



XXX Division Local WHS Plan - EXAMPLE

Local WHS Plan 2019

School/Service Division	XXXX Division	Date as at	07 June 2019
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Authorised by NAME _____ Director's Name _____ Signature _____ Date _____

Monitored by NAME _____ Signature _____ Date _____

Monitored by NAME _____ Signature _____ Date _____

Monitored by NAME _____ Signature _____ Date _____

End of Year Review and Monitoring by NAME _____ Signature _____ Date _____

End of Year Review Comment

Note: the Review of Local WHS Plan progress must be conducted by the School Directors or Service Division Directors.

Part A. Implementation of University WHS Plan

Objectives	Targets	Local Specific Performance Measures (LSPM)	Responsible Staff	Completion by Timeframe	Quarterly Monitoring Comments			
					Q1	Q2	Q3	Q4
Establish a Local WHS Plan, monitor, review and manage in accordance with WHSMS Chapter 2.2	<ul style="list-style-type: none"> Local WHS Plan established Plan is monitored 4 times a year Plan is reviewed once a year Plan is completed as planned 	80% implementation of Chapter 2.2 – Gold Status on Traffic Light Status Report	Jenny Hughes	<input type="checkbox"/> June <input checked="" type="checkbox"/> December	NA – University WHS Plan has not published	University WHS Plan is published and XXX Division is preparing its Local WHS Plan		
Implement Chapter 3.2 WHS Induction, Training and Supervision and 3.3 WHS Local Training Plan as applicable	<ul style="list-style-type: none"> WHS Local Training Plan is established and monitored and reviewed University Prescribed Induction tiers and templates are adopted 100% new HR staff receive HR Divisional WHS Induction 	80% implementation of Chapter 3.2 and 3.3 – Gold Status on Traffic Light Status Report	Michael Clarke Jenny Hughes	<input type="checkbox"/> June <input checked="" type="checkbox"/> December	See above	See above		
Implement Chapter 3.6 Contractor Safety Management in tendering, contracting and managing applicable contractors [NC2]	80% implementation of Chapter 3.6	80% implementation of Chapter 3.6 – Gold Status on Traffic Light Status Report	Michael Clarke Jenny Hughes Joel Block	<input type="checkbox"/> June <input checked="" type="checkbox"/> October	See above	See above		
Director and staff complete the <ul style="list-style-type: none"> University WHS Induction University WHSMS Training As per identified on WHS Local Training Plan	100% completion of these training as identified on Local Training Plan	90% completion of these training as identified on Local Training Plan	Director HR Deputy Director HR Associate Directors Managers All staff	<input type="checkbox"/> June <input checked="" type="checkbox"/> December	See above	See above		
Staff from XXX Division on XXX WHS Committee completes WHS Committee Training	100% of staff on XXX WHS Committee complete WHS Committee Training	100% of staff on XXX WHS Committee complete WHS Committee Training	Staff on Portfolio WHS Committee	<input type="checkbox"/> June <input checked="" type="checkbox"/> December	See above	See above		
% of hazard plant/equipment having hazard and risk assessments against them	100%	80%	XXX Manager John Smith	<input type="checkbox"/> June <input checked="" type="checkbox"/> December	See above	See above		

