

# Security Services WHS Management Plan

SAMPLE

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## Purpose and Scope

This Security Services WHS Management Plan sets out how [Company Name] will manage work health and safety (WHS) risks associated with security operations, including static guarding, mobile patrols, crowd control, control room operations, alarm response, and cash-in-transit services.

The purpose of this plan is to:

- Provide a systematic approach to identifying, assessing and controlling WHS risks in security operations.
- Clarify WHS responsibilities for officers, managers, supervisors, security officers and contractors.
- Demonstrate due diligence and compliance with applicable WHS legislation, regulations, Codes of Practice and Australian Standards.
- Support consultation, training, supervision and continuous improvement in WHS performance.

This plan applies to:

- All workers engaged by [Company Name], including employees, labour hire personnel, trainees, volunteers and work experience students.
- All locations where [Company Name] carries out security work, including client sites, public venues, control rooms, patrol vehicles and administrative offices.
- All work activities undertaken by [Company Name], whether during regular operations, emergencies, special events or after-hours call-outs.

## WHS Policy Statement

[Company Name] is committed to providing and maintaining a safe and healthy workplace for all workers, clients, visitors and members of the public who may be affected by our security operations.

[Company Name] will:

- Comply with all applicable WHS legislation, regulations, Codes of Practice and relevant Australian Standards.
- Eliminate WHS risks so far as is reasonably practicable, and where elimination is not reasonably practicable, minimise risks so far as is reasonably practicable.
- Provide and maintain safe systems of work for all security tasks, including guarding, patrols, crowd control, alarm response, control room operations and driving.
- Ensure workers are provided with appropriate information, instruction, training and supervision to perform their duties safely.
- Consult with workers and their health and safety representatives on matters that affect their health and safety.

- Provide appropriate personal protective equipment (PPE) and ensure it is used, maintained and replaced as required.
- Investigate all incidents, hazards and near misses, and implement corrective and preventive actions.
- Continuously monitor and review 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 acts or omissions do not adversely affect the health and safety of others.
- Comply with any reasonable instruction, policy or procedure relating to WHS.
- Report hazards, incidents, injuries and near misses promptly.

This policy statement is to be communicated to all workers and made available to clients and other interested parties upon request.

## WHS Objectives and Targets

[Company Name] establishes measurable WHS objectives and targets to drive continual improvement in safety performance across all security operations.

### Objectives

- Prevent fatalities and disabling injuries associated with security operations.
- Reduce the frequency and severity of work-related injuries and illnesses.
- Reduce the incidence of work-related violence and aggression towards security officers.
- Improve hazard reporting and corrective action close-out rates.
- Increase training completion and competency levels.
- Strengthen positive safety culture and worker engagement in WHS.

### Example Targets

Targets should be tailored to [Company Name] and reviewed annually. Examples include:

- Lost Time Injury Frequency Rate (LTIFR) trending down year-on-year.
- 100% of new security officers receiving site-specific WHS inductions before commencing work at a client site.
- 100% of crowd control staff trained in managing aggressive behaviour and de-escalation techniques.
- All reported hazards risk-assessed within a specified timeframe and controls implemented or planned.

- All incidents investigated, with corrective actions assigned and completed within agreed timeframes.

Progress against objectives and targets will be monitored via WHS reports, management review meetings and consultation forums.

## WHS Roles, Responsibilities and Accountability

Clear allocation of WHS responsibilities is essential to ensure that safety is effectively managed in security operations.

### Officers (Directors and Senior Managers)

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 security operations.
- Understand the nature of [Company Name]'s operations and associated hazards and risks (e.g. work-related violence, lone work, driving, manual handling, shift work).
- Ensure [Company Name] has and uses appropriate resources and processes to eliminate or minimise WHS risk.
- Ensure there are processes for receiving, considering and responding to information regarding incidents, hazards and risks.
- Ensure there are processes for complying with WHS duties (e.g. reporting notifiable incidents, consulting with workers, providing training and instruction).
- Verify that the resources and processes are being implemented.

### Managers and Supervisors

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

- Ensuring WHS is integrated into operational planning for all security contracts and deployments.
- Conducting and reviewing risk assessments for security tasks and client sites.
- Implementing safe work procedures and ensuring workers understand and follow them.
- Ensuring workers receive appropriate induction, site-specific training and refresher training.
- Ensuring PPE and safety equipment (e.g. radios, duress alarms, torches, vehicle safety equipment) are available, fit for purpose and maintained.
- Monitoring work practices and addressing unsafe behaviour or conditions.
- Facilitating consultation with workers on WHS issues.