

Automotive and Mechanical WHS Management Plan

SAMPLE

Table of Contents

Purpose and Scope	5
WHS Policy Statement	5
WHS Objectives and Targets	6
WHS Roles, Responsibilities and Accountability	6
Officers (e.g. Directors, Senior Managers)	6
Managers and Supervisors.....	7
Workers (including Apprentices and Labour-Hire Workers)	7
Contractors and Subcontractors.....	8
Visitors and Customers	8
WHS Consultation and Communication.....	8
Consultation Arrangements	8
WHS Communication.....	8
Hazard Identification and Risk Management.....	9
Hazard Identification	9
Risk Assessment.....	10
Hierarchy of Control	10
Risk Register.....	11
Safe Work Procedures and Work Instructions.....	11
SWP Implementation Checklist	12
Management of Plant, Equipment and Vehicles.....	12
Plant and Equipment Register.....	12
Inspection, Maintenance and Testing	12
Vehicle Hoists, Jacks and Stands.....	13
Company Vehicles and Mobile Service Units	13
Hazardous Chemicals and Dangerous Goods	13
Chemical Register and SDS.....	13
Storage and Handling.....	14
Use and Disposal	14
Manual Handling and Ergonomics	14
Risk Controls.....	14

Manual Handling Assessment Checklist.....	14
Traffic Management and Vehicle Movements.....	15
Traffic Management Plan	15
Key Controls	15
Personal Protective Equipment (PPE)	15
PPE Requirements.....	15
PPE Management.....	16
Training, Competency and Induction.....	16
Induction	16
Task-Specific Training	16
Training Records.....	16
Contractor Management	17
Pre-Qualification.....	17
Site Management	17
Incident, Injury and Hazard Reporting.....	17
Reporting Requirements	17
Incident Investigation.....	18
Notifiable Incidents.....	18
Emergency Preparedness and Response.....	18
Emergency Procedures.....	18
Emergency Equipment.....	18
Drills and Training.....	19
First Aid Management.....	19
First Aid Arrangements	19
Health Monitoring (Where Required)	19
WHS Performance Monitoring, Audit and Review	19
Inspections and Audits	19
WHS Key Performance Indicators (KPIs).....	19
Management Review.....	20
Document and Record Management	20
Document Control	20
WHS Records	20

Implementation Checklist..... 20

SAMPLE

Purpose and Scope

This Automotive and Mechanical WHS Management Plan sets out how [Company Name] will manage work health and safety risks associated with automotive repair, servicing, diagnostics, fabrication, mechanical maintenance, mobile service work, and related activities.

The plan is designed to:

- Provide a structured framework to identify, assess and control WHS risks in automotive and mechanical operations.
- Clarify WHS responsibilities for officers, managers, supervisors, workers, contractors and visitors.
- Support compliance with applicable WHS legislation, regulations, Codes of Practice and Australian Standards.
- Promote a proactive safety culture that prevents incidents, injuries, illnesses and property damage.

This plan applies to:

- All permanent, casual and labour-hire workers.
- Apprentices and trainees.
- Contractors and subcontractors.
- Visitors and customers who enter operational areas such as workshops, service bays, wash bays, parts stores and yards.
- All fixed worksites, mobile service vehicles and temporary worksites where automotive or mechanical work is carried out under the control of [Company Name].

WHS Policy Statement

[Company Name] is committed to providing and maintaining, so far as is reasonably practicable, a work environment that is safe and without risks to health for workers, contractors, customers and visitors.

[Company Name] will:

- Comply with all relevant WHS legislation, regulations, Codes of Practice and standards.
- Eliminate risks to health and safety so far as is reasonably practicable, and where not reasonably practicable, minimise those risks.
- Consult with workers and health and safety representatives (HSRs) on matters affecting their health and safety.
- Provide and maintain safe plant, equipment, vehicles and systems of work.
- Ensure safe use, handling, storage and transport of hazardous chemicals, fuels, oils and other dangerous goods.

- Provide information, instruction, training and supervision to enable workers to perform their work safely.
- Continuously improve WHS performance through monitoring, review, investigation and corrective actions.

All workers are expected to:

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of others.
- Comply with any reasonable instruction, policy or procedure relating to WHS.
- Report hazards, incidents, near misses and WHS concerns promptly.

WHS Objectives and Targets

[Company Name] will establish measurable WHS objectives and targets relevant to automotive and mechanical operations, for example:

- Zero fatalities.
- Progressive reduction in Lost Time Injuries (LTIs) and Medically Treated Injuries (MTIs).
- Reduction in manual handling injuries associated with tyres, wheels, transmissions, engines and other heavy components.
- Reduction in incidents involving vehicle movements, hoists, jacks and lifting equipment.
- 100% completion of WHS inductions for new workers before commencing work.
- 100% completion of pre-start checks for hoists, jacks, lifting equipment and mobile plant.
- Close-out of corrective actions within agreed timeframes.

Objectives and targets will be reviewed at least annually, or following significant changes, incidents or audit findings.

WHS Roles, Responsibilities and Accountability

Officers (e.g. Directors, Senior Managers)

Officers of [Company Name] must exercise due diligence to ensure that [Company Name] complies with its WHS duties. This includes taking reasonable steps to:

- Acquire and keep up-to-date knowledge of WHS matters, including hazards specific to automotive and mechanical work (e.g. vehicle hoists, high-pressure systems, air-conditioning gases, lithium batteries).
- Understand the operations being carried out and the associated hazards and risks.