Objectives	Targets	Local Specific Performance Measures (LSPM)	Responsible Staff	Completion by Timeframe	Quarterly Monitoring Comments			
					Q1	Q2	Q3	Q4
<p>Incidents level 4-5</p> <ul style="list-style-type: none"> ➤ Investigations initial facts 15 days ➤ Incident investigation complete and closeout 45 days <p>Incidents level 2-3</p> <ul style="list-style-type: none"> ➤ Investigations complete 20 days ➤ Incident closeout 25 days 	100% of incidents are investigated and closed within the specified timeframe	100% of incidents are investigated and closed within the specified timeframe	<p>Authorised Incident Investigators</p> <ul style="list-style-type: none"> ➤ Joel Block ➤ John Citizen 	<input type="checkbox"/> June <input checked="" type="checkbox"/> December	See above	See above		
<p>Director leads WHSMS implementation and practice in the Division</p>	<p>100% completion of WHSMS and Due Diligence Training for Officers</p> <p>100% pass the Annual WHSMS Management Questionnaire</p> <p>Director discuss contents of Chapters of WHSMS Handbook relevant to the Division 4 times in HR Staff meeting</p>	<p>100% completion of WHSMS and Due Diligence Training for Officers</p> <p>100% pass the Annual WHSMS Management Questionnaire</p> <p>Director discuss contents of Chapters of WHSMS Handbook relevant to the Division 4 times in HR Staff meeting</p>	Director, XXX	<input type="checkbox"/> June <input checked="" type="checkbox"/> December	See above	See above		
<p>% of hazard and risk assessment after the publication of WHSMS using University prescribed methodology and template</p>	<p>100% of new hazard and risk assessments after the publication of WHSMS uses University prescribed methodology and template</p> <p>100% of hazard and risk assessments reviewed fter the publication of WHSMS uses University prescribed methodology and template</p>	<p>100% of new hazard and risk assessments after the publication of WHSMS uses University prescribed methodology and template</p> <p>100% of hazard and risk assessments reviewed fter the publication of WHSMS uses University prescribed methodology and template</p>		<input type="checkbox"/> June <input type="checkbox"/> December				

Part B. Plan for Schedulable Activities (PSA)

The PSA should include all WHS activities that the School/Service Division undertakes which are required to be scheduled and monitored in the current year.

Delete the activities that are not applicable from this template and add others specific to the local area to ensure a locally tailored PSA. The list of activity categories is not exhaustive.

LEGEND

Unshaded date	Activity scheduled date
Date	Activity completed and the completion date
Date	Activity missed but rescheduled/corrective action assigned
	Activity missed and not dealt with

General - FOR ALL LOCAL AREAS

Resources

Activity	Legal and other requirement reference	Frequency	Responsible Staff	Records	2019													
					Month													
					J	F	M	A	M	J	J	A	S	O	N	D		
Allocate WHS specific budget for improving work health and safety under your control	NAT 3.1.1	Annually in the budget allocation round	Director, XXX Division	WHS specific account code Spending record of the code								20						
Review the qualification, experience and skills of positions to implement the University WHSMS against WHS Officers Capability Framework	NAT 3.1.1	2 Yearly	Director, XXX Division delegate to XXX Manager	Review document First Quarterly Due Diligence Report each two years														10

Contingency and Emergency Arrangements

Activity	Legal and other requirement reference	Frequency	Responsible Staff	Records	2019													
					Month													
					J	F	M	A	M	J	J	A	S	O	N	D		
Contingency Plan See Chapter 3.1 Hazard Management for details XXX Division Topic 2019: Aggressive Public	Work Health and Safety Regulations 2011 (clth) 37, 40, 43, 74 & 80	Annually – at least 1 topic	XXX Manager	Contingency Plan document								12						

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Contingency Plan Testing Note This is in addition to the fire evacuation exercise	AS 1851 Maintenance of Fire Protection Systems and Equipment – Section 19 Work Health and Safety (Managing Risks of Hazardous Chemicals in the Workplace) Code of Practice 2015 Section 6	Annually At least 1 topic	XXX Manager	Contingency Plan testing questionnaire/ document															10
Emergency Plan and Procedure Review	Work Health and Safety (Managing the Risk of Falls at Workplaces) Code of Practice 2015 Section 6	Annually	Chair, Emergency Planning Committee (EPC)	Reviewed emergency plans and procedures															03
Emergency Evacuation Exercise (EEE)	Work Health and Safety (Managing the Risk of Falls at Workplaces) Code of Practice 2015 Section 9 Work Health and Safety (Confined Spaces) Code of Practice 2015 Section 6	<input type="checkbox"/> Annually <input checked="" type="checkbox"/> Half yearly	Chief Warden	EEE records EEE participation monitoring records						30									15
Local Emergency Control Organisation (ECO) Network review Review if additional wardens are required or training is required	WHSMS Handbook Chapter 3.5 Emergency Management	<input checked="" type="checkbox"/> Annually <input type="checkbox"/> Half yearly	Chief Wardens and EPC	Archived Emergency Warden Register, if applicable Email communications between Chief Warden and School Directors/Service Division Directors															03
First Aid Kit content check	Work Health and Safety Regulations 2011 (Clth) Section 42	<input checked="" type="checkbox"/> Annually - for low risk areas <input type="checkbox"/> Half yearly	First aid officers to liaise with Parasol	First aid kit check record Invoice from first aid kit contractor on the check performed or items replaced															10
First Aider Register Update An email request will come from WEG in January	Work Health and Safety (First Aid in the Workplace) Code of Practice 2015	Monthly	WHS Officer/Manager or other delegated persons	Updated first aid register						30	30	30	30	30	30				22
First Aid Assessment per building based	Section 2 & 3	Annually	WHS Officer/Manager or other delegated persons in consultation	Completed First Aid Assessment record															

