

**(Insert company name)**

## Occupational Health and Safety Plan

Note: This template has been developed as a guide for developing an occupational health and safety plan. Further assistance can be provided by the Special Purpose Vehicle Unit, within the Department of Infrastructure and Planning.

# Table of contents

<b>1</b>	<b>Purpose</b> .....	<b>3</b>
1.1	Scope .....	3
1.2	Objectives .....	3
<b>2</b>	<b>Obligations</b> .....	<b>3</b>
2.1	Obligations .....	3
<b>3</b>	<b>Policies</b> .....	<b>3</b>
3.1	Workplace Health and Safety .....	3
3.2	Rehabilitation Policy.....	3
3.3	Drug and Alcohol Policy .....	3
<b>4</b>	<b>Duties and responsibilities</b> .....	<b>3</b>
<b>5</b>	<b>Communication resources</b> .....	<b>3</b>
<b>6</b>	<b>Reporting</b> .....	<b>3</b>
<b>7</b>	<b>Rules for Safety</b> .....	<b>3</b>
7.1	Behaviour .....	4
7.2	First aid .....	4
7.3	Maintenance.....	4
7.4	Layout.....	4
7.5	Storage areas.....	4
7.6	Manual handling.....	4
7.7	Use of workplace equipment.....	4
7.8	Evacuation procedures .....	4
7.9	Fire alarm response .....	4
7.10	Security .....	4

# 1 Purpose

Outline the purpose of the occupational health and safety (OH&S) plan. This should include information on OH&S principles, objectives and practices in all business endeavours.

## 1.1 Scope

Outline the scope of the OH&S plan. This may include: OH&S frameworks; workplace environment; roles and responsibilities in the management of OH&S; and OH&S processes (i.e. from identification of hazards to treatment and reporting).

## 1.2 Objectives

Develop a set of objectives. Objectives may include: use of qualified OH&S staff when necessary; providing information, training and supervision to employees and contractors to ensure their safety; ensuring that, as a minimum, all operations comply with relevant OH&S legislation; ensuring that only safe equipment is used in all operations; planning for continuous improvement in any safety management systems; providing support and assistance to injured employees and contractors; and any intra project OH&S.

# 2 Obligations

## 2.1 Obligations

Define the statutory and contractual obligations to which the Special Purpose Vehicle (SPV) must adhere.

# 3 Policies

Outline the OH&S policies that will be used by the SPV.

## 3.1 Workplace Health and Safety

## 3.2 Rehabilitation Policy

## 3.3 Drug and Alcohol Policy

# 4 Duties and responsibilities

Provide details on the roles and responsibilities of employees and contractors for management of OH&S issues. This may also include employees and/or contractors that have been hired/engaged to conduct inspections.

# 5 Communication resources

Outline how information regarding OH&S issues will be communicated. This may include: project management meetings; inductions; training; and outcomes from inspections.

# 6 Reporting

Outline how OH&S issues and incidents will be reported. This may include incident reports and project safety reports.

# 7 Rules for Safety

Outline the rules relating to workplace safety.

- 7.1 Behaviour
- 7.2 First aid
- 7.3 Maintenance
- 7.4 Layout
- 7.5 Storage areas
- 7.6 Manual handling
- 7.7 Use of workplace equipment
- 7.8 Evacuation procedures
- 7.9 Fire alarm response
- 7.10 Security