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DEPARTMENT OF CONSTRUCTION AND INFRASTRUCTURE

Guide Document for Development of WHS Management Plans

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1. Acronyms & Definitions

COP	Code of Practice
D&C	Design and Construction
MSDS	Material Safety Data Sheet
NUL	National Uniform Legislation
NTG	Northern Territory Government
PC	Principal Contractor
PCBU	Person Conducting a Business or Undertaking
PPE	Personal Protective Equipment
SWMS	Safe Work Method Statements
WHS	Work Health and Safety

PCBU	<p>A Person Conducts a Business or Undertaking whether:</p> <ul style="list-style-type: none"> - Alone or with others - Is conducted for profit or gain <p>It includes partnership or an incorporated association. Note: Employer is captured under the definition of PCBU <i>(Refer to Subdivision 2, Section 5 of the WHS Act 2011).</i></p>
PC	<p>A PCBU that commissions a construction project is, the Principal Contractor (PC) for the project.</p> <p>If the person engages another PCBU as PC for the construction project and authorises the person to have management or control to the workplace and to discharge the duties of a PC, the person so engaged is the PC for the project.</p> <p>Note: Construction projects can only one PC at any specific time. <i>(Refer to Reg 293 of the WHS (NUL) regulations).</i></p>
Construction Project	<p>A construction project is a project that involves construction work where the cost of the construction work is \$250 000 or more. <i>(Refer to Reg 292 of the WHS (NUL) regulations)</i></p>

2. Introduction

A new model Work Health and Safety (WHS) Legislation was developed as a result of a comprehensive national review into work health and safety laws across Australia, which involved substantial public consultation. This initiative provided a framework to protect the health, safety and welfare of all workers at work and of all other people who might be affected by the work. The new WHS National Uniform Legislation (NUL) has been communicated across all Australia Jurisdictions, so that there is the same standard of health and safety protection, regardless of the work being undertaken or the location of that work.

The Northern Territory has enacted the provisions of the new model WHS Legislation, therefore the Department of Construction and Infrastructure (DCI) - Northern Territory Government (NTG) has developed a guide document to provide adequate assistance and guidance to Contractors to allow them to satisfactorily develop a WHS Management Plan and meet the WHS Law and DCI Tender and Contract requirements.

DCI is committed to improved WHS management on construction projects so safety awareness will increase amongst all personnel involved in the project. Benefits of having a Safety Management System includes an enhanced project safety performance, reduce work-related injuries, systematic approach to identify hazards and control risks and increase sense of responsibility and commitment from employees.

2.1 What does the WHS Regulation require?

The WHS NUL requires that the Principal Contractor for a construction project prepare a written WHS Management Plan for the workplace before work on the project commences.

2.2 Scope and Purpose

This guide document was developed to assist both Contractors and DCI personnel in the effective application of WHS management systems for construction projects. This guide can be used by a PC to facilitate the application of these processes, and lead to a more comprehensive understanding of requirements.

In essence, a WHS Management Plan should outline the PC WHS structure, roles, responsibilities and authorities, methods of consultation, induction and training, risk management process, subcontractor's management, injury management and continuous monitoring and review.

3. Developing a WHS Plan

A WHS Management Plan should demonstrate the integration of WHS requirements with the project procedures, practices and safety management of the project.

DCI has prepared for PC use the, “WHS Management Plan Template document” ([Appendix 1 WHS Management Plan Template](#)) for preparing a WHS Management Plan and evaluate the Plan against the “Evaluation Tool checklist” ([Appendix 2 Evaluation Tool Checklist](#)) to determine whether a WHS Management Plan meets the minimum standard of compliance requirements.

Both documents outline the relevant sections of the WHS Plan and the minimum requirements to assist in meeting the intent of the WHS Regulations and the Construction Work Code of Practice (COP).

The size and complexity of a WHS Management Plan will be relative to the size and complexity of the project and particularly to the amount of high risk work being undertaken.

According to clause 309 of the WHS Regulation 2011, the WHS Management Plan must include, as minimum the following information:

- a) names, positions and health and safety responsibilities of all persons involved with the work whose roles involve specific health and safety responsibilities;
- b) the arrangements in place, between any persons working at the site, for consultation, cooperation and coordination of activities in relation to compliance with their duties under the WHS Act and Regulation;
- c) the arrangements in place for managing any health and safety incidents, including reporting and incident notification;
- d) any site specific health and safety rules and the arrangements for ensuring that all persons are informed of those rules;
- e) the arrangements to collect and assess, monitor and review safe work method statements.

Additionally, DCI would expect WHS Management Plans prepared according to this guide would meet the minimum requirements established in the “Evaluation Tool checklist” before commencing work on the project, which include the following requirements:

1. Project Description
2. WH&S Responsibilities
3. Consultation, Induction and Training
4. Identify Hazards, Assess and Control Risks
5. Managing Subcontractors
6. Managing incidents
7. Monitor and Review of Plan

3.1 Project Description

In this section a description of the key aspects of the project based on the main stages and potential hazards and risks should be incorporated.

This part of the plan must be specific to the project, highlighting main details such as project name, purpose, duration, stages and safety considerations, on each phase of the project. This also includes the definition of the site location and layout plan and the interfaces to be considered during the course of the project. Project signage should include details such as Principal Contractor name and contact numbers (including after hours telephone number). Refer to Reg 308 of WHS (NUL) regulations.

