

# WHS PROGRAM

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YOUR BUSINESS NAME | YOUR NAME

This WHS Checklist and Instructions are designed as a basic guide to help you implement a WHS program into your own business.

Though it may cost (time and money) to implement safe practices and install safety equipment, the effect of not taking action can be severe and costly. Complying with WHS requirements can prevent you from being prosecuted and fined, and help you to retain skilled staff.

CHECKLIST	DUE DATE	DONE	INITIALS
Business Analysis and GAP Analysis			
WHS Manual			
WHS Induction to your business			
Employee Register			
Plant & Equipment (and PPE) Register			
Emergency Management			
Contractor Management			
Meetings and Consultation			
Training and Competency			
High Risk Work			
Hazardous Chemicals			
Hazardous Work			
Reporting			
Monitoring and Review			

*This document provides generic WHS information only and should not be considered as a WHS policy and procedures manual until adapted for your workplace in accordance with the Australian WHS Act. It is not a comprehensive statement of WHS laws or requirements and is not intended as legal advice. This material is part of the HR Focus program. Its use is subject to the HR Focus Terms of Use and Disclaimer accessible on the HR Focus home page [www.hrfocus.com.au](http://www.hrfocus.com.au).*

# INSTRUCTIONS

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Below is a guide to implement a WHS program into your business.

## **Business and GAP analysis:**

- Review what WHS items you currently have in place and tick off everything that you already do well.
- Highlight the areas of the business that you have the biggest risk and start to implement these program areas first.

## **WHS Manual - Using your WHS manual you should;**

- Review and Update the information and dates in the document.
- Distribute to all staff and contractors when they commence working for you.

## **WHS Induction**

- Ensure your Business induction includes the WHS induction and is signed off by all new staff.

## **Employee Register – When new employees start, make sure you;**

- Record all their licenses (Drivers, Forklift, Construction, EWP, First Aid etc).
- Record their Emergency Contacts.
- Records the work they will be doing and verifying they are competent for the role.

## **Plant & Equipment Register – Make sure you have a list and schedule that records;**

- Registration or Identification Number.
- Scheduled Maintenance dates and periods (dates/km's).
- Any compliance certificates needed.
- Qualification to use the equipment.

## **Emergency Management – Your Emergency Management Plan will cover;**

- Signage for Evacuations (Emergency Contact Details, Nearest hospital etc)
- Fire Wardens and Training for an evacuation.
- Fire fighting equipment (Hoses/blankets/extinguishers and maintenance plans).
- First Aid Officers and Locations.

## **Contractor Management – Making sure your contractors;**

- Provide you copies of their Insurances (Workers Comp, Liability, Indemnity).
- Completed your Contractor Inductions (What is expected of them in your business).
- SWMS and Safe work procedures are up to date and being followed.
- Your monitoring schedule (Spot Checks & Audits) for your contractors.

## **Meetings and Consultation – consultation is a two-way process were you and workers;**

- Talk to each other about WHS matters (toolbox talks and Meetings)..
- You must consult with workers before implementing changes that may affect them.
- Schedule Toolbox Talks and Workplace Safety Meetings.
- Let them know their responsibilities as employees with regards to Safety.

## **Training and Competency – Make sure your workers are;**

- Trained for relevant jobs (First Aid, Rescue, Fire Warden).
- Competent to use equipment and other jobs (Verification of Competency).

## **High Risk Work – You need to stay on top of this and make sure you;**

- Have updated SWMS that are being completed and reviewed for each new site.
- Pre-Start checks and Toolbox talks being conducted regularly.
- Emergency procedures are reviewed regularly.
- First Aid and Safety equipment is checked and available on site.

## **Hazardous Chemicals – A few things you need to have in place;**

- Hazardous Chemical Policy.
- Safety Data Sheets (MSDS) and Safe Handling Procedures.
- Safe storage area for Chemicals.

## **Reporting – Procedures you need to have in place and staff to know;**

- Incident Reporting procedure
- Investigation Procedure and Responsibilities

## **Monitoring and Review – Once you have got this far, it's time to setup a plan to;**

- Setup a review schedule for all your documents.
- Prepare a 12 month review report.
- Create a Continuous improvement plan for your organization.

### **Additional Help:**

WHS Manual, Forms and Registers Pack- (If you just want all the documents) \$ 499

### **12 Month Subscription Packages;**

WHS Customer Driven WHS Program – (A bit of guidance to implement yourself) \$ 49 pw

WHS Business Program – (Professional Implementation into your business) \$200 - \$1000 pw

*All prices are ex GST*

**Contact Stephen Pauley on 0418 171 270 for a no hassle discussion.**