explain that a SWMS must be prepared for high risk construction work, however can be prepared as a part of a risk management process when the work is not classified as high risk construction.	Slide 4 Slide 5 Slide 6 Slide 7
	DISCUSS <i>Refer Student Notes – Induction</i> Discuss the requirements for site specific induction and the general construction induction training (white card)	Slide 8
	ACTIVITY Go through attachments Appendix B – Appendix D from <i>How to work safely in the House Relocation industry</i> guide with the participants and ask them to complete the template for a fictional workplace of their choosing.	-

Version	Date	Author
1	30/06/2018	WHSQ