The Plan should also include provision for temporary accommodation, storage, pedestrian and vehicular routes.

Additionally, for Design and Construct (D&C) projects the Safety in Design considerations should be outlined in this section including the different WHS hazards and risks the project could come across. Refer to Reg 295 of WHS (NUL) regulations.

3.2 WH&S Responsibilities

This section should define the WHS responsibilities of all personnel involve in the project which can have an effect on the health and safety of the staff, workplace and to the performance of the project, from the tender process to completion of contract.

Description of WHS responsibilities must include the name, position and appropriate authority of personnel to ensure that WHS requirements are met during the course of the project and to define who will implement and maintain workplace health and safety practices in line with the WHS Legislation obligations. Refer to Reg 309 (2) (a) of WHS (NUL) regulations. The responsibilities should also define who can make decisions and take actions on WHS issues.

Positions that should be defined their WHS responsibilities include:

- Corporate Management (Managing Director, Project Director)
- Superintendent or Representative of the Principal
- Project Managers, Site Managers
- WHS Management Representative
- WHS Committees, as required
- Employees
- Contractors and subcontractors

Subcontractor's information should include names, positions, contact details, WHS roles and responsibilities in connection with the project.

Some specific aspects for which WHS responsibilities and authorities need to be defined:

- Consultation arrangements (Refer to Part 5 of WHS (NUL) Act 2011)
- Dissemination of WHS information
- Managing WHS design issues
- Hazard identification, risk assessment and control measures
- Preparing and implementing Safe Work Method Statements (SWMS)
- Managing subcontractors and their compliance with WHS requirements
- Planning and conduction WHS Induction and Training

- Inspections and tests and compliance with site safety rules
- Incident reporting and investigations
- WHS injury management and return to work
- Developing and implementing emergency procedures
- WHS Internal audits
- Review of WHS Management Systems implementation

3.3 Consultation, Induction and Training

Under the WHS Legislation the Principal Contractor is required to consult, cooperate and coordinate with workers and others on matters related to workplace health and safety that directly or indirectly affect the health and safety of people.

In this section methods of internal consultation, effective dissemination of information and decision making process should be established. Interfaces between contractors should describe how forms of consultation will be coordinated and recorded.

The process should be applied by all staff and implemented across all activities with clients, contractors, subcontractors and others who may be impacted by the project operations.

The consultation should include a process to inform adjacent and surrounding occupancies of the WHS impact and changes due to the project activities. Additionally in this section the Principal Contractor should describe the system to be implemented for effective communication with personnel working in remote or isolated areas, refer to Reg 48 of the WHS (NUL) regulations.

This section should also include a process where the Principal Contractor reports to the Superintendent Representative compliance with the WHS contract requirements.

Internal Consultation

Arrangements for consultation can include pre-start briefings, toolbox talks and WHS meetings. Records should be kept showing topics discussed, date of meeting and names of persons attending.

The plan should define how consultation and communication requirements are met, for example, through the establishment of a WHS Committee or WHS Representative or other arrangements for consultation agreed by management and employees.

Where Committees and Health and Safety Representatives are in place for consultation this must be done according to mandated process, "Consultation, Representation and Participation" Part 5 of WHS (NUL) Act 2011.

Dissemination of information

This section should describe a system for communicating site specific WHS rules to all staff as well as arrangements for dissemination of WHS information to all workers including subcontractors and stakeholders. Refer to Reg 309 (2) (d) of the WHS (NUL) regulations. Safety rules should be concise, simple, short, enforceable, and stated in a positive manner.

Decision making

Consultation is required before taking any decision that may affect the health and safety of personnel while at work. When health and safety hazards and associated risks are identified, control measures should be put in place and should be communicated to all relevant personnel. It is also required to communicate changes to the methods of work, proposed place of work, to the plant/equipment or substances used at work that will affect the health and safety of personnel.

Induction and Training

Induction and training is a key element to ensure personnel are informed about WHS risk management. The WHS Plan must describe how personnel will be inducted on the health and safety requirements. In this section a specific site induction procedure should indicate the process to induct staff, visitors and subcontractors. It is required to indicate how records will be maintained (usually 3 years after project completion).

The Principal Contractor must ensure that the general construction induction training must be completed by all workers, contractors and subcontractors prior start working on site – refer to Reg 317 of WHS (NUL) regulations.

A training plan is considered to be the tool to identify the training needs of personnel for each stage of the project. This tool facilitates ongoing communication with personnel about WHS requirements to ensure that personnel maintain their competences, as required by the project phases.

Training programs should include as applicable, induction to the WHS systems of the company, site induction, emergency procedures, tasks training, general construction induction training, consultation training as well as ongoing training needs.

This section of the plan should indicate how training will be provided to all persons in supervisory positions, personnel conducting safety meetings, inspections, injury and accident investigation, job planning/analysis and leadership skills.

