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|  | ***WHS Management Plan Checklist*** |

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| **Part 1 – Details** |
| Project name: |  |
| Company name: |  |
| SWMS Title(s): |  |
| **Part 2 – Safe Work Method Statement Requirements** |
|  | Y/N/NA | Comments |
| Governance |  |  |
|  | Organisational details are current |  |  |
|  | Change register and distribution list completed |  |  |
|  | WHS Plan signed and dated by Director/Manager |  |  |
|  | Roles and responsibilities outlined |  |  |
| Risk |  |  |
|  | Risk Management system discussed including incident and hazard reporting procedures |  |  |
|  | Controls for high risk activities documented including Safe Work Method Statement (SWMS) |  |  |
| Registers included |  |  |
|  | SWMS/Management Plan induction |  |  |
|  | Training and/or competency |  |  |
|  | Personal Protective Equipment |  |  |
|  | Plant equipment |  |  |
|  | Hazardous substances/Dangerous goods |  |  |
|  | Electrical equipment |  |  |
| Document templates included |  |  |
|  | Workplace Inspection Checklists template |  |  |
|  | Incident Investigation Reports template |  |  |
|  | Hazard Reports template |  |  |
| Injury management |  |  |
|  | Return-to-Work program provided |  |  |
|  | Workers Compensation Policy included |  |  |
| Other |  |  |
| **Part 3 – Issues and recommendations** |
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