

An appointed Principal Contractor must prepare a site-specific WHS Management Plan for all construction projects.

The WHS Management Plan must, as a minimum, comply with the relevant sections of the *WHS Regulation 2011* and must contain all elements in this checklist.

Mackay Regional Council may use this checklist to review an appointed Principal Contractor's WHS Management Plan and make recommendations regarding its suitability.

It is the responsibility of the Principal Contractor to determine any resulting changes to the WHS Management Plan in response to any concerns or issues raised by MRC.

Contract Details:

Contract No.		Project Name	
Principal Contractor			

Reviewer Details:

Name		Position		Date	
-------------	--	-----------------	--	-------------	--

WHS Management Plan Review:

Ref	Criteria	Reference	Addressed	Comments / Observations
1 General and administrative requirements				
1.1	A WHS management plan has been prepared for the workplace and has been completed by the Principal Contractor prior to work on the project commencing.	WHS Reg 2011 s.309	<input type="checkbox"/> Yes <input type="checkbox"/> No	
1.2	The plan includes details for the construction project that define the workplace, including the: <ul style="list-style-type: none"> • names of the client, the principal contractor, and any major subcontractors; • project location/s; • anticipated start and duration; • scope of works. 	WHS Reg 2011 s.309	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Ref	Criteria	Reference	Addressed	Comments / Observations
1.3	For each worker involved in the project whose role includes health and safety responsibilities, the plan includes their name, position, and specific health and safety responsibilities.	WHS Reg 2011 s.309	<input type="checkbox"/> Yes <input type="checkbox"/> No	
1.4	The plan describes a process for reviewing and, if necessary, revising the plan to ensure it remains up to date.	WHS Reg 2011 s.309	<input type="checkbox"/> Yes <input type="checkbox"/> No	
1.5	The plan describes how a copy of the plan will be readily accessible to any worker who is to carry out construction work at the workplace.	WHS Reg 2011 s.313	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2 Consultation, cooperation, and coordination				
2.1	The plan outlines how the contractor will consult, cooperate and coordinate with other duty holders on site.	WHS Reg 2011 s.309	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.2	The plan describes how consultation will be carried out with workers on site.	WHS Reg 2011 s.309	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3 Managing WHS incidents				
3.1	The plan describes how a copy of the plan will be kept for the duration of the construction project or, in the event of a notifiable incident, for a period of at least two years.	WHS Reg 2011 s.313	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.2	The plan includes arrangements for managing WHS incidents, including managing investigations and notifying WHS Queensland when appropriate.	WHS Reg 2011 s.309	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4 Provision of information, training, and instruction				
4.1	The plan includes any site-specific health and safety rules for the construction project.	WHS Reg 2011 s.309	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.2	The plan describes a procedure for ensuring all people at the workplace are informed of any site-specific health and safety rules.	WHS Reg 2011 s.309	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.3	The plan includes procedures for informing all construction workers of the content of the plan and any revisions of the plan.	WHS Reg 2011 s.310	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Ref	Criteria	Reference	Addressed	Comments / Observations
4.4	The plan describes how workers will be provided with suitable and adequate information, training, and instruction on the: <ul style="list-style-type: none"> •scope of works; •work to be carried out; •risks associated with the work; •control measures to be implemented. 	WHS Reg 2011 s.39	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.5	The plan includes provisions for ensuring workers are competent to perform their individual roles and tasks.	WHS Act 2011 s.19	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.6	The plan includes the requirement that all workers undertaking construction work must hold a General Induction for Construction (white) Card before commencing construction work.	WHS Reg 2011 s.317	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5 Licenses				
5.1	All high risk work activities requiring a high risk work licence under the regulations has been identified.	WHS Reg 2011 s.81	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.2	The plan includes provisions for ensuring that workers carrying out high risk work hold the appropriate high risk work licence or are otherwise permitted under a regulation to carry out the high risk work.	WHS Reg 2011 s.85	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6 Safe work method statements (SWMS)				
6.1	The plan includes a procedure for ensuring that a SWMS has been or will be prepared for high risk construction work, prior to any high risk construction work commencing.	WHS Reg 2011 s.291 WHS Reg 2011 s.299	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.2	The plan includes a procedure for ensuring the relevant workers and Health and Safety Representative s (HSR) are consulted in the preparation of the SWMS.	WHS Reg 2011 s.309	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.3	The plan includes a procedure for ensuring that SWMS are readily accessible to relevant workers carrying out high risk construction work	WHS Reg 2011 s.303	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.4	The plan includes a procedure for ensuring high risk construction work is carried out in accordance with the relevant SWMS.	WHS Reg 2011 s.300	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.5	The plan includes a process for ensuring workers are aware of, trained in, and understand the contents of SWMS.	WHS Reg 2011 s.309	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Ref	Criteria	Reference	Addressed	Comments / Observations
6.6	The plan includes a process for consulting, cooperating, and coordinating with other contractors (eg subcontractors) to ensure SWMS are prepared, communicated, implemented, and monitored.	WHS Act 2011 s.46 WHS Reg 2011 s.301	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.7	The plan includes a process for reviewing SWMS and, where relevant, updating control measures.	WHS Reg 2011 s.302	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.8	The plan describes how SWMS will be kept for the duration of the construction project or, in the event of a notifiable incident, for a period of at least two years.	WHS Reg 2011 s.303	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7 Facilities and the work environment				
7.1	The plan describes that facilities for workers will be provided, including: <ul style="list-style-type: none"> • toilets (at least 1 toilet for each 15, or part of 15, workers); • drinking water (an adequate supply of potable, clean and cool drinking water); • washing facilities (clean water for washing the hands and face); • eating facilities (room or sheltered area). 	WHS Reg 2011 s.41 WHS Reg 2011 sch 5A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7.2	A safe system for the collection, storage, and disposal of excess or waste materials is planned for the site.	WHS Reg 2011 s.315	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7.3	Appropriate provisions have been made for the assessment and mitigation of other potential work environment hazards, including: <ul style="list-style-type: none"> • the clear identification of work areas; • appropriate floors and surfaces; • sufficient lighting; • ventilation; • temperature extremes; • outdoor work; • work near essential services. 	WHS Reg 2011 s.40	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8 Site signage				

Ref	Criteria	Reference	Addressed	Comments / Observations
8.1	The plan includes provision that signs will be installed that: <ul style="list-style-type: none"> • show the principal contractor's name and telephone contact numbers (including an after-hours telephone number); • show the location of the site office for the project, if any. 	WHS Reg 2011 s.308	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9 Public access and workplace security				
9.1	The plan includes provisions for ensuring, so far as is reasonably practicable, that the workplace is secured from unauthorised access.	WHS Reg 2011 s.298	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10 First aid				
10.1	The plan includes provisions for ensuring first aid at the construction workplace, including: <ul style="list-style-type: none"> • the provision of first aid equipment for the workplace; • facilities for the provision of first aid; • an adequate number of workers trained to administer first aid. 	WHS Reg 2011 s.42	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11 Emergency preparedness and response				
11.1	The plan includes provisions for ensuring that an emergency plan has been prepared for the workplace, that provides for the following: <ul style="list-style-type: none"> • emergency procedures; • testing of emergency procedures; • information, training and instruction in emergency procedures. 	WHS Reg 2011 s.43	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Recommendations:

Following review of the WHS Management Plan, the following recommendations are made.

Element	Recommendation