

# Handyman and Property Maintenance WHS Management Plan

SAMPLE

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## Purpose and Scope

This Handyman and Property Maintenance WHS Management Plan sets out how [Company Name] manages work health and safety risks across all handyman and property maintenance activities. It is designed to comply with relevant Australian WHS legislation, Regulations and Codes of Practice, and to provide a practical framework for safe work on client sites, in workshops, and during mobile work.

This plan applies to:

- All workers, including full-time, part-time, casual, labour hire, apprentices, and trainees
- Subcontractors and their workers
- Visitors to worksites, including clients, tenants, and members of the public who may be affected by the work

It covers typical handyman and property maintenance tasks, including but not limited to:

- General repairs and minor building works
- Carpentry, plastering, tiling and painting
- Lawn and garden maintenance
- Pressure cleaning and exterior maintenance
- Minor plumbing and electrical tasks within licence restrictions
- Rubbish removal and cleaning

The objectives of this WHS Management Plan are to:

- Provide a clear structure for managing WHS risks
- Define WHS responsibilities and accountabilities
- Establish safe systems of work
- Reduce the likelihood and consequences of incidents and injuries
- Support legal compliance and continual improvement in WHS performance

## 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 work.

[Company Name] will:

- Comply with relevant WHS Acts, Regulations, Codes of Practice and Australian Standards
- Eliminate risks to health and safety so far as is reasonably practicable, and where not reasonably practicable to eliminate, minimise those risks

- Consult with workers and other duty holders on WHS matters and encourage active participation in safety initiatives
- Provide safe plant, equipment, tools and substances
- Provide and maintain safe systems of work and clear procedures
- Ensure workers receive appropriate information, training, instruction and supervision
- Promptly investigate incidents, hazards and near misses and implement corrective actions
- Regularly review and continuously improve WHS performance and this WHS Management Plan

All workers are required to:

- Take reasonable care for their own health and safety
- Take reasonable care that their actions or omissions do not adversely affect the health and safety of others
- Comply with any reasonable instruction, policy or procedure relating to health and safety
- Use personal protective equipment (PPE) and safety equipment as instructed
- Report hazards, incidents, injuries and near misses immediately

This WHS Policy Statement is supported by the detailed procedures and arrangements contained within the WHS Management Plan.

## WHS Roles, Responsibilities and Consultation

### Officers and Senior Management

Officers (such as company directors) of [Company Name] have a duty to exercise due diligence to ensure the company complies with its WHS obligations. This includes taking reasonable steps to:

- Acquire and keep up-to-date knowledge of WHS matters relevant to handymen and property maintenance work
- Understand the nature of operations and the associated hazards and risks
- Ensure appropriate resources and processes are available to eliminate or minimise risks to health and safety
- Ensure processes are in place for receiving, considering and responding to information regarding incidents, hazards and risks
- Verify the provision and use of resources and processes for WHS compliance

### Managers and Supervisors

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

- Planning work to eliminate or minimise WHS risks
- Ensuring risk assessments and Safe Work Method Statements (SWMS) are completed where required
- Providing site-specific inductions and task instructions
- Ensuring workers are competent, licensed and trained for the tasks they perform
- Monitoring work practices and correcting unsafe behaviour
- Ensuring tools, equipment and vehicles are maintained and inspected
- Investigating incidents and near misses and implementing corrective actions

## Workers

All workers, including subcontractors, must:

- Follow all WHS policies, procedures and safe work practices
- Use tools, equipment and machinery only for their intended purpose and in accordance with instructions
- Use PPE as required and maintain it in good condition
- Participate in WHS consultation, training and toolbox talks
- Report hazards, unsafe conditions, incidents and near misses as soon as possible
- Stop work if they believe it is unsafe and notify their supervisor

## Subcontractors

Subcontractors engaged by [Company Name] must:

- Demonstrate the capability to manage WHS risks (e.g. provide licences, insurances, SWMS)
- Comply with [Company Name]'s WHS requirements when working on our jobs
- Provide their own workers with appropriate training, PPE and supervision
- Ensure their own plant and equipment is safe, fit for purpose and maintained
- Cooperate and coordinate with [Company Name] and other duty holders on site

## Consultation and Communication

[Company Name] will consult with workers on WHS issues that affect them, including changes to work practices, equipment, substances or workplace layout.

Consultation methods may include:

- Toolbox talks and pre-start meetings
- Informal discussions on site