			with local First Aid Officers															
Designated Resting Area inspection	WHSMS Chapter 3.4 First Aid	Annually in low risk area workplace inspections	Authorised Inspector and the designated Advanced First Aider	Workplace inspection record Tax invoice for replacement Corrective actions taken													15	

Workplace Inspections

Locations	Legal and other requirement reference	Frequency	Responsible Staff	Records	2019 Month														
					J	F	M	A	M	J	J	A	S	O	N	D			
Level 1 XXX Building Offices	Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2015 Section 4.3	Annually	Authorised Inspector Jeremy Heins	Workplace inspection records Corrective actions report														15-20	
XXX Lab		6 monthly	Authorised Inspector John Citizen (HSR)	Workplace inspection records Corrective actions report							20							15-20	
XXXX Workshop		6 monthly	Authorised Inspector John Citizen (HSR) and Nicole Citizen	Workplace inspection records Corrective actions report								15							10-15
Level 3 XXX Building High Risk Areas (including XX, XX and XXX Lab and XXX Workshop)		6 monthly	Authorised Inspector John Citizen (HSR) and David Lee	Workplace inspection records Corrective actions report								17							10-20
					Workplace inspection records Corrective actions report														
					Workplace inspection records Corrective actions report														
					Workplace inspection records Corrective actions report														

Hazard Management

Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	2019 Month														
					J	F	M	A	M	J	J	A	S	O	N	D			

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Annual Risk Profile Review to try to reduce	Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2015 Section 4.3	Annually in December	XXX Division Director In discussion with WHS Officers/Managers or other delegated positions	Annual Risk Profile Review submitted to WEG Annually reviewed hazard register														10
Review Static Risk Assessments in accordance with residual risk rating	WHSMS Handbook 3.1 Hazard Management	<input type="checkbox"/> 6-monthly (Residual risk Extreme) <input type="checkbox"/> Annually (High) <input type="checkbox"/> 2-yearly (Medium) <input checked="" type="checkbox"/> 3-yearly (Low)	Local supervisors and affected workers in consultation with WHS Officers/Managers	Static Risk Assessment Review schedule Static Risk Assessment Register	15	Nothing due for review in rest of 2019												
Review Safe Work Procedures		In accordance with the review timeframe of the associated risk assessments	Local supervisors and affected workers in consultation with WHS Officers/Managers	Reviewed SWPs Static Risk Assessment Register	Nothing due for review in 2019													
Monitor Static Risk Assessment Register	WHSMS Chapter 3.1 Hazard Management	Monthly	WHS Officers/Managers	Archived Static Risk Assessment Register							15	15	15	18	15	19	10	

