

Shopfitting and Cabinet Making WHS Management Plan

SAMPLE

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SAMPLE

Purpose and Scope

This Shopfitting and Cabinet Making WHS Management Plan sets out how [Company Name] will manage work health and safety risks associated with shopfitting, joinery and cabinet making activities. It is intended for use in factories, workshops, on construction sites, in retail tenancies, and during installation, maintenance and refurbishment works.

The objectives of this plan are to:

- Establish a systematic approach to identifying, assessing and controlling WHS risks.
- Demonstrate due diligence and compliance with WHS legislation, Codes of Practice and Australian Standards.
- Define WHS roles and responsibilities for all persons involved in shopfitting and cabinet making work.
- Provide practical procedures for planning, supervising and monitoring work activities.
- Facilitate consultation, training and communication on WHS matters.

This plan applies to:

- All employees, including apprentices, supervisors, managers and directors.
- Labour hire workers, subcontractors and their workers.
- Visitors, clients, principal contractors and other persons at or near workplaces under [Company Name]'s control.

It covers all typical shopfitting and cabinet making tasks, including but not limited to:

- Workshop fabrication, cutting, machining, routing and assembly.
- Spraying, painting, staining and finishing of joinery and cabinetry.
- On-site installation of joinery, counters, shelving, wall panelling and fixtures.
- Use of plant and equipment such as panel saws, CNC routers, edge banders, nail guns and portable power tools.
- Manual handling of boards, benchtops, glass, hardware and finished products.
- Work at heights, including use of ladders, step platforms and mobile scaffolds.

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 in the shopfitting and cabinet making industry.

To achieve this, [Company Name] will:

- Comply with all relevant WHS legislation, 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.
- Provide and maintain safe plant, equipment, structures and systems of work.
- Ensure the safe use, handling and storage of plant, substances and materials, including timber products, adhesives, solvents and finishes.
- Provide workers with information, instruction, training and supervision necessary to work safely.
- Consult with workers and their representatives on WHS matters and involve them in decision-making.
- Continuously improve our WHS management system through regular monitoring, review and evaluation.

All workers, including managers and supervisors, are accountable for implementing this policy within their area of control and for taking reasonable care for their own health and safety and that of others.

WHS Roles and Responsibilities

Officers (Directors and Senior Management)

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 work health and safety matters relevant to shopfitting and cabinet making.
- Understand the operations being carried out and the associated hazards and risks, such as woodworking machinery, airborne dust, noise, hazardous chemicals and installation activities.
- Ensure [Company Name] has, and uses, appropriate resources and processes 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 controls are implemented and effective through inspections, audits and reviews.

Managers and Supervisors

Managers and supervisors are responsible for day-to-day implementation of this WHS Management Plan. They must:

- Plan work to ensure WHS requirements are integrated into job scheduling, including workshop and site activities.
- Conduct and document risk assessments for tasks such as cutting, machining, installation and finishing.
- Ensure Safe Work Method Statements (SWMS) are prepared, reviewed, communicated and followed for high risk construction work.