

Fire Protection Services WHS Management Plan

SAMPLE

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Purpose and Scope

This Fire Protection Services WHS Management Plan sets out how [Company Name] will manage work health and safety risks associated with fire protection activities, including installation, commissioning, inspection, testing, maintenance and repair of fire protection systems and equipment.

The plan is designed to:

- Provide a systematic approach to identifying, assessing and controlling WHS risks in fire protection work.
- Demonstrate due diligence and WHS compliance under applicable Australian WHS legislation, regulations, codes of practice and Australian Standards.
- Clarify WHS responsibilities and consultation arrangements for all workers, including employees, contractors and subcontractors.
- Support safe planning and execution of works on client sites, construction sites, occupied buildings and high-risk environments.

This plan applies to all work activities undertaken by [Company Name], including but not limited to:

- Design, installation and commissioning of fire sprinkler systems, hydrant and hose reel systems.
- Installation and servicing of fire detection and alarm systems, emergency warning and intercommunication systems (EWIS).
- Inspection, testing and maintenance of portable fire extinguishers, fire blankets and hose reels.
- Maintenance of gaseous suppression systems, water mist systems and special hazard systems.
- Fire active and passive fire protection inspection and maintenance.
- Work in confined spaces, plant rooms, risers, confined spaces and at heights.
- Work in live workplaces such as hospitals, aged care, commercial offices, shopping centres and industrial facilities.

WHS Policy Statement

[Company Name] is committed to providing and maintaining a safe and healthy workplace for workers, contractors, visitors and others who may be affected by our activities. Management will take all reasonably practicable steps to eliminate or minimise risks to health and safety arising from fire protection work.

[Company Name] will:

- Comply with relevant WHS legislation, regulations, codes of practice and applicable Australian Standards for fire protection.
- Provide and maintain safe plant, equipment and systems of work.

- Ensure safe planning, supervision and resourcing of all fire protection projects.
- Provide workers with information, instruction, training and supervision necessary to work safely.
- Consult with workers and health and safety representatives (HSRs) on matters affecting their health and safety.
- Encourage reporting of hazards, near misses and incidents and ensure they are investigated and corrective actions implemented.
- Continually improve WHS performance through monitoring, review and consultation.

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.
- Correctly use and maintain personal protective equipment (PPE) provided.
- Promptly report hazards, incidents and WHS concerns.

WHS Objectives and Targets

[Company Name] sets measurable WHS objectives and targets to drive continual improvement. Typical objectives for fire protection services may include:

- Zero fatalities and zero life altering injuries.
- Reduction in lost time injuries (LTIs) and medical treatment injuries (MTIs) year-on-year.
- 100% completion of pre-start risk assessments and Safe Work Method Statements (SWMS) for high-risk construction work.
- 100% of technicians current in mandatory licences, inductions and competency based training.
- Close-out of corrective actions from incident investigations within agreed timeframes.

A WHS objectives and targets register should be maintained and reviewed at least annually.

WHS Roles, Responsibilities and Accountability

Clear allocation of WHS responsibilities is critical in fire protection services where work often occurs in occupied buildings, involves high-risk construction activities, and requires coordination with other trades.

Officers (Directors, Senior Managers)

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

- Acquire and keep up-to-date knowledge of WHS matters relevant to fire protection services.
- Understand the operations and associated hazards and risks (e.g. live fire systems, hot works, working at height, electrical hazards).
- Ensure appropriate resources and processes are in place to eliminate or minimise WHS risks.
- Ensure processes are in place 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

Managers and supervisors must:

- Implement this WHS Management Plan within their area of responsibility.
- Plan works to ensure adequate time, resources and competent personnel are available.
- Ensure risk assessments, SWMS and permits are completed before work starts.
- Confirm workers hold current licences, qualifications and inductions for the tasks and sites.
- Conduct site inspections, toolbox talks and safety observations.
- Address unsafe behaviour and conditions promptly.
- Report notifiable incidents to senior management immediately.

Health and Safety Representatives (HSRs)

Where HSRs are elected, they will:

- Represent workers in their work group on WHS matters.
- Monitor WHS measures taken by [Company Name].
- Investigate complaints from workers relating to health and safety.
- Participate in risk assessments, incident investigations and WHS inspections where practicable.

Workers (Employees, Contractors, Subcontractors)

All workers engaged by [Company Name] must:

- Follow all WHS policies, procedures, SWMS and site rules.