

Transport and Logistics WHS Management Plan

SAMPLE

Table of Contents

Purpose and Scope	5
WHS Policy Statement	5
WHS Responsibilities	6
Officers (Directors and Senior Management).....	6
Managers and Supervisors.....	6
Workers (Including Drivers, Warehouse Staff and Yard Personnel)	7
Contractors, Subcontractors and Labour Hire Workers	7
Consultation, Communication and Participation.....	8
Consultation Arrangements	8
Communication Checklist.....	8
WHS Planning and Objectives.....	8
WHS Planning Table	9
Hazard Identification and Risk Management.....	9
Typical Transport and Logistics Hazards.....	9
Hazard Identification Methods.....	10
Risk Assessment Checklist.....	10
Risk Register.....	10
Control of WHS Risks.....	10
Hierarchy of Controls.....	11
Example Control Measures for Key Risks	11
Vehicle and Traffic Management.....	11
Loading and Unloading.....	11
Manual Handling.....	11
Fatigue Management.....	11
Psychological Health	12
Chain of Responsibility (CoR) Management	12
CoR Governance	12
CoR Compliance Checklist.....	12
Safe Work Procedures.....	12
Safe Work Procedure Template.....	13

Training, Competency and Induction.....	13
Induction	13
Role-Specific Training	13
Training Matrix	14
Incident, Hazard and Near Miss Reporting	14
Reporting Requirements	14
Incident Management Process	14
Incident Register	14
Emergency Preparedness and Response.....	15
Emergency Planning	15
Emergency Equipment Checklist.....	15
Plant, Vehicles and Equipment Management.....	15
Procurement and Commissioning	15
Inspection and Maintenance.....	16
Maintenance Records	16
Traffic and Pedestrian Management.....	16
Traffic Management Plans	16
Traffic Management Checklist	16
Manual Handling and Ergonomics	17
Risk Controls.....	17
Manual Handling Assessment Table.....	17
Fatigue Management	17
Key Controls	17
Fatigue Management Checklist	17
Contractor and Subcontractor Management	18
Pre-Engagement.....	18
Mobilisation and Induction.....	18
Monitoring and Review.....	18
Contractor Management Table	18
Health Monitoring and Wellbeing	18
Wellbeing Initiatives May Include.....	18
Monitoring, Audit and Review	19

Audit and Inspection Table 19
Management Review..... 19
Document Control..... 19
Document Control Arrangements 19
Document Control Table..... 20

SAMPLE

Purpose and Scope

This Transport and Logistics WHS Management Plan sets out how [Company Name] will manage work health and safety risks associated with its transport and logistics operations. It provides a structured framework to identify hazards, assess risks, implement controls, and monitor performance in line with Australian WHS legislation, relevant Codes of Practice, and industry standards.

This plan applies to all:

- Employees, including full-time, part-time and casual workers
- Contractors, subcontractors and labour hire workers
- Drivers (linehaul, local, courier, delivery, shuttle and yard drivers)
- Warehouse, distribution centre and depot workers
- Mechanics, maintenance personnel and yard hands
- Supervisors, managers and officers
- Visitors and other persons who may be affected by [Company Name]'s transport and logistics activities

The scope covers all work activities undertaken by [Company Name], including but not limited to:

- Road transport and freight movements
- Loading and unloading of vehicles and trailers
- Warehousing, storage and inventory handling
- Use of forklifts, pallet jacks and other plant
- Scheduling, route planning and fatigue management
- Chain of Responsibility (CoR) obligations
- Maintenance, inspections and repairs
- Contractor and subcontractor management

WHS Policy Statement

[Company Name] is committed to providing and maintaining, so far as is reasonably practicable, a work environment that is safe and without risks to health for workers and others. This includes physical and psychological health and safety.

[Company Name] will:

- Comply with all applicable WHS legislation, regulations and relevant Codes of Practice
- Eliminate or minimise risks arising from transport and logistics activities as far as is reasonably practicable
- Consult with workers and their health and safety representatives on WHS matters

- Provide appropriate information, instruction, training and supervision
- Ensure vehicles, plant, equipment and facilities are safe and properly maintained
- Implement effective systems for managing fatigue, speeding, load restraint and other Chain of Responsibility risks
- Continuously improve WHS performance through monitoring, review and corrective actions

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
- Follow reasonable instructions and comply with [Company Name]'s WHS policies, procedures and safe work practices
- Report hazards, incidents, near misses and unsafe conditions promptly

This WHS Management Plan gives effect to this policy by setting out the specific arrangements, procedures and responsibilities for managing WHS in [Company Name]'s transport and logistics operations.

WHS Responsibilities

Officers (Directors and Senior Management)

Officers of [Company Name] must exercise due diligence to ensure that the organisation complies with its WHS duties. This includes taking reasonable steps to:

- Acquire and keep up to date knowledge of WHS matters, particularly those affecting transport and logistics
- Understand the hazards and risks associated with [Company Name]'s operations, including heavy vehicle operations, loading docks, warehousing activities
- 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
- Ensure that WHS obligations such as fatigue management, mass, dimension, load restraint and speed are effectively managed across the supply chain
- Verify that WHS resources, processes and controls are being implemented and are effective (e.g. audits, inspections, performance reviews)

Managers and Supervisors

Managers and supervisors are responsible for implementing this WHS Management Plan in their areas of control. They must:

- Lead by example and demonstrate visible safety leadership