Induction and Training will be required in the following circumstances:

- Personnel commencing work
- Introducing site safety rules
- Implementing relevant SWMS
- When new WHS hazards or risks arise as a result of new tasks, systems, plant and equipment, substances introduced, new workplace or changes in the layout of existing workspace
- After an incident occur leading to injury investigations
- When changes in the regulatory requirements are identified
- For long duration activities a refresher training is required

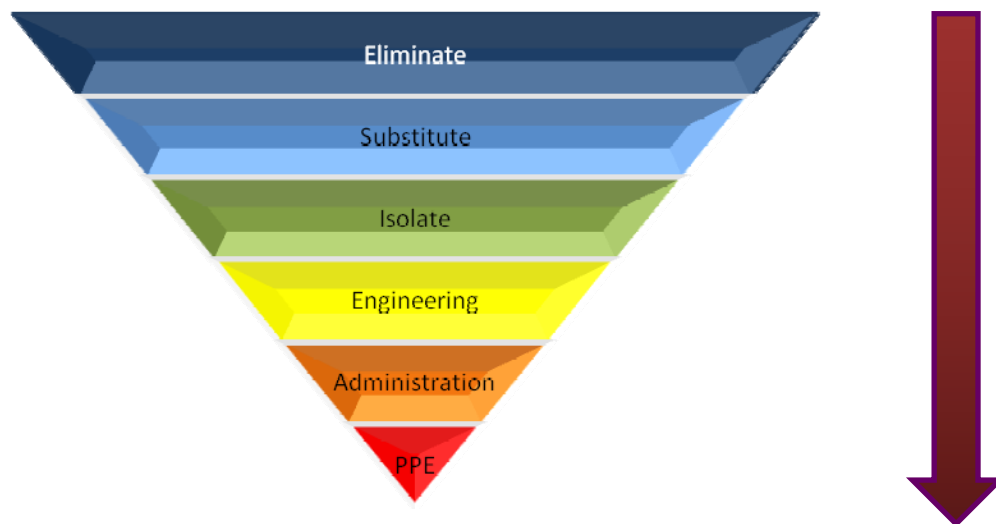
3.4 Identify Hazards, Assess and Control Risks

This part of the Plan should describe the process to identify foreseeable WHS hazards, assess the risks and define the control measures to be implemented during the course of the project.

This is a mandated requirement; refer to Reg 32 – 38, Part 3.1 of the WHS (NUL) Regulations.

A procedure will need to be developed and implemented so that the hazards are control in the most effective and efficient manner. The PC has an obligation to eliminate the hazards; if this is not “reasonably practicable” the PC must control the risk by implementing measures to lessen the risk of harm to the lowest possible level.

The hierarchy of control is recommended to be considered until a control measure or a combination of measures can achieve the required reduction in exposure. Hierarchy of control measures are as follows: eliminate, substitute, isolate, engineering, administration and Personal Protective Equipment (PPE).



The plan must include a Risk Management Process which includes hazard identification, risk assessment and mitigation procedures to be applied for the project. A site specific project risk register should be developed identifying the above requirements and using the hierarchy of control to minimise the risks. All high risk construction work activities on the project must be listed in the risk register.

Safe Work Method Statements (SWMS)

Under the WHS Regulation clause 299, SWMS are required to be prepared for high risk construction work before work commences.

High risk construction work is defined by law as any of the following:

- involves a risk of a person falling more than 2 m; or
- is carried out on a telecommunication tower; or
- (c) involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or
- involves, or is likely to involve, the disturbance of asbestos; or
- involves structural alterations or repairs that require temporary support to prevent collapse; or
- is carried out in or near a confined space; or
- is carried out in or near:
 - a shaft or trench with an excavated depth greater than 1.5 m; or
 - a tunnel; or
- involves the use of explosives; or
- is carried out on or near pressurised gas distribution mains or piping; or
- is carried out on or near chemical, fuel or refrigerant lines; or
- is carried out on or near energised electrical installations or services; or

- is carried out in an area that may have a contaminated or flammable atmosphere; or
- involves tilt-up or precast concrete; or
- is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or
- is carried out in an area at a workplace in which there is any movement of powered mobile plant; or
- is carried out in an area in which there are artificial extremes of temperature; or
- is carried out in or near water or other liquid that involves a risk of drowning; or
- involves diving work.

Refer to Reg 291, WHS (NUL) Regulations.

SWMS must include the following:

- a) identify the work that is high risk construction work
- b) nominate roles and responsibilities
- c) specify hazards relating to the high risk construction work and risks to health and safety associated with those hazards
- d) describe the measures to be implemented to control the risks
- e) describe how the control measures are to be implemented, monitored and reviewed

Other aspects to be considered in the Hazard Identification and Control Risks section include, as applicable:

- Coordination of procedures such as “Permit to Work” with sub contractors
- MSDS and Hazardous substances register (refer to Reg 344 WHS (NUL) Regulations)
- Plant safety including maintenance, inspection and licensing requirements for this project (refer to Reg 201 and 203 WHS (NUL) Regulations)
- A traffic management system (refer to Reg 315 (c) WHS (NUL) Regulations)
- Workplace security & public safety (refer to Reg 298 WHS (NUL) Regulations clause 298)
- Electrical equipment register (test and tag) (refer to Reg 150 WHS (NUL) Regulations)

Refer to Reg 315 of the WHS (NUL) Regulations for the following additional requirements:

- Storage, movement and disposal of construction material and waste
- Storage of plant that is not in use
- traffic in the vicinity of the workplace that may be affected by construction work carried out in connection with the construction project
- Identification of essential services (information when excavation work is to be carried out)

Safety in Design

The new Legislation imposes additional duties on persons that design, manufacture, construct or commission plant, substances or structures to ensure so far as is reasonably practicable that they are designed or manufactured without risks to the health and safety of users. There are also requirements to provide adequate information at the time of supply, including information about design and construction details, the purpose for which the plant or structure was designed or manufactured, the results of any calculations or tests conducted and any requirements to ensure the plant or structure (or substance) is safe when used for the purpose it was designed or manufactured for.

