

Commercial Cleaning WHS Management Plan

SAMPLE

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SAMPLE

Purpose and Scope

This Commercial Cleaning WHS Management Plan sets out how [Company Name] will manage work health and safety risks associated with commercial cleaning activities. It is designed to meet the requirements of relevant Australian WHS legislation, Regulations and Codes of Practice, and to provide clear direction for workers, supervisors, managers, clients and contractors.

The plan applies to all commercial cleaning work undertaken by [Company Name], including but not limited to:

- Office and corporate facilities
- Retail and hospitality premises
- Education and childcare facilities
- Health and aged care facilities (non-clinical areas unless otherwise specified)
- Industrial and warehouse environments
- Strata and common property areas

This plan covers all workers engaged by [Company Name], including:

- Direct employees (full-time, part-time and casual)
- Labour hire workers
- Subcontractors and their workers
- Apprentices, trainees and work experience students

The objectives of this WHS Management Plan are to:

- Provide a systematic approach to identifying, assessing and controlling WHS risks in commercial cleaning
- Clarify WHS roles, responsibilities and accountabilities
- Establish safe systems of work for typical cleaning tasks
- Support consultation, communication, training and supervision
- Ensure effective incident reporting, investigation and corrective action
- Demonstrate due diligence and WHS compliance to clients and regulators

WHS Policy Statement

[Company Name] is committed to providing and maintaining a safe and healthy workplace for all workers, clients, visitors and members of the public who may be affected by our commercial cleaning activities.

[Company Name] will:

- Comply with all applicable WHS legislation, Regulations, Codes of Practice and relevant Australian Standards

- Eliminate risks to health and safety so far as is reasonably practicable, and where risks cannot be eliminated, minimise them so far as is reasonably practicable
- Provide and maintain safe plant, equipment and substances, including cleaning machinery and chemicals
- Implement and maintain safe systems of work for all commercial cleaning tasks
- Ensure workers are provided with adequate information, instruction, training and supervision
- Consult with workers and, where applicable, health and safety representatives on WHS matters
- Encourage early reporting of hazards, near misses and incidents, and respond promptly with appropriate corrective actions
- Continuously improve WHS performance through monitoring, review and worker feedback

All workers are required, as a condition of engagement, 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
- Use personal protective equipment (PPE) and safety equipment as instructed
- Report hazards, incidents, near misses and unsafe conditions immediately

This WHS Policy Statement will be communicated to all workers, displayed at relevant workplaces and made available to clients and other interested parties upon request.

WHS Role and Responsibilities

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 relevant to commercial cleaning
- Understand the operations and associated hazards and risks
- Ensure appropriate resources and processes are available to eliminate or minimise WHS risks
- Ensure there are effective processes for receiving, considering and responding to information about incidents, hazards and risks

- Ensure there are processes for complying with WHS duties (e.g. reporting notifiable incidents, consulting with workers, providing training, maintaining records)
- Verify that WHS processes and resources are in place and effective through audits, inspections and performance reporting

Managers and Supervisors

Managers and supervisors are responsible for implementing this WHS Management Plan in their areas of control. Their responsibilities include:

- Ensuring workers understand and follow WHS policies, procedures and safe work method statements (SWMS)
- Allocating work so that tasks are performed safely and in accordance with risk controls
- Ensuring workers are competent and adequately supervised, particularly new and young workers
- Conducting and documenting risk assessments for new sites, tasks and equipment
- Ensuring cleaning chemicals and equipment are used, stored and maintained safely
- Conducting regular workplace inspections and addressing identified hazards
- Investigating incidents and near misses, and implementing corrective actions
- Ensuring appropriate PPE is provided, used and maintained
- Facilitating consultation and toolbox talks on WHS issues

Workers (Employees, Labour Hire, Subcontractors)

All workers engaged in commercial cleaning activities must:

- Follow all reasonable WHS instructions, policies and procedures
- Participate in WHS training and apply learned safe work practices
- Use PPE and safety equipment as required and report any defects
- Not misuse or interfere with anything provided for WHS
- Report hazards, unsafe conditions, near misses and incidents immediately to their supervisor
- Assist in incident investigations and safety improvement initiatives
- Only perform tasks for which they are trained and authorised

Health and Safety Representatives (HSRs) (where applicable)

Where HSRs have been elected, [Company Name] will support them to:

- Represent workers in their work group on WHS matters