

Carpentry and Joinery WHS Management Plan

SAMPLE

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Purpose and Scope

This Carpentry and Joinery WHS Management Plan sets out how [Company Name] will manage work health and safety risks associated with carpentry and joinery activities on all workplaces, including construction sites, workshops, and off-site fabrication areas.

The objectives of this plan are to:

- Establish a systematic approach to identifying, assessing, and controlling WHS risks in carpentry and joinery work.
- Clarify WHS responsibilities and accountabilities for all levels of the organisation.
- Ensure compliance with relevant Australian WHS legislation, Codes of Practice, and Australian Standards.
- Provide clear procedures for planning, supervising, and reviewing carpentry and joinery tasks.
- Promote consultation, communication, and worker participation in WHS matters.

This plan applies to:

- All workers, including employees, labour hire workers, apprentices, trainees, and subcontractors engaged in carpentry and joinery.
- All workplaces where carpentry and joinery tasks are carried out, including client sites, workshops, yards, and temporary work areas.
- All work activities including, but not limited to: framing, formwork, fix-out, roofing, cladding, installation of doors and windows, joinery fabrication, installation of cabinetry, snopfitting, and associated manual handling and plant use.

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, subcontractors, visitors, and members of the public who may be affected by our carpentry and joinery operations.

[Company Name] will:

- Comply with all relevant WHS Acts, Regulations, Codes of Practice, and Australian Standards.
- Eliminate risks to health and safety so far as is reasonably practicable, and where elimination is not possible, minimise risks as far as is reasonably practicable.
- Provide and maintain safe systems of work, including safe use of plant, equipment, and substances used in carpentry and joinery.

- Ensure workers are provided with appropriate information, instruction, training, and supervision to work safely.
- Consult with workers and their health and safety representatives on WHS matters that affect them.
- Encourage early reporting of hazards, incidents, and near misses, and ensure they are investigated and addressed.
- Continuously improve WHS performance through regular review of this WHS Management Plan and associated procedures.

All workers are required 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 provided by [Company Name].

WHS Responsibilities and Accountabilities

Clear allocation of WHS responsibilities is essential to effective management of carpentry and joinery risks. The following outlines core roles and obligations within [Company Name].

Officers (Directors, Senior Management)

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

- Acquire and keep up-to-date knowledge of WHS matters relevant to carpentry and joinery.
- Understand the operations being carried out and the associated hazards and risks (e.g. work at height, power tools, silica dust from fibre-cement cutting, noise, manual handling of timber and joinery units).
- Ensure appropriate resources and processes are available to eliminate or minimise risks.
- Ensure there are processes for receiving, considering, and responding to information about incidents, hazards, and risks.
- Verify that WHS processes and controls are being implemented and are effective.

Managers and Supervisors (Site Supervisors, Leading Hands, Workshop Supervisors)

Managers and supervisors are responsible for implementing this WHS Management Plan at operational level. They must:

- Plan carpentry and joinery works to ensure WHS risks are identified and controlled before work starts.