WHS DOCUMENTS & TEMPLATES

DOC-WSA-PLAN · ACT WHS Management Plan

Product Overview

For: Businesses in the Australian Capital Territory: owners and managers of small and medium businesses, and the WHS advisers who support larger ones

Version 1.0 · 15 November 2026

A WHS management plan for ACT businesses: a plain-English plan and policy, with the procedures, registers, forms and review tools to put a WHS management system in place, aligned to the ACT law and codes and to AS/NZS ISO 45001:2018.

Every business in the ACT must manage work health and safety risks so far as is reasonably practicable, consult its workers, and follow the codes of practice that apply to it or manage the risk to a standard at least as high. A WHS management plan is how a business shows it does that.

The plan covers every WHS topic a business manages, each written as the business's own arrangements: what we do, step by step, who is responsible, the tools and records, how we check it is working, and when we review it. Alongside it are the tools a WHS adviser needs: a roles and due diligence guide, a consultation procedure, a risk management procedure with a risk matrix, an Excel risk register and registers for hazardous chemicals, plant and training, incident and emergency documents, a WorkSafe ACT notifiable incidents guide (sexual assault incidents included), an internal audit checklist and a management review. It is aligned to the Work Health and Safety Act 2011 (ACT), the Work Health and Safety Regulation 2011 (ACT), the ACT's approved codes of practice, the ACT's electrical licensing and electrical safety laws and the Workers Compensation Act 1951 (ACT), with a cross-reference to each, and to AS/NZS ISO 45001:2018 and ISO 31000:2018. It is not certification.

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WHS Management Plan

How the business manages work health and safety: the umbrella for its WHS management system

Document number		**Version**	
Plan owner		**Approved by**	
Date approved		**Next review date**	

How to use this plan

- This is **[Company name]**'s operating plan for work health and safety. Each part says what the arrangement is for, what we do step by step, who is responsible, the tools and records we use, how we check it is working, and when we review it. The legal duty an arrangement supports is cited beside it.
- The documents named in each part are in folders 02 to 07. Fill in every placeholder in square brackets. Delete what does not apply, and add your own arrangements.
- The plan only works if it is followed. Put it into practice with the 90-Day Implementation Plan.

1 Purpose, scope and objectives

[Company name] is committed to the health and safety of its workers and of everyone affected by its work. This plan sets out how we manage work health and safety: how we find hazards, control the risks, consult our workers, train and supervise, buy and maintain plant, respond to incidents and emergencies, support injured workers, and check that what we do is working. It is the umbrella for our WHS management system. The other documents in this pack, and any other WHS procedures we have, sit under it.

This plan covers: **[Scope of the plan]**. It applies at **[Sites covered]**, to every worker, including employees, contractors and their workers, labour hire workers, apprentices, trainees, students on placement and volunteers, and to other people at or affected by our work, such as visitors, customers, delivery drivers and the public. It covers work at our premises, at clients' and other sites, in vehicles, and at home or other remote locations.

This plan is written for a business under the Work Health and Safety Act 2011 (ACT) and the Work Health and Safety Regulation 2011 (ACT). Electrical work and electrical safety in the ACT are also governed by the Electricity Safety Act 1971 (ACT) and the Construction Occupations (Licensing) Act 2004 (ACT), and injured workers' compensation by the Workers Compensation Act 1951 (ACT), except for ACT public servants, who are covered by the Safety, Rehabilitation and Compensation Act 1988 (Cth). Where a Commonwealth agency's workplace is in the ACT, the Commonwealth WHS laws apply to it instead.

Our WHS objectives	How we measure them (part 25)
Nobody is killed or seriously injured or made ill by our work	Notifiable incidents; injuries needing medical treatment; lost time injuries
Every risk rated Extreme or High has controls that are in place, checked and working	Critical controls checked in the field, and the share found working
Workers are consulted, and their concerns are acted on	Consultation held; issues raised and resolved; workers told the outcome
Every worker is inducted, trained and competent for the work they do	Inductions completed before start; training and licences current

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ISO 45001 Cross-Reference

Where this pack covers AS/NZS ISO 45001:2018, with ISO 31000:2018 for the risk method

For businesses that want their WHS management system to line up with the standard, for example to prepare for a gap analysis or for a client's prequalification. The first table follows the structure of AS/NZS ISO 45001:2018, from 4 (context) to 10 (improvement), and shows where this pack covers each requirement. The second shows how the risk method lines up with ISO 31000:2018.