For Construction projects, The Principal Contractor is required to obtain from the designer a copy of the Safe Design Report covering all safe design phases (Pre-design, Concept design, Design development). The written report must specify the hazards that so far as the designer is reasonably aware create risks to the health and safety of persons carrying out the construction and commissioning work. (Refer to Reg 195 and 295 of WHS (NUL) Regulations).

The plan would require defining how Safety in design process will be applied to mitigate hazards/risks for each stage of the life cycle of the project at the design stage as far as possible. The process should identify hazards and analyse risks during the conceptual design phase to decommissioning phase.

3.5 Managing Subcontractors

This section should identify the key subcontractors for the project and how their safety plan and the subcontractor's SWMS will be managed by the Principal Contractor.

It is required that the Principal Contractor includes the procedure for engaging subcontractors and for monitoring and reviewing subcontractors' performance.

There must be arrangements for collection, assessment, monitoring and reviewing of all subcontractors Risk assessments, SWMS and their safety performance (refer Reg 309(2)(e) of the WHS (NUL) regulations).

The plan should include a database or register containing information of all the service providers. The database will facilitate the management of insurances, licenses, accreditation information and verification of documents.

The Principal Contractor will need to define how subcontractors will be monitored in order to minimise risk and ensure compliance with WHS Legislation, Contract requirements and Project safety procedures. This can be achieved through subcontractor's periodic evaluations and audits.

3.6 Managing Incidents

This section should outline the procedures developed by the Principal Contractor for management of incidents, emergencies and first aid.

Incident Management

This procedure should describe details of the reporting, logging, investigating, and corrective actions in response to injuries, incidents and accidents at the worksite and client sites.

This section should describe the arrangements to stabilise and evacuate any injured person, isolating the incident scene, making the workplace safe after the incident, notification and investigation. Refer to Section 35 – 39, Part 3 of the WHS (NUL) Act 2011 and Reg 42, 43 of the WHS (NUL) Regulations.

Incident investigation will help the Principal Contractor to identify control measures that will prevent recurrence of the same incident. Some definitions to be considered when undertaking an incident investigation include:

Term	Definition
Accident	An undesirable event which results in harm to people, damage to property or loss time
Incident	An “incident” is any unplanned event resulting in, or having a potential for injury, ill-health or other loss.
Near Miss	Any unplanned incident that occurred at the workplace that did not result in an injury but had the potential to do so.
Lost Time Injury (LTI)	A work injury resulting in time lost from work of equal to or greater than one workday or shift (8 hours) on which the injury occurs.
Medical Treatment Injury (MTI)	A work injury that does not result in lost time but requires treatment by a medical practitioner.
First Aid Injury (FAI)	A work injury for which only first aid treatment was administered on site.

As part of the incident notification process all notifiable incidents must be reported in a timely manner after they occur. Notification to the regulator (NT WorkSafe) must be in accordance with the statutory reporting requirements of Part 3 clauses 35 to 39 of the WHS (NUL) Act 2011,

Emergency Procedures

An emergency plan must be prepared for a construction project to ensure to the extent possible the safety of all employees, visitors, contractors, and subcontractors at the time of emergency situations.

The plan should include:

- effective response to any emergency situation (that are reasonable foreseeable)
- evacuation procedures
- emergency services notification
- medical treatment and assistance
- communication of emergency instructions to all workers at the site

Additionally it is required that the plan be tested, and include the frequency of testing as per Reg clause 43(1) (b) of the WHS (NUL) Regulations.

The plan should describe the arrangements for information and instruction requirements to relevant workers in relation to implementing the emergency procedures. All employees and contractors should be trained in the emergency plan. The Principal Contractor should define the inspections to be carried out for the means of access and egress to determine that they are clear, unobstructed and operable. A site specific emergency evacuation map must be developed showing the muster point.

First Aid Treatment

In this section the Principal Contractor must ensure that there is provision for and access to first aid equipment and other first aid facilities at the workplace. This section should include arrangements for training in first aid and how first aid equipment will be provided by contractors and subcontractors. Refer Reg clause 42 of the WHS (NUL) Regulations.

First aid information should include the frequency to restock the first aid kit(s) as well as emergency phone numbers for medical services and key company personnel.

3.7 Monitor and Review of Plan

The Principal Contractor should outline in this section how the WHS Management Plan will be monitored and reviewed over the course of the project.

This is a legislated requirement (refer to Reg 311 of the WHS (NUL) Regulations).

WHS internal audits and inspection programs are the tool to monitor high risk activities and construction works. The purpose of the audits is to determine whether an area is complying with the documented procedures and to recommend improvements or corrective actions.

This section should define a plan to monitor frequency, thoroughness and results of inspections and audits throughout the project.

Document Control

Additionally, this section requires a process to describe how project safety documentation is maintained. A procedure should be established for the control, approval, retention time, dissemination, storage and disposal of WHS documents and records.

Safety records include training records, qualification of individuals, inspection reports, plant and equipment records, work permits, safety equipment records, incident investigation reports, risk assessments, MSDS, minutes of safety meetings, audit reports, workers compensation records, etc.

