FREE TEMPLATE

WHS Policy

A one-page work health and safety policy signed by the business owner or director, with the commitments, responsibilities and review a tender or audit expects.

How to use this template

Replace the text in [square brackets] with your own details, delete what does not apply and add what does. Blue hints inside the form cells describe what goes there; delete them as you fill the form in.

Free to use, copy and adapt within your business. Please keep the attribution line in the footer, and link to swms.ohconsultant.com.au/swms/free/whs-policy if you share it.

Work health and safety policy

Business name	
ABN	
Policy owner	[Director / owner / general manager]
Version and date	
Next review	[Within 12 months, or when the business, its work or the law changes]

Our commitment

[Business name] is committed to providing a safe and healthy workplace for our workers, contractors, visitors and anyone else affected by our work. Health and safety has the same standing as production, cost and quality in every decision we make. No job is so urgent that it cannot be done safely.

To meet that commitment we will:

- Comply with the work health and safety laws, regulations and codes of practice that apply where we work, and with the site rules of the clients we work for.
- Identify hazards, assess risks and control them using the hierarchy of control, eliminating risks where that is reasonably practicable and minimising them where it is not.
- Consult our workers and their health and safety representatives on matters that affect their health and safety, and give them the information, training, instruction and supervision they need.
- Provide and maintain safe plant, equipment, structures and systems of work, and safe access to and from the workplace.
- Report, record and investigate incidents, injuries and near misses, and act on what we learn.
- Set health and safety objectives, measure our performance against them, and review this policy and our WHS management system at least once a year.
- Provide the resources, time and people that this policy needs to work.

Responsibilities

Who	Is responsible for
Directors and officers	Leading this policy; exercising due diligence; providing resources; reviewing WHS performance at management meetings
Managers and supervisors	Implementing this policy in their area; ensuring work is planned, risk-assessed and supervised; acting on hazards and reports; running inductions and toolbox talks
Workers and contractors	Taking reasonable care of their own health and safety and that of others; following procedures, SWMS and instructions; using equipment and PPE as trained; reporting hazards, incidents and near misses at once
WHS coordinator / adviser	Maintaining the WHS management system; advising managers; coordinating training, audits and incident investigations; keeping records

Consultation and issue resolution

We consult our workers through [toolbox talks, pre-start meetings, the health and safety committee, health and safety representatives, and direct discussion]. Any worker may raise a health and safety issue with their supervisor or directly with management, and may stop work they reasonably believe is unsafe. Issues are resolved under our issue resolution procedure and no worker will be disadvantaged for raising one.

Communication and review

This policy is displayed at our workplaces, included in our induction, given to contractors and clients on request, and published on our website. It is reviewed every twelve months, after any serious incident, and when the business or the law changes.

Role	Name	Signature	Date / time
Director / owner			
Worker representative (optional)			

Need the document that goes with it?

SWMS templates by trade: swms.ohconsultant.com.au/swms/purchase

The policy is the first page of the system. The SWMS templates are the working documents behind it, with hazards and controls written for each trade and prepared for your state.

All free templates: swms.ohconsultant.com.au/swms/free-resources

General information, not legal advice. Work health and safety laws differ between states and territories: check the requirements that apply where the work is done, and the principal contractor's own site requirements.