

Hospitality and Events WHS Management Plan

SAMPLE

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Purpose and Scope

This Hospitality and Events WHS Management Plan sets out how [Company Name] will manage work health and safety (WHS) risks across all hospitality and events operations, including venues, kitchens, bars, function spaces, outdoor event sites, pop-up activations, mobile bars, and temporary structures.

The objectives of this plan are to:

- Provide a structured approach to identifying, assessing, and controlling WHS risks in hospitality and events environments.
- Clarify WHS responsibilities for managers, supervisors, workers, contractors, and other duty holders.
- Support compliance with applicable WHS legislation, regulations, codes of practice, and Australian Standards.
- Protect workers, contractors, volunteers, customers, performers, suppliers, and visitors from harm.
- Integrate WHS into event planning, set-up operation, and pack-down activities.

This plan applies to:

- All workers engaged by [Company Name], including full-time, part-time, casual, labour-hire, and agency staff.
- Contractors, subcontractors, suppliers, and their workers.
- Volunteers and interns.
- Any person conducting work under the management or control of [Company Name] at fixed venues or temporary event sites.

WHS Policy Statement

[Company Name] is committed to providing and maintaining a safe and healthy working environment for workers and others who may be affected by our activities. This commitment extends to ensuring that our hospitality and events operations are planned and conducted to eliminate or minimise risks to health and safety so far as is reasonably practicable.

[Company Name] will:

- Comply with all relevant WHS legislation, regulations, codes of practice, and industry standards.
- Provide and maintain safe systems of work for all hospitality and event activities, including food and beverage service, catering, entertainment, staging, and crowd management.
- Consult with workers and Health and Safety Representatives (HSRs) on WHS matters that affect them.
- Provide information, instruction, training, and supervision necessary to ensure workers can perform their work safely.

- Ensure incidents, near misses, and hazards are reported, recorded, investigated, and corrective actions are implemented.
- Continuously improve WHS performance through monitoring, review, and evaluation of this WHS Management Plan.

All workers are expected to:

- Take reasonable care of 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 and cooperate with any reasonable WHS policy or procedure.

WHS Roles and Responsibilities

Officers (e.g. Directors, Executives, Senior Managers)

Officers of [Company Name] have a duty to exercise due diligence to ensure that [Company Name] complies with its WHS obligations. This includes taking reasonable steps to:

- Acquire and keep up-to-date knowledge of WHS matters relevant to hospitality and events operation.
- Understand the WHS hazards and risks associated with venues, kitchens, bars, event sites, and temporary structures.
- Ensure [Company Name] has, and uses, appropriate resources and processes to eliminate or minimise WHS risks.
- Ensure [Company Name] has, and implements, processes for receiving, considering, and responding to information about incidents, hazards, and risks.
- Verify that WHS processes are being implemented and are effective.

Managers and Supervisors

Managers and supervisors are responsible for implementing this WHS Management Plan within their areas of control, including venues, departments, and events. Their responsibilities include:

- Ensuring workers are aware of and comply with WHS policies, procedures, and safe work practices.
- Identifying hazards and ensuring risk assessments are completed for tasks such as food preparation, bar service, manual handling, event set-up, staging, and pack-down.
- Implementing and monitoring risk controls, including guarding, signage, barriers, and rostering.
- Ensuring all plant and equipment (e.g. commercial kitchen equipment, glass washers, forklifts, scissor lifts, sound and lighting equipment) are maintained and used safely.