WHS DOCUMENTS & TEMPLATES

DOC-POL-TPL · WHS Policy Template

Product Overview

For: Australian businesses of any size: owners, chief executives, directors and the people who look after WHS

Version 1.0 · 15 November 2026

A clear, plain-English WHS policy for the owner or chief executive to sign: what the business commits to, what it expects of every group, and how anyone can raise a concern.

The policy states the business's commitment to a safe and healthy workplace, then what it will do: eliminate or minimise risks starting with the most effective controls, consult workers, meet its duties, train and supervise, manage psychosocial risks and sexual harassment, check that controls work, learn from incidents, support injured workers and keep improving.

A table sets out what is expected of officers and senior managers, managers and supervisors, workers, and contractors and visitors. A short section tells anyone how to raise a concern and that they will not be treated badly for it. It ends with approval, signature and a review date.

Written once for Australia, to the model WHS laws, in plain terms that also work in Victoria. The guide's state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

What is included

Item	File
WHS policy: commitment, what we will do, what we expect of each group, raising a concern, approval and review	02_TEMPLATE/WHS Policy.docx and .pdf
How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder	01_START_HERE/How to Use This Template.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

Who it is for

- Small and medium businesses that need a WHS policy to sign and display
- WHS advisers who want a sound, plain starting point for a client or a business
- Businesses preparing for a tender, an audit or a client's pre-qualification

File formats

- Word (.docx), editable, with your logo and business name in the header
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

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SAMPLE · WHS Policy Template · Buy the full editable version:
training.oranaskillscentre.com/documents/whs-policy-template

How to Use This Template

How to complete, adapt and keep the whs policy template

1 What this template is for

A WHS policy is the business's public commitment to health and safety, signed by the person who controls the resources. It tells workers, contractors and clients what the business will do and what it expects of them. It is not a control on its own: the risk assessments, controls, training and checks that follow are what keep people safe.

2 How to use it

Step	What to do
1	Read the policy through with the owner or chief executive, and change it so it says what your business will really do.
2	Fill in the placeholders: your business name, who to raise concerns with, and your regulator (from the notes below).
3	Talk it through with your workers and health and safety representatives before it is signed.
4	Have the owner or chief executive sign and date it.
5	Display it at each workplace, include it in induction, and give it to contractors.
6	Review it at least every two years, and after a significant change in the business or the law.

Make it work, not just exist

- Keep the promises specific and true. A policy that promises what the business does not do undermines trust.
- Back each commitment with something real: a procedure, a register, a check, a meeting.

3 Who does what

Who	What they do
Owner or chief executive	Approves and signs the policy, and provides the resources it promises
Managers and supervisors	Put it into practice in the work they plan and supervise
Workers and HSRs	Are consulted on it, and raise concerns when practice and policy differ

4 The law, in brief

The WHS laws do not require a document called a WHS policy, but they do require a business to ensure, so far as is reasonably practicable, the health and safety of workers and others affected by its work, and to consult workers on health and safety. Officers must exercise due diligence to make sure the business meets its duties. A signed policy is good evidence of leadership commitment, and AS/NZS ISO 45001:2018 expects one.

Victoria: the OHS Act places the duty on the employer to provide and maintain a working environment that is safe and without risks to health, so far as is reasonably practicable. The policy works in Victoria with "WHS laws" read as the OHS laws.

This template is written once for Australia, to the model WHS laws that the Commonwealth, New South Wales, Queensland, Western Australia, South Australia, Tasmania, the ACT and the Northern Territory have adopted, each

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YOUR LOGO
Right-click > Change Picture

[Company name]

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WHS Policy

Our commitment to work health and safety

Our commitment

[Company name] is committed to providing and maintaining a safe and healthy workplace for everyone who works for us or is affected by our work: our workers, contractors, labour hire workers, volunteers, visitors, customers and the public. Nothing we do is so important that it cannot be done safely.

What we will do

- Eliminate risks to health and safety so far as is reasonably practicable, and where we cannot, minimise them, starting with the most effective controls
- Consult workers and health and safety representatives before decisions that affect their health and safety, and act on what they tell us
- Meet our duties under the WHS laws, and follow the codes of practice that apply to our work or achieve an equivalent or higher standard
- Provide the information, training, instruction, supervision, equipment and resources needed to work safely
- Manage psychosocial risks as well as physical ones, and take reasonable and proportionate measures to eliminate sexual harassment and related unlawful conduct, as far as possible
- Check that the controls we rely on are in place and working, not just written down
- Report and investigate incidents to learn from them, and support injured workers to return to safe and suitable work
- Set objectives, measure how we are going, and keep improving the way we manage health and safety

The rest of this page, and the rest of this document, are in the full product.

SAMPLE

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WHS Policy Template

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. A clear, plain-English WHS policy for the owner or chief executive to sign: what the business commits to, what it expects of every group, and how anyone can raise a concern.

What the full product contains

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