Aligned to, not certified

AS/NZS ISO 45001:2018 is the Australian and New Zealand adoption of ISO 45001:2018, the international standard for occupational health and safety management systems. ISO 31000:2018 gives guidelines for managing risk (in Australia, AS ISO 31000:2018). This pack is aligned to both. It is not certification, and using it does not mean a business conforms to either standard. Certification is done by an independent certification body, against the standard itself. The numbers and short titles here are for finding your way; get the standards from Standards Australia or ISO to read them.

AS/NZS ISO 45001:2018

No.	Short title	Where this pack covers it	Gap?
4 Context			
4.1	The organisation and its context	Plan 1 and 2; Management Review Template	☐
4.2	Needs and expectations of workers and other interested parties	Plan 1 and 6; Consultation and Issue Resolution Procedure; Law and Codes Cross-Reference	☐
4.3	Scope of the management system	Plan 1	☐
4.4	The management system	Plan 3 (the system at a glance); this pack as a whole	☐
5 Leadership and worker participation			
5.1	Leadership and commitment	Plan 4 and 5; WHS Policy; Roles, Responsibilities and Due Diligence Guide	☐
5.2	Policy	Plan 4; WHS Policy	☐
5.3	Roles, responsibilities and authorities	Plan 5; Roles, Responsibilities and Due Diligence Guide	☐
5.4	Consultation and participation of workers	Plan 6; Consultation and Issue Resolution Procedure; Consultation Record; WHS Committee Meeting Agenda and Minutes	☐
6 Planning			
6.1.1	Actions to address risks and opportunities: general	Plan 7; Risk Management Procedure	☐
6.1.2	Hazard identification and assessment of risks and opportunities	Plan 7, 12 and 13; Risk Management Procedure; Hazard Identification Checklist; Risk Assessment Template; WHS Risk Register; Workplace Inspection Checklist	☐
6.1.3	Legal requirements and other requirements	Plan 2; Law and Codes Cross-Reference; Annual check in the Management Review Template	☐
6.1.4	Planning action	Plan 7 and 13; WHS Risk Register; WHS Objectives and Measures; 90-Day Implementation Plan	☐
6.2	Objectives and planning to achieve them	Plan 1 and 25; WHS Objectives and Measures	☐

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Risk Assessment Template

A written risk assessment for one task, activity or item of plant

Task or activity		**Work area or site**	
Assessed by		**Date**	
Workers consulted		**Review date**	

How to use it

- Break the task into steps. For each step, name the hazards and what could go wrong.
- Rate the risk from the controls actually in place and checked, using the matrix in the Risk Management Procedure.
- Add further controls, most effective first, until the risk is as low as is reasonably practicable. Enter the result in the WHS Risk Register.

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

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ACT WHS Management Plan

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. A WHS management plan for ACT businesses: a plain-English plan and policy, with the procedures, registers, forms and review tools to put a WHS management system in place, aligned to the ACT law and codes and to AS/NZS ISO 45001:2018.

What the full product contains

- **WHS Management Plan for the ACT, in plain English, with a WHS policy to sign and a roles and due diligence guide**
  02_PLAN/ (.docx and .pdf)
- **ACT law and codes cross-reference, and an AS/NZS ISO 45001:2018 cross-reference**
  02_PLAN/ (.docx and .pdf)
- **Consultation and issue resolution procedure, consultation record, WHS committee agenda and minutes**
  03_CONSULT/ (.docx and .pdf)
- **Risk management procedure with a risk matrix, risk assessment template, hazard identification checklist, hazard and control guide**
  04_RISK/ (.docx and .pdf)
- **Excel WHS risk register, hazardous chemicals register, and plant and equipment register**
  04_RISK/ (.xlsx)
- **Workplace inspection checklist, and a safe work procedure and SWMS template**
  04_RISK/ (.docx and .pdf)
- **Excel training and competency matrix, and an induction checklist**
  05_PEOPLE/ (.xlsx, .docx and .pdf)
- **Incident procedure and form, WorkSafe ACT notifiable incidents guide, emergency plan, first aid arrangements**
  06_INCIDENTS_EMERGENCIES/ (.docx and .pdf)
- **Excel objectives and measures, and corrective action register; internal audit checklist, management review, document and records control**
  07_MONITOR_REVIEW/ (.xlsx, .docx and .pdf)
- **Setup guide and 90-day implementation plan; Read Me First, Product Overview, Permitted Use Terms, Version Information**
  01_START_HERE/ (.docx and .pdf)

Formats

- Word (.docx), editable, with your logo and business name in the header
- Excel (.xlsx), editable, with dropdowns and formulas
- PDF copies of the Word documents, for printing blank
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