Appendix 1 WHS Management Plan Template

WHS MANAGEMENT PLAN

Client		Principal Contractor	
Address		Address	
Postal Address		Postal Address	
		ABN	
Contact person		Contact person	
Position		Position	
Phone		Phone	
Email		Email	
Construction Project Details:			
<u>Subcontractor 1</u>		<u>Subcontractor 2</u>	
Address:		Address:	
ABN		ABN	
Contact person		Contact person	
Position		Position	
Phone		Phone	
Email		Email	
<u>Subcontractor 3</u>		<u>Subcontractor 4</u>	
Address:		Address:	
ABN		ABN	
Contact person:		Contact person	
Position		Position	
Phone		Phone	
Email		Email	

Content Overview

The size and complexity of the WHS Management Plan (**Plan**) will be relative to the size and complexity of the project and particularly to the amount of high risk work being undertaken.

This Plan should only outline the hazards, risks and processes relative to this project.

The following text outlines the relevant sections of the Plan and the minimum requirements that may be used to assist in meeting the intent of Regulation 309, 310 and 311 of the Work Health and Safety (National Uniform Legislation) Regulations and the Construction Work Code of Practice (**Code**).

This is a **guide only** and the Work health and safety legislation and Code (**WHS Law**) must be referred to when preparing your Plan.

1.0) Project Description

Guidance

This section should outline the key aspects of the project based on the main stages and associated hazards and risks. This may include

- *Site location and layout plan highlighting the safety considerations, risks at or in the vicinity, signage and other features.*
- *Stages of the project and key activities or milestones*
- *Identification of key hazards associated with main stages or activities*
- *Names of key personnel and contact details, including any communications protocol within your organisation*
- *Identification of safety considerations in the design of the project*
 - *Refer to Reg 296 of WHS (NUL) regulations.*
- *Temporary accommodation, pedestrian and vehicular routes.*
- *Project signage should include details such as Principal Contractor name and contact numbers (including after hours telephone number).*
 - *Refer to Reg 308 of WHS (NUL) regulations*

2.0) WHS Responsibilities

Guidance

This section should outline key personnel and their health and safety roles, responsibilities and authorities. This may include:

- *Corporate Management (Managing Director, Project Director)*
- *Superintendent or Representative of the Principal*
- *Project Managers, Site Managers*
- *Key WHS Contractor personnel (WHS Management Representative, WHS committees, if applicable, employees)*
- *All subcontractors - names, position, contact details along with their health and safety roles and responsibilities in connection with the project.*

Refer – refer to Reg 309 (2)(a) of WHS (NUL) regulations)

Guidance

Some specific aspects for which WHS responsibilities and authorities need to be defined include:

- *consultation arrangements (refer to Part 5 of WHS (NUL) Act 2011)*
- *managing WHS design issues*
- *hazard identification, risk assessment and Safe Work Method Statements (SWMS)*
- *managing subcontractors' compliance*
- *induction and training*
- *inspections and tests*
- *compliance with site safety rules*
- *incident and injury management including return to work*
- *emergency procedures*
- *internal audits and review of WHS Management Systems implementation*

3.0) Consultation, Induction and Training

Guidance

This section will identify all forms of consultation associated with the health and safety aspects of this project and how these interactions will be coordinated and recorded. Consultation can include:

- *Site induction for all staff, site visitors and subcontractors – to be recorded and include the content of this Plan, highlighting the health and safety roles and responsibilities of individuals and other relevant people*
Note: General construction induction training must be completed by all workers, contractors and subcontractors prior start working on site – refer to Reg 317 of WHS (NUL) regulations.
- *Any arrangement and recording of meetings for staff and/or subcontractors – project, toolbox, pre-start briefs, WHS meetings*
- *System for communicating site -specific health and safety rules to all staff*
- *Arrangements for the dissemination of health and safety information to all relevant stakeholders including workers, subcontractors and visitors*
- *Process to inform adjoin and surrounding occupancies of the WHS impacts and changes*
- *System to address effective communication with personnel working in remote or isolated areas - refer to Reg 48 of the WHS (NUL) regulations.*
- *Process for reporting to the Superintendent Representative compliance with the WHS contract requirements*
- *Arrangements for ensuring that any relevant WHS training is provided to the workers, as required*

Refer sections 309, 310 of the WHS (NUL) regulations.

- *Where Committees and Health and Safety Representatives are used to satisfy consultation requirements, they must be done according to mandated process (Refer to Part 5 of WHS (NUL) Act 2011)*

4.0) Identify Hazards, Assess and Control Risks (will include safe work method statements (SWMS))

Guidance

This section can be used to highlight all the hazards, risk assessments and safe work method statements associated with the project. This section can include the following:

- *Risk Management process for the project which includes hazard identification, risk assessment and mitigation procedures to be applied (refer to Reg 32 – 38, Part 3.1 of the WHS (NUL) regulations)*
- *Project Risk Register (hierarchy of controls to be considered when developing register)*
- *All high-risk construction work activities on the project (refer to Reg 291, WHS (NUL) Regulations clause 291)*
- *Safe Work Method Statements develop to address high risk activities (refer Reg 291 and 299 of WHS (NUL) Regulations)*
- *Workplace security & public safety (refer to Reg 298 WHS (NUL) Regulations)*
- *Coordination of procedures such as “Permit to Work” with subcontractors*
- *Chemical safety regime - MSDS and hazardous substances register (refer to Reg 344 WHS (NUL) Regulations)*
- *Plant safety including maintenance, inspection and licensing requirements for this project (refer to Reg 201 and 203 WHS (NUL) Regulations)*
- *A traffic management system (refer to Reg 315 (c) WHS (NUL) Regulations)*
- *Electrical equipment register (test and tag) - (refer to Reg 150 WHS (NUL) Regulations)*

