

# Warehousing and Distribution WHS Management Plan

SAMPLE

**Table of Contents**

Purpose and Scope .....	5
WHS Policy Statement .....	5
WHS Legislation and Standards .....	6
WHS Responsibilities .....	6
Officers (e.g. Directors, Senior Managers) .....	6
Managers and Supervisors.....	7
Workers.....	7
Contractors, Labour Hire and Visitors.....	7
WHS Responsibilities Checklist.....	8
Consultation, Communication and Participation.....	8
Consultation Arrangements .....	8
Communication .....	8
Participation .....	8
Consultation and Communication Checklist .....	9
Risk Management.....	9
Risk Management Process .....	9
Typical Warehouse and Distribution Hazards .....	9
Hierarchy of Control .....	10
Risk Register.....	10
Risk Management Checklist.....	10
Warehouse Layout, Housekeeping and Traffic Management .....	11
Warehouse Layout .....	11
Housekeeping .....	11
Traffic Management .....	11
Layout and Housekeeping Checklist .....	12
Plant, Equipment and Maintenance .....	12
Plant Selection and Commissioning .....	12
Operation of Forklifts and Mobile Plant.....	12
Racking and Storage Systems .....	13
Maintenance and Inspection.....	13

Lockout/Tagout (Isolation) .....	13
Plant and Equipment Checklist.....	13
Hazardous Manual Tasks.....	14
Identifying Hazardous Manual Tasks .....	14
Risk Factors .....	14
Control Measures.....	14
Manual Tasks Checklist.....	14
Slips, Trips and Falls; Falls from Height.....	15
Slips, Trips and Falls on the Same Level.....	15
Falls from Height.....	15
Slips, Trips and Falls Checklist.....	15
Hazardous Chemicals and Dangerous Goods.....	16
Identification and Register.....	16
Storage and Handling.....	16
Spill Response and Emergency Procedures .....	16
Hazardous Chemicals Checklist.....	16
Fatigue, Shift Work and Psychosocial Risks .....	17
Fatigue Management .....	17
Psychosocial Risk Management.....	17
Fatigue and Psychosocial Checklist.....	17
Induction, Training and Competency.....	18
WHS Induction.....	18
Task-Specific Training .....	18
Competency and Refresher Training .....	18
Training Checklist.....	18
Personal Protective Equipment (PPE) .....	19
PPE Requirements.....	19
Provision, Use and Maintenance.....	19
PPE Checklist .....	19
Incident Reporting, Investigation and Corrective Actions.....	20
Incident Reporting .....	20
Incident Investigation.....	20

Corrective and Preventive Actions.....	20
Incident Management Checklist .....	20
Emergency Preparedness and Response.....	21
Emergency Planning .....	21
Emergency Equipment.....	21
Training and Drills .....	21
Emergency Preparedness Checklist.....	21
Health Monitoring and First Aid .....	22
Health Monitoring .....	22
First Aid .....	22
Health and First Aid Checklist.....	22
Contractor and Labour Hire Management.....	22
Pre-Engagement.....	22
Site Induction and Supervision.....	23
Monitoring and Review.....	23
Contractor Management Checklist.....	23
WHS Performance Monitoring, Audit and Review .....	23
WHS Performance Indicators.....	23
Inspections and Audits.....	24
Management Review.....	24
Monitoring and Review Checklist .....	24
Document Control and Plan Review .....	24
Document Control.....	24
Review of the WHS Management Plan .....	25
Plan Review Checklist.....	25

## Purpose and Scope

This Warehousing and Distribution WHS Management Plan sets out how [Company Name] manages work health and safety in its warehousing, storage, picking, packing, loading, and distribution operations. It is intended to ensure that hazards are identified, risks are controlled so far as is reasonably practicable, and that all workers, including labour hire, contractors and visitors, understand their WHS responsibilities.

This Plan applies to:

- All warehouse and distribution facilities operated or controlled by [Company Name].
- All workers, including employees, contractors, labour hire workers, apprentices, trainees, and volunteers.
- All activities undertaken on site, including but not limited to receiving, put-away, storage, picking, packing, consolidation, loading, unloading, despatch, returns processing, plant maintenance, cleaning, and traffic movements.

The Plan should be read in conjunction with [Company Name]'s WHS policies, procedures, Safe Work Method Statements (SWMS), risk assessments, and emergency procedures.

## WHS Policy Statement

[Company Name] is committed to providing and maintaining a safe and healthy workplace for workers and visitors who may be affected by our warehousing and distribution operations. We will:

- Comply with all applicable WHS legislation, regulations, codes of practice and relevant Australian standards.
- Eliminate or minimise risks to health and safety so far as is reasonably practicable.
- Consult with workers and Health and Safety Representatives (HSRs) on matters that affect their health and safety.
- Provide and maintain safe systems of work, safe plant and equipment, and safe access to and from the workplace.
- Ensure workers are provided with adequate information, instruction, training and supervision.
- Continuously improve our WHS management system through monitoring, review and corrective actions.

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.

## WHS Legislation and Standards

[Company Name]'s warehousing and distribution operations are managed in accordance with relevant Australian WHS legislation and guidance, including (as applicable to the jurisdiction):

- Work Health and Safety Act and Regulations.
- Workers Compensation and injury management legislation.
- Codes of Practice such as:
  - Managing the Risk of Falls at Workplaces.
  - Hazardous Manual Tasks.
  - Managing the Risks of Plant in the Workplace.
  - Traffic Management in Workplaces (where applicable guidance exists).
  - How to Manage Work Health and Safety Risks.
- Relevant Australian Standards including but not limited to:
  - AS 4084 Steel storage racking.
  - AS/NZS 1891 Industrial fall-arrest systems and devices.
  - AS 2359 Powered industrial trucks.
  - AS/NZS 3760 In-service safety inspection and testing of electrical equipment.

The Plan will be updated if there are significant changes to legislation, codes of practice, or standards that impact warehousing and distribution activities.

## WHS Responsibilities

### Officers (e.g. Directors, Senior Managers)

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 relevant to warehousing and distribution.
- Understand the operations being carried out in the warehouse and the associated hazards and risks.
- Ensure appropriate resources and processes are available and used to eliminate or minimise 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 implemented and effective (e.g. through audits, inspections, and performance reports).