Induction and Training

Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	2019												
					Month												
					J	F	M	A	M	J	J	A	S	O	N	D	
Monitoring WHS Local Training Plan on training completion	Work Health and Safety Act 2011 (Clth) Section 19	Monthly	Person managing the WHS Local Training Plan	Monthly archived Local Training Plan							30	30	30	30	30	30	20
Monitor WHS Local Training Plan to identify gaps and resolve the gaps	Work Health and Safety Regulations 2011 (Clth) Section 39	Quarterly	School Director, Service Division Director	Quarterly archived Training Plan Local WHS Committee minutes										15			15
Review WHS Local Training Plan on its relevance		Annually	School Director, Service Division Director	Archived Local Training Plan Local WHS Committee minutes													15
Reminder to discuss WHS performance and development in the PDR process	NA	Twice a year	School Director, Service Division Directors This responsibility can be delegated to School Managers, General Managers, Team	Email sent to all supervisors Materials displayed at WHS Notice Boards Minutes of meetings where most supervisors in the							15				10		

			Managers or other Management positions	School/Service Division attend															
Supervision Checks for Tier 3 Work Safety Proficiency Training	NA	Annually	Supervisors or delegates	Supervision check records											15 (for XXX workshop)		30 (for XXX Labs)		10 (for XXX Team)

Electrical Safety Management

Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	2019														
					Month														
					J	F	M	A	M	J	J	A	S	O	N	D			
Electrical testing and tagging	Work Health and Safety Regulations 2011 (Clth) Section 150 & 151 Work Health and Safety (Managing Electrical Risks in the Workplace) Code of Practice 2015, particularly section 3.2			Electrical testing and tagging invoice Electrical testing and tagging records showing % passing or failing the test				30											

Key Meetings

Meetings	Legal and other requirement reference	Frequency	Responsible Staff	Records	2019														
					Month														
					J	F	M	A	M	J	J	A	S	O	N	D			
Local WHS Committee Meetings	Work Health and Safety Act 2011 (Clth) Section 78	Quarterly		Meeting minutes			15				30	16		15					15
Emergency Planning Committee		Annually		Meeting minutes															
Authorised Inspectors – Community of Practice		Half yearly		N/A															

Reports and Reviews – Safety Management System Documents

Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	2019														
					Month														
					J	F	M	A	M	J	J	A	S	O	N	D			
Traffic Light Status Report Review	Work Health and Safety Act 2011 (Clth) Section 19 Due Diligence	Quarterly	Draft by WHS Officers/Managers or any other appropriate positions Authorised by School Directors or Service Division Directors	Submitted Traffic Light Report									15				15		
Traffic Light Status Report Validation		Quarterly	WEG WHS Consultants	No objective evidence required						20				20					
Corrective Action Report Review		Quarterly	School Directors or Service Division Directors In consultation with WHS Committee members	Local WHS Committee Minutes Other meeting minutes where there is no Local WHS Committees										15				15	
Incident Review		Quarterly	School Directors or Service Division Directors In consultation with WHS Committee members	Local WHS Committee Minutes Other meeting minutes where there is no Local WHS Committees										15				15	
Incident Trend Analysis Review and develop local strategies		Annually	School Directors or Service Division Directors In consultation with WHS Committee members															15	
Audit Result Review		Quarterly	School Directors or Service Division Directors In consultation with WHS Committee members	Local WHS Committee Minutes Other meeting minutes where there is no Local WHS Committees											15				15
Local WHS Plan Monitoring		Monthly	WHS Officers/Managers or Local Human Resources Managers where the area has no WHS Officers/Managers	Monthly archived Local WHS Plan						30	30	30	30	30	30	30		20	
Local WHS Plan Monitoring and Review	Monitoring Quarterly	School Directors or Service Division Directors	Local WHS Committee Minutes										15				15		
	Annual Review	In consultation with WHS Committee members	Other meeting minutes where there is no Local WHS Committees														15 include review		

				Completed Local WHS Plan																	
Gap Analysis to WHSMS Handbook		Annually	WHS Officers/Managers or other delegated positions where the area has no WHS Officers/Managers The outcome can be reported to Local WHS Committees for discussions	Gap analysis document, if available Local WHS Committee Meeting minutes																	10

Risk Specific - FOR AREAS WHICH THESE APPLY

Personal Protective Equipment (PPE)

Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	2019																
					Month																
					J	F	M	A	M	J	J	A	S	O	N	D					
Inspect PPE to ensure PPE are maintained, repaired or replaced as needed	Work Health and Safety Regulations 2011 (Clth) Section 44	Half-yearly	Authorised Inspector and Local Manager or supervisor or delegate	Workplace Inspection record PPE maintenance, repair records and/or replacement invoice								17-20								15-20	
Review PPE provision to ensure all PPE used in local areas are derived as a control from a risk assessment	WHSMS Handbook 3.1 Hazard Management	Annually	WHS Officers/Managers	Risk assessment where the PPE is identified													10-15				

Hazardous Chemicals

Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	2019																	
					Month																	
					J	F	M	A	M	J	J	A	S	O	N	D						
Check if chemical register is up-to-date If not, update chemical registers	Work Health and Safety Regulations 2011 (Clth) Section 344, 346 and Schedule 7	Quarterly	Chemical Register administrators	Updated chemical register													30					10

Check the validity of printed Safety Data Sheet (SDS) (within 5 years), if applicable If no printed SDS, then this activity does not apply	Work Health and Safety Regulations 2011 (Clth) Section 344	Annually in early November	Supervisors of activities involving hazardous chemicals In consultation with workers using hazardous chemicals	Workplace inspection template														15-20			
Peroxidisable chemical testing for chemicals which can form peroxides in storage	WHSMS Handbook 3.7 Chemical Safety Management	<input type="checkbox"/> Monthly <input checked="" type="checkbox"/> 3-monthly <input type="checkbox"/> Half yearly	Local supervisors or delegated staff who need to work with peroxidisable chemicals	Testing record register														20			10

Hazardous Plant Equipment – Inspection and Maintenance Schedule

Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	20XX																	
					Month																	
					J	F	M	A	M	J	J	A	S	O	N	D						
Review safe guard requirements for hazardous plant/equipment Ensure if you introduce safe guard, it must be identified as a control on corresponding risk assessment	Work Health and Safety Regulations 2011 (Clth) Section 208, 209	2 Yearly	Local supervisors and WHS Officer/Manager	Reviewed risk assessment Email communication Review outcome Corrective action report																15		
Safe guard inspections Detailed descriptions refer to Handbook Chapter Plant Safety Management		Frequency depending on the frequency of use and force towards the guards Below are some example frequencies but local areas must determine their own <input type="checkbox"/> Half Yearly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> 2 Yearly <input type="checkbox"/> Three yearly <input type="checkbox"/> Five yearly	Supervisors of activities involving plant equipment, laboratory/workshop managers. Research Support Officers In consultation with WHS Officers/Managers or other delegated positions	Safe guarding inspection checklist																	2020	

		<input type="checkbox"/> Other frequencies															
Review emergency stops – sign posted and not obstructed	Work Health and Safety Regulations 2011 (Clth) Section 211	In workplace inspections	Authorised Inspectors	Workplace inspection template Email communication Corrective action report							05-20					11-20	
Biological cabinets		6 monthly	Managed by F&S Records stored by WHS Officer	Maintenance records							20					17	
Fume cupboards		Annually	Managed by F&S Records stored by WHS Officer	Maintenance records													16
Chain saws		Manufacture recommendations	XXX Workshop Manager	Maintenance records	See Maximo records												
Drill press ACS No. 23		Annually	XXX Workshop Manager	Maintenance records							15						
Drill press QXH N23515		6 monthly	XXX Workshop Manager	Maintenance records							15						20
XXX Crushing machines (various brand and models)		Manufacture recommendations	XXX Workshop Manager	Maintenance records	See Hazardous Plant Register												

Safety Devices – Check the Integrity

Item ID	Location	Frequency	Responsible Staff	Records	2019												
					Month												
					J	F	M	A	M	J	J	A	S	O	N	D	
Interlocks																	
2 Interlocks	XXX Lab	Depending on usage and risk <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Half Yearly	Authorised inspector and XXX Lab Supervisor	Workplace inspection records Corrective actions taken											20		11-20
26 Interlocks	XXX Workshop	Depending on usage and risk <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Half Yearly	Authorised inspector and XXX Workshop manager	Workplace inspection records Corrective actions taken											20		11-20
Emergency Stops																	