Refer to Reg 315 of the WHS (NUL) regulations for the following additional requirements:

- *Storage, movement and disposal of construction material and waste*
- *Storage and location of plant, including plant that is not in use*
- *Identification of essential services (information when excavation work is to be carried out)*

Additionally, the Principal Contract must obtain a Safe Design Report from the designer that specifies the hazards (so far as the designer is reasonably aware) that create risks to the health and safety of persons carrying out the construction work. (Refer to Reg 195 and 295 of WHS (NUL) Regulation)

5.0) Managing Subcontractors

Guidance

This section will identify all the key subcontractors and identify how their safety and in particular their adherence to this Plan and their own SWMSs will be managed by the Principal Contractor. This section can include:

- *Procedure for engaging subcontractors (assessment)*
- *Subcontractors register/list (including contact details, insurances, licenses and accreditation information)*
- *Procedure for monitoring and review subcontractors' performance*

(refer Reg 309(2)(e) of the WHS (NUL) regulations)

6.0) Managing Incidents

<p><i>Guidance</i></p> <p><i>This section will outline the procedures on how incidents, emergencies and first aid will be managed by the Principal Contractor and should include the following:</i></p>	
<p><i>Incident management</i></p>	<ul style="list-style-type: none"> • <i>Arrangements to stabilise and evacuate any injured</i> • <i>Arrangements for isolating the incident scene</i> • <i>Arrangements for making the workplace safe after the incident</i> • <i>Arrangements for preserving the incident site</i> • <i>Arrangements for notifying the Principal Contractor (if applicable)</i> • <i>Notification of the relevant regulator (NT WorkSafe), emergency services and the Principal</i> • <i>Arrangements for the investigation of an incident</i> <p><i>(refer Section 35 – 39, Part 3 of the WHS (NUL) Act 2011)</i> <i>(refer Reg 42 of the WHS (NUL) Regulations)</i></p>
<p><i>Emergency situations</i></p>	<ul style="list-style-type: none"> • <i>The emergency plan for the construction project</i> • <i>Arrangements for testing of the emergency plan</i> • <i>Arrangements for training and instruction requirements</i> <p><i>(refer Reg 43 (b) of the WHS (NUL) regulations)</i></p>
<p><i>First aid arrangements</i></p>	<ul style="list-style-type: none"> • <i>The facilities and first aid equipment that will be provided by the contractor</i> • <i>Arrangements for training in first aid</i> • <i>First aid equipment that will be provided by subcontractor</i> <p><i>(refer Reg 42 of the WHS (NUL) regulations)</i></p>

7.0) Monitor & Review of plan

<p><i>Guidance</i></p> <p><i>This section will outline how the Principal Contractor will monitor and review the WHS Management Plan over the course of the project. It is important to note the time frames that must be adhered to in the event of an incident for the Plans and SWMSs required by the regulator (refer Reg 311 of the WHS (NUL) regulations)</i></p> <p><i>This section can include the following:</i></p> <ul style="list-style-type: none"> • <i>Review and monitoring of WHS Plan – nominated personnel</i> • <i>WHS internal audits and inspection programs</i> • <i>Frequency of monitoring</i> • <i>System for control, approval, retention, storage and disposal of safety documents and records</i>

Appendix 2 Evaluation Tool Checklist

Work Health and Safety (WH&S) Management Plan Evaluation Checklist

This document has been developed for the purposes of DCI project staff evaluating whether a WH&S Management Plan submitted by a Principal Contractor meets the minimum standard of compliance to the specifications. The checklist can also be used by Principal Contractors as an effective tool for self assessment of the WH&S Management Plan prior to submission to DCI.

This template has been developed in accordance with Reg 309 of the Work Health & Safety (National Uniform Legislation) Regulations and the Construction Work Code of Practice (COP). WHS Management Plans prepared according to the *Guide Document for Development of WHS Management Plans - August 2012* would meet the minimum requirements established in this evaluation.

The size and complexity of any submitted WH&S Management Plan will be relative to the size and complexity of the project and particularly to the amount of high risk work being undertaken.

Note: Legislative requirements are mandated and noted in italics in the following checklist.

Assessment Criteria	Yes / No	Comments (Details of Agency evaluation)
1.0. Project Description		
<ul style="list-style-type: none"> Does the project WHS Plan refer to the correct project and address? 		
<ul style="list-style-type: none"> Are provisions to ensure a site layout plan covering temporary accommodation, storage, pedestrian and vehicular routes, plant location and emergency provisions been devised? 		
<ul style="list-style-type: none"> Does the project description include reports on all hazards and risks at or in the vicinity where the construction work is to be carried out that have been identified as part of a safety in design process? <i>(refer Reg 296 of WHS (NUL) regulations)</i> 		
<ul style="list-style-type: none"> Does the WHS Plan address the requirement for the Principal Contractor to: ensure that signage is installed showing the PC's name, telephone, contact numbers (including after hours telephone number), show the location of the site office for the project and be clearly visible from outside the workspace? <i>(refer Reg 308 of the WHS (NUL) regulations)</i> 		

