

Flooring and Tiling WHS Management Plan

SAMPLE

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Purpose and Scope

This Flooring and Tiling WHS Management Plan sets out how [Company Name] will manage work health and safety risks associated with flooring and tiling work. It is intended for use on construction sites, commercial fit-outs, residential projects and maintenance work where flooring and tiling activities are carried out.

The objectives of this plan are to:

- Establish a systematic approach to identifying, assessing and controlling WHS risks specific to flooring and tiling work.
- Define WHS responsibilities and consultation arrangements.
- Ensure compliance with applicable WHS legislation, Codes of Practice and Australian Standards.
- Provide clear procedures for planning, undertaking and supervising flooring and tiling tasks safely.

This plan applies to:

- All workers engaged by [Company Name], including employees, labour hire workers, apprentices and trainees.
- Subcontractors and their workers performing flooring or tiling tasks under the control or influence of [Company Name].
- Visitors to work areas controlled by [Company Name], including clients, inspectors and delivery drivers.

WHS Responsibilities and Consultation

Officers and Senior Management

Officers of [Company Name] (e.g. directors, partners, senior managers) must exercise due diligence to ensure the business complies with its WHS duties. This includes:

- Acquiring and keeping up-to-date knowledge of WHS matters relevant to flooring and tiling work.
- Understanding the hazards and risks associated with manual handling, silica, chemicals, plant, slips and trips, falls, noise and other key risks.
- Ensuring [Company Name] has and uses appropriate resources and processes to eliminate or minimise WHS risks.
- Verifying that incident reporting, investigation and corrective action processes are implemented and effective.

Supervisors and Site Managers

Supervisors and site managers are responsible for day-to-day implementation of this WHS Management Plan. Their duties include:

- Planning work to ensure safe access, housekeeping and sequencing of flooring and tiling tasks.

- Conducting pre-start checks and ensuring Safe Work Method Statements (SWMS) are in place where required.
- Confirming that workers are competent, inducted and using appropriate personal protective equipment (PPE).
- Monitoring work practices, correcting unsafe behaviours and enforcing site rules.
- Facilitating consultation with workers and subcontractors about WHS issues.

Workers

All workers have a duty to take reasonable care for their own health and safety and that of others. Workers must:

- Follow reasonable instructions, site rules, SWMS and safe work procedures.
- Use PPE correctly, including knee pads, safety footwear, eye and respiratory protection where required.
- Report hazards, near misses, incidents and defective equipment immediately to their supervisor.
- Not wilfully or recklessly interfere with or misuse anything provided for WHS.
- Participate in WHS training, toolbox talks and consultation.

Subcontractors

Subcontractors engaged by [Company Name] must:

- Comply with this WHS Management Plan and any site-specific safety requirements.
- Provide evidence of licences, qualifications, insurance and SWMS where relevant.
- Ensure their workers are trained, supervised and equipped for the flooring or tiling tasks to be undertaken.
- Cooperate and coordinate with other duty holders on site to manage shared WHS risks.

Consultation, Communication and Issue Resolution

[Company Name] will consult with workers and other duty holders on WHS matters by:

- Conducting regular toolbox talks focused on current flooring and tiling activities and risks.
- Including WHS as a standing agenda item in site meetings.
- Providing a process for workers to raise WHS concerns without fear of reprisal.
- Involving workers in the development and review of SWMS and procedures.

WHS issues will be managed through a clear escalation process, with timeframes for response and resolution documented and communicated to workers.

Planning and Site Establishment

Pre-Start Planning

Before commencing flooring or tiling work, [Company Name] will:

- Review project documentation, drawings and specifications to identify WHS implications.
- Identify high-risk construction work (e.g. work at heights, use of powered mobile plant, work in or near confined spaces) and ensure SWMS are prepared and implemented.
- Coordinate with the principal contractor and other trades to sequence work to minimise congestion, trip hazards and incompatible activities (e.g. grinding near other workers).
- Plan for adequate lighting, ventilation, power supply and safe storage of materials and chemicals.

Pre-start planning checklist:

- Site induction requirements confirmed
- SWMS developed, reviewed and approved where required
- Material Safety Data Sheets (SDS) available for adhesives, grouts, sealers and cleaners
- Access and egress routes identified and kept clear
- Waste management arrangements in place (offcuts, packaging, slurry, contaminated waste)
- Emergency procedures and assembly points confirmed

Site Setup

When establishing the work area, [Company Name] will ensure that:

- Work zones are clearly defined and, where necessary, barricaded or signposted to prevent unauthorised access, particularly where wet adhesives, levelling compounds or tiles may create slip or trip hazards.
- Temporary walkways or alternative routes are provided where floor surfaces are being prepared, levelled or tiled.
- Cords, hoses and tools are routed to minimise trip hazards and protected from damage.
- Storage areas for tiles, flooring packs, adhesives and tools are organised to maintain good housekeeping and safe manual handling.