34 e-stops	XXX Lab	Half yearly	Authorised inspector and XXX Lab Supervisor	Inspection records Corrective actions taken							20					11-20
54 e-stops	XXX Workshop	Half yearly	Authorised inspector and XXX Workshop Manager	Inspection records Corrective actions taken							20					11-20

Steel Racking Inspection

Steel Racking ID	Location	Inspection Frequency	Responsible Staff	Records	2019											
					Month											
					J	F	M	A	M	J	J	A	S	O	N	D
R001-L015	XXX Lab	Annual	Authorised inspector and XXX Lab Supervisor	Inspection record							20					11-20
R016-R030	XXX Workshops	Annual	Authorised inspector and XXX Workshop Manager	Inspection record							20					11-20

Ladders Inspection

Ladders ID	Location	Inspection Frequency	Responsible Staff	Records	2019											
					Month											
					J	F	M	A	M	J	J	A	S	O	N	D
L001 – L003	XXX Lab	Depending on usage and risk <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Half Yearly <input type="checkbox"/> Annually	Authorised inspector and XXX Lab Supervisor	Inspection record							20					11-20
L004-L030	XXXX Workshop	Depending on usage and risk <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Half Yearly <input type="checkbox"/> Annually	Authorised inspector and XXX Workshop Manager	Inspection record							20					11-20

WHS Signs

Activities	Frequency	Responsible Staff	Records	2019												
				Month												
				J	F	M	A	M	J	J	A	S	O	N	D	
Review local WHS related signs on relevance and physical appearance Remove, repair or replace signs as appropriate	As a part of the Workplace Inspections ➤ Low risk areas - once a year	Authorised inspectors	Inspection records and comments								20					11-20

➤ High risk areas – twice a year														
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Hazardous Noise Management

Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	2019											
					Month											
					J	F	M	A	M	J	J	A	S	O	N	D
Audiometric testing for workers who are required to use hearing protections	Work Health and Safety Regulations 2011 (Clth) Section 58	2 Yearly	WHS Officer	Audiometric testing record [confidential]										X 2020		
Audiometric testing for workers who are exposed to situations specified in WHSMS Handbook Chapter 3.13 Part 3.13.2.4	Work Health and Safety (Managing Noise and Preventing Hearing Loss at Work) Code of Practice 2015	6 monthly	WHS Officer	Audiometric testing record [confidential]							16					16

Registration eg. University owned vehicles; Pressure Equipment; Firearms; Forklift etc

Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	20XX											
					Month											
					J	F	M	A	M	J	J	A	S	O	N	D
Tractor XXX	Work Health and Safety Regulations 2011 (Clth) Section 264-288D, Schedule 5	XXX years	Technical manager	Renewed registration											2021	
Forklift XXX		XXX years	XXX Lab supervisor	Renewed registration					2020							
Pressurised vessels		Annually	Building Custodian John Smith	Renewed registration									18			
Autoclave		Annually	Building Custodian John Smith	Renewed registration				18								

Licence eg. High Risk Work Licence; Forklift Licence; Prohibited & Restricted Carcinogens etc

Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	20XX											
					Month											
					J	F	M	A	M	J	J	A	S	O	N	D
High Risk Work Licence	Work Health and Safety Regulations 2011 (Clth) Section 81-112, Schedule 3	XXX years	John Citizen	Renewed licence											2021	
Forklift Licence		XXX years	James Lee	Renewed licence			2020									
Restricted & Prohibited Carcinogens		Annually	Licence holders	Renewed licence							19					

			Laboratory managers															
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University or Local WHS Programs, if applicable, for reminding purposes

Activities	Frequency	Responsible Staff	Records	20XX														
				Month														
				J	F	M	A	M	J	J	A	S	O	N	D			
			Email communications															

Other

Activities	Frequency	Responsible Staff	Records	20XX														
				Month														
				J	F	M	A	M	J	J	A	S	O	N	D			