2.0. WH&S Responsibilities		
<ul style="list-style-type: none"> • Have the detail contact information and WH&S responsibilities and authorities of the following roles been documented? <ul style="list-style-type: none"> - Corporate Management - Superintendent or Representative - Project Manager, Site Manager 		
<ul style="list-style-type: none"> • Have names, positions, roles and responsibilities of the Principal Contractor been designated for all key positions? <i>(refer to Reg 309 (2)(a) of WHS (NUL) regulations)</i> 		
<ul style="list-style-type: none"> • Has the Safety Manager who is accountable to the Principal Contractor been appointed to the project? 		
<ul style="list-style-type: none"> • Have WHS Management Representatives and WHS Committees been appointed, as required? <i>(refer to Part 5 of WHS (NUL) Act 2011)</i> 		
<ul style="list-style-type: none"> • Are there clear arrangements regarding the WHS roles and responsibilities at Subcontractor level and Principal Contractor level? 		
<ul style="list-style-type: none"> • Has WHS responsibilities and authorities ben defined for the following: <ul style="list-style-type: none"> - Consultation arrangements - Managing WHS design issues - Hazard identification, risk assessment and SWMS - Managing subcontractors compliance - Induction and Training - Inspections and tests - Incident and injury management - Return to work - Emergency procedures - WHS Internal audits - Review of WHS Management Systems 		

3.0. Consultation, Induction and Training		
<ul style="list-style-type: none"> Is there a process for staff and visitor induction or training, to allow access to site that communicates all relevant safety information? <i>Note: General construction induction training must be completed prior start on-site</i> <i>(refer Reg 317 of WHS (NUL) regulations)</i> 		
<ul style="list-style-type: none"> Has a schedule of Principal Contractor and Subcontractor meetings been developed (this may include pre-shift briefs, toolboxes, WHS Meetings)? 		
<ul style="list-style-type: none"> Are details of any WH&S meeting participants documented – that is, will other contractors and subcontractors be required to attend? 		
<ul style="list-style-type: none"> Does the WHS plan include any site-specific health safety rules, and the arrangements to communicate these rules as well as other WHS requirements to all workers, contractors and subcontractors? (safety information to be provided to visitors and stakeholders, as required) <i>(refer Reg 309(2)(d) of the WHS (NUL) regulations)</i> 		
<ul style="list-style-type: none"> Is there a process to inform adjoining and surrounding occupancies of the WH&S impacts / changes due to the project? 		
<ul style="list-style-type: none"> Does the WHS Plan describe the system for effective communication with personnel working in remote or isolated areas (if applicable) <i>(refer Reg 48 of the WHS (NUL) regulations)</i> 		
<ul style="list-style-type: none"> Has a schedule and process for reporting to the Superintendent Representative been developed by the Principal Contractor that satisfies the WHS contract requirements? 		
<ul style="list-style-type: none"> Does the WHS Plan include arrangements for ensuring that any relevant WHS training is provided to the workers, as required? 		

<ul style="list-style-type: none"> • Has induction and training requirements been considered for the following circumstances: <ul style="list-style-type: none"> - Personnel commencing work - Introducing site safety rules - Implementing SWMS - New hazards or risks arise as result of new tasks, systems, plant and equipment, substances introduced, new workplace or changes in the layout of the workplace - After an incident occur - When changes to regulatory requirements - For long duration activities 		
<p>4.0. Identify Hazards, Assess and Control Risks <i>Will include Safe Work Method Statements (SWMS)</i></p>		
<ul style="list-style-type: none"> • Does the WHS Management Plan provided by the Principal Contractor include a risk management process? (such as hazard identification, risk assessment, or SWMS)? <i>(refer to Reg 32 – 34, Part 3.1 of the WHS (NUL) regulations)</i> 		
<ul style="list-style-type: none"> • Has a site specific Risk Assessment and Project Risk Register been prepared? 		
<ul style="list-style-type: none"> • Does the risk management process: <ul style="list-style-type: none"> - apply throughout the project - allow for effective hazard identification - include risk assessment and control, and - ensures monitoring and review of all hazards and controls 		
<ul style="list-style-type: none"> • Has site security and public protection been addressed adequately, that is perimeter fencing, guarding, access controls, traffic management etc? <i>(refer Reg 298 of the WHS (NUL) regulations)</i> 		
<ul style="list-style-type: none"> • Are there safe working method statements (SWMS) for activities identified as high risk construction work? <i>(refer Reg 291 and 299 of the WHS (NUL) regulations)</i> 		

