

Painting and Decorating WHS Management Plan

SAMPLE

Table of Contents

Purpose and Scope	4
WHS Policy Statement	4
WHS Roles, Responsibilities and Consultation	5
Officers and Senior Management	5
Supervisors and Leading Hands	5
Workers.....	6
Subcontractors	6
WHS Consultation Arrangements	6
Planning and Risk Management	7
Hazard Identification	7
Risk Assessment.....	8
Risk Control	8
Risk Register.....	8
Safe Work Method Statements (SWMS).....	9
Training, Competency and Induction.....	9
General WHS Induction.....	9
Company and Site Induction	9
Task-Specific Training and Competency.....	10
Communication and Consultation	10
Pre-start Meetings and Toolbox Talks	10
WHS Notices and Signage.....	10
Hazardous Chemicals and Dangerous Goods	11
Chemical Register and SDS.....	11
Storage and Handling.....	11
Use and Application	11
Spray Painting Controls.....	12
Spill Management	12
Work at Height and Access Equipment	12
Ladder Safety.....	12
Trestles, Planks and Mobile Scaffolds	12

Elevated Work Platforms (EWPs).....	13
Roof Work and Fragile Surfaces.....	13
Manual Handling and Ergonomics	13
Risk Factors	13
Control Measures	14
Electrical Safety.....	14
Portable Electrical Equipment	14
Work Near Electrical Installations	14
Environmental and Public Safety	14
Public Protection	15
Waste Management	15
Lead-Based Paint and Asbestos	15
Personal Protective Equipment (PPE)	15
PPE Requirements.....	15
Selection, Use and Maintenance.....	16
Incident, Injury and Hazard Reporting	16
Reporting Requirements	16
Incident Investigation.....	16
Emergency Preparedness and Response.....	16
Emergency Planning.....	16
Fire Safety.....	17
First Aid.....	17
Housekeeping and Waste Management	17
Monitoring, Review and Continuous Improvement.....	17
Inspections and Audits	18
Review of WHS Management Plan	18
WHS Documentation and Records	18
Implementation Checklist.....	18

Purpose and Scope

This Painting and Decorating WHS Management Plan sets out how [Company Name] will manage work health and safety risks for painting and decorating activities. It is designed to comply with the Work Health and Safety Act and Regulations applicable in the relevant Australian jurisdiction, and to align with the principles of Safe Work Australia's model Codes of Practice.

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

- Residential internal and external painting
- Commercial and industrial painting
- Surface preparation (sanding, scraping, water blasting, chemical stripping)
- Spray painting (airless, HVLP and conventional systems)
- Texture coatings and specialised finishes
- Work at height (ladders, trestles, scaffolds, EWPs)
- Use of paints, thinners, solvents, fillers, adhesives and coatings

The plan covers all workers, including:

- Employees (full-time, part-time and casual)
- Apprentices and trainees
- Labour hire workers
- Subcontractors and their workers
- Work experience students and volunteers

This document should be read in conjunction with project-specific Safe Work Method Statements (SWMS), risk assessments, and site rules.

WHS Policy Statement

[Company Name] is committed to providing and maintaining, so far as is reasonably practicable, a working environment that is safe and without risks to health for all workers and others who may be affected by our painting and decorating activities.

[Company Name] will:

- Comply with all relevant WHS legislation, Regulations, Codes of Practice and Australian Standards
- Eliminate risks to health and safety so far as is reasonably practicable, and where not reasonably practicable, minimise those risks
- Consult with workers and, where applicable, their health and safety representatives on WHS matters
- Provide and maintain safe plant, equipment and systems of work

- Ensure the safe use, handling, storage and transport of paints, solvents, chemicals and other hazardous substances
- Provide adequate information, instruction, training and supervision to enable workers to perform their work safely
- Ensure incidents, near misses and hazards are reported, investigated and corrective actions implemented
- Continually improve our 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 health and safety
- Use provided personal protective equipment (PPE) correctly
- Report hazards, incidents and near misses immediately

This WHS Management Plan will be communicated to all workers and made available on request to clients, regulators and other stakeholders.

WHS Roles, Responsibilities and Consultation

Officers and Senior Management

Officers (such as company directors and senior managers) must exercise due diligence to ensure [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 painting and decorating
- Understand the operations being carried out and the associated hazards and risks (e.g. work at height, hazardous chemicals, lead-based paint)
- Ensure appropriate resources and processes are provided to eliminate or minimise WHS risks
- Ensure there are processes for receiving, considering and responding to information about incidents, hazards and risks
- Verify that WHS processes and resources are being implemented and effective

Supervisors and Leading Hands

Supervisors and leading hands are responsible for implementing this WHS Management Plan on site. Their responsibilities include:

- Planning work to ensure safe systems of work are in place before work starts

- Conducting or facilitating site-specific risk assessments and pre-start checks
- Ensuring SWMS are prepared, reviewed, understood and followed for high risk construction work (e.g. work at height, use of EWPs)
- Ensuring workers are competent and adequately supervised
- Checking that plant, equipment and PPE are in good condition and used correctly
- Enforcing site rules, including housekeeping, no-smoking areas and exclusion zones
- Responding promptly to hazards, incidents and near misses and reporting them as required

Workers

All workers must:

- Follow safe work procedures and SWMS
- Use PPE as instructed and keep in good condition
- Not wilfully or recklessly interfere with or misuse anything provided for WHS
- Participate in WHS consultation, training and toolbox talks
- Immediately report unsafe conditions, equipment defects, spills, exposures and incidents

Subcontractors

Subcontractors engaged by [Company Name] must:

- Comply with [Company Name]'s WHS Management Plan, site rules and instructions
- Provide evidence of competency, licences and insurance where required (e.g. EWP licence, high risk work licence)
- Provide SWMS for their high risk construction work and ensure their workers are inducted into those SWMS
- Supply Safety Data Sheets (SDS) for any hazardous chemicals they bring on site
- Ensure their workers use appropriate PPE and follow safe systems of work

WHS Consultation Arrangements

[Company Name] recognises that consultation with workers improves decision-making about WHS and helps identify practical solutions.

Consultation will occur through:

- Pre-start meetings and daily toolbox talks
- Site inductions and task-specific briefings