

# Office and Corporate WHS Management Plan

SAMPLE

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## Purpose and Scope

This Office and Corporate WHS Management Plan sets out how [Company Name] will manage work health and safety (WHS) in its office and corporate environments. It provides a structured approach to identifying hazards, assessing and controlling risks, consulting with workers, and continuously improving WHS performance.

This plan applies to:

- All offices, corporate workplaces, shared workspaces, and remote/home office locations under the management or control of [Company Name].
- All workers, including employees, contractors, labour hire workers, interns, volunteers, and visitors engaged in office-based activities.

The objectives of this WHS Management Plan are to:

- Provide a clear framework for managing WHS in office and corporate settings.
- Ensure compliance with applicable WHS legislation, regulations, Codes of Practice and Australian Standards.
- Prevent work-related injury, illness and psychological harm.
- Promote a positive safety culture and shared responsibility for WHS.

## WHS Policy and Commitment

### WHS Policy Statement

[Company Name] is committed to providing and maintaining a safe and healthy workplace for all workers and visitors. This includes physical, psychological and psychosocial health and safety in all office and corporate environments.

To achieve this, [Company Name] will:

- Comply with all relevant WHS legislation, regulations, Codes of Practice and applicable standards.
- Provide and maintain safe workplaces, plant, equipment and systems of work.
- Identify, assess and control WHS risks arising from office and corporate activities.
- Consult with workers and health and safety representatives (HSRs) on WHS matters.
- Provide information, training, instruction and supervision necessary to protect people from risks to their health and safety.
- Support early reporting of hazards, incidents and WHS concerns without fear of reprisal.
- Promote wellbeing and prevent psychological harm, including managing work-related stress and psychosocial hazards.

- Regularly review WHS performance and this WHS Management Plan to drive continual improvement.

## WHS Objectives and Targets

[Company Name] will set measurable WHS objectives and targets relevant to office and corporate operations, such as:

- Reducing the number and severity of office-related injuries (e.g. manual handling, slips, trips and falls).
- Reducing the incidence of work-related stress and psychological injury.
- Increasing completion rates for WHS training and inductions.
- Increasing hazard and near-miss reporting.
- Implementing corrective actions within agreed timeframes.

Progress against these objectives and targets will be monitored and reported through WHS meetings, management reviews and regular performance reporting.

## Roles, Responsibilities and Accountability

Clear roles and responsibilities are essential for effective WHS management. All persons at [Company Name] have duties under WHS legislation.

### Officers (Directors and Senior Executives)

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 office and corporate environments.
- Understand the nature of [Company Name]'s operations and associated hazards and risks.
- Ensure appropriate resources and processes are available 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.

### Persons Conducting a Business or Undertaking (PCBU) – [Company Name]

As the PCBU, [Company Name] must, so far as is reasonably practicable:

- Provide and maintain a work environment without risks to health and safety.
- Provide safe systems of work for office and corporate activities.
- Ensure the safe use, handling and storage of plant, structures and substances.

- Provide adequate facilities for the welfare of workers.
- Provide information, training, instruction and supervision necessary to protect workers.
- Monitor the health of workers and conditions at the workplace.

## Managers and Supervisors

Managers and supervisors in office and corporate areas are responsible for implementing this WHS Management Plan in their teams. They must:

- Lead by example and demonstrate visible WHS leadership.
- Ensure workers are aware of and follow WHS policies, procedures and safe work practices.
- Identify hazards and manage risks within their areas of control.
- Ensure workers receive appropriate WHS induction, training and supervision.
- Consult with workers on WHS matters and encourage participation.
- Ensure incidents, hazards and near misses are reported, investigated and corrective actions implemented.
- Support return to work and reasonable adjustments for injured or ill workers.

## Workers

All workers have a duty 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, policy or procedure relating to WHS.
- Use equipment, personal protective equipment (PPE) and facilities provided in a safe and proper manner.
- Report hazards, incidents, near misses and WHS concerns promptly.
- Participate in WHS consultation, training and emergency drills.

## Health and Safety Representatives (HSRs) and Committees

Where HSRs and/or a Health and Safety Committee are in place, [Company Name] will:

- Facilitate the election of HSRs where requested by workers.
- Consult with HSRs on WHS matters affecting their work group.
- Provide HSRs with access to WHS information and resources.
- Allow HSRs to perform their functions, including inspections and participation in incident investigations.