<ul style="list-style-type: none"> • Do all SWMS: <ul style="list-style-type: none"> - identify what the high risk work is, including the correct date, location and project name; - nominate roles and responsibilities - specify all hazards relating to the work and the risks associated - describe the measures taken to control the risks - describe how the controls will be implemented monitored and reviewed <p><i>(refer Reg 299 of the WHS (NUL) regulations)</i></p> 		
<ul style="list-style-type: none"> • <i>Does the Principal Contractor have arrangements in place for conduct and record keeping of testing and tagging on all electrical equipment?</i> <p><i>(refer to Reg 150 WHS (NUL) Regulations)</i></p>		
<ul style="list-style-type: none"> • Is a 'Permit to Work' procedure in place that is compatible with the activities of subcontractors? (Such as confined space, hot works, excavations etc...) 		
<ul style="list-style-type: none"> • Has the Principal Contractor described a suitable process to ensure that all chemicals, substances, plant, equipment or tools brought on site are safe to use and comply with legislative requirements such as registration, storage or licensing? <p><i>(refer Reg 201, 203, 344 of the WHS (NUL) regulations)</i></p>		
<ul style="list-style-type: none"> • Are arrangements for maintaining records in place, including: <ul style="list-style-type: none"> - all SWMS - maintenance, testing and inspection (including electrical test and tag registers) - material safety data sheets (MSDS) for HAZCHEM - issued permits - traffic management plans, etc 		
<ul style="list-style-type: none"> • Does the plan include provisions for the following: <ul style="list-style-type: none"> - the storage, movement and disposal of construction materials and waste - the storage at the workplace of plant that is not in use - traffic in the vicinity of the workplace that may be affected by the construction work carried out in connection with the construction project - essential services at the workplace <p><i>(refer Reg 315 of the WHS (NUL) regulations)</i></p> 		

<ul style="list-style-type: none"> Where applicable - Has the Principal Contractor obtained a Safe Design Report from the designer that specifies the hazards (so far as the designer is reasonably aware) that create risks to the health and safety of persons carrying out the construction work? <i>(refer to Reg 195 and 295 of WHS NUL regulations)</i> 		
<p>5.0. Managing Subcontractors</p>		
<ul style="list-style-type: none"> Are there adequate arrangements to coordinate any subcontractor's activities? 		
<ul style="list-style-type: none"> Are there assessment procedures in place for engaging subcontractors? 		
<ul style="list-style-type: none"> Is there a register or list of all Subcontractors employed by the Principal Contractor, which would include contact details, insurances, licenses and accreditation information? 		
<ul style="list-style-type: none"> Are there arrangements for collection, assessment, monitoring and reviewing of all subcontractors Risk assessments, SWMS and their safety performance? <i>(refer Reg 309(2)(e) of the WHS (NUL) regulations)</i> 		
<p>6.0. Managing incidents</p>		
<ul style="list-style-type: none"> Have arrangements for managing safety incidents been developed? <i>(refer Reg 309 (2)(c) of the WHS (NUL) regulations)</i> 		
<ul style="list-style-type: none"> Has an emergency management procedure that is applicable for the site conditions been developed? <i>Note: This must include first aid equipment and facilities and training of personnel to administer first aid at the workplace. (refer Reg 42-43 of the WHS (NUL) regulations)</i> 		
<ul style="list-style-type: none"> Does the emergency management plan include: <ul style="list-style-type: none"> - effective responses to emergency situations; - evacuation procedures; - emergency services notification; - medical treatment procedures; - communication of emergency instructions to all workers at the site; <p>Is the emergency management plan site specific (not generic) <i>(refer Reg 43 of the WHS (NUL) regulations)</i></p> 		

<ul style="list-style-type: none"> • Are there arrangements to ensure testing and revising of the emergency management procedures? <i>(refer Reg 43 (b) of the WHS (NUL) regulations)</i> 		
<ul style="list-style-type: none"> • Are there arrangements to ensure training of all workers including visitors on the emergency management plan? <i>(refer Reg 43 (c) of the WHS (NUL) regulations)</i> 		
<ul style="list-style-type: none"> • Have emergency contact details been provided? 		
<ul style="list-style-type: none"> • Does the plan ensure timely reporting of notifiable incidents will occur in accordance with the statutory reporting requirements to the Superintendent or the Representative? <ul style="list-style-type: none"> - Reporting to the Superintendent or other appointed representative of the Principal. - Principal Contractor's internal reporting and incident investigation - Reporting to NT WorkSafe <p><i>(refer to Part 3 - 35 to 39 of the WHS (NUL) Act 2011)</i></p>		
<p>7.0. Monitor and review of Plan</p>		
<ul style="list-style-type: none"> • Does the Principal Contractor have a system in place for the review of their WHS Management Plan to ensure it remains up-to-date and project personnel are aware of any revision? <i>(refer Reg 311 of the WHS (NUL) regulations)</i> 		
<ul style="list-style-type: none"> • Has WHS internal audits and inspection programs been established that is incorporated at all levels with appropriate staff, auditors, and other experts? 		
<ul style="list-style-type: none"> • Is there a plan to monitor frequency, thoroughness and results of inspections and audits throughout the project? 		
<ul style="list-style-type: none"> • Does the Principal Contractor describe the process to be used to ensure documentation is control, approved and maintained relating to the project? (noting statutory requirements for the storage and disposal of documents) 		

Appendix 3 Further Information

- 1 Northern Territory Government
<http://www.nt.gov.au/>
- 2 NT WorkSafe
<http://www.worksafe.nt.gov.au/home.aspx>
- 3 Safe Work Australia
<http://www.safeworkaustralia.gov.au/sites/SWA/Pages/default.aspx>
- 4 Northern Territory Legislation
<http://notes.nt.gov.au/dcm/legislat/legislat.nsf/d989974724db65b1482561cf0017cbd2?OpenView>
- 5 Office of the Federal Safety Commissioner
<http://www.fsc.gov.au>
- 6 Master Builders Association NT
<http://www.mbant.com.au>
- 7 Contractor Accreditation Limited
<http://www.accreditation.com.au>
- 8 Chamber of Commerce NT
<http://www.chambernt.com.au>