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**Sample safety action plan**

From Page 2 onwards, this document provides all the text you need, to create a safety action plan that is specific to the needs of your company. Following these instructions will mean that your company is one step closer to becoming compliant with your OH&S responsibilities.

It is important to note that simply having this plan in place is not enough to discharge your employer duties.

**Instructions for Use:**

1. Open a new Word document with your company letterhead on it.
2. Copy all text from Page 2 onwards, and paste it into your letterhead.
3. Personalise where highlighted, to reflect your company.
4. Make any changes to dot points, as is appropriate for your company.
5. Fill in the table at the bottom with the version number, date, your name and a digital signature (or you can print the document off, sign it and scan it back in for your records).

**What to do next:**

1. Use this plan to guide you through your Ohs journey including the roll out your OH&S policies to your employees at a toolbox meeting and through the process of identifying and controlling risks.
2. Consult with your employees about your plan so that they are aware of what your business is doing and how that can support you. Take on and address any feedback or concerns that your employees may have. Adjust as necessary.
3. Have the plan stored in an accessible place, and reference it often to make sure you’re on track.
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   Description automatically generated with medium confidenceAny future updates should be Saved As a new file, and the new version number and date written into the table at the bottom of the document, for review by everyone, and signed again by the author.A black background with a black square

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*(Your company’s letterhead)*

OCCUPATIONAL HEALTH AND SAFETY 6-MONTH PLAN

From \_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Month 1

* Complete Small Business 6-month plan in consultation with employees and employee Health and Safety Representative.
* Complete workplace OH&S Policy and Issue Resolution procedure. Launch OH&S Policy and Issue Resolution Procedure at toolbox meeting.
* Conduct and record Toolbox Meeting No 1 (refer to script).
* Verify High Risk Work Licensing and Drivers Licenses.

Month 2

* Review first-aid needs. If necessary, register for First Aid Level 2 training or check that First Aid officers’ certificate is up-to-date. Obtain First Aid Kit or have First Aid kit updated by pharmacy if necessary (especially the bandages and saline).
* Ensure that a Register of Injury book is available for workers to record injury details for workers compensation purposes.
* Draw up floor plan with icons for emergency procedures. Obtain copy of Standard Fire Orders poster and create emergency phone listing. Post all three in a prominent place at the site.
* Introduce Bullying and Harassment Policy at toolbox meeting – refer to script no 2.

Month 3

* Ensure that Certificates of Currency are obtained and up to date for all subcontractors’ public liability and WorkCover Insurances.
* Review Safe Operating Procedures (SOPs) and Risk Registers to look specifically at activities that involve ‘hazardous manual handling’.
* Discuss manual handling issues with employees. Identify main manual handling issues in the workplace.
* Complete UV Protection Policy.
* Conduct toolbox meeting to discuss UV Protection Policy and Hazardous Manual Handling Activities – refer to script no 3.

Month 4

* Ensure that service and maintenance records are verified for all large items of plant, including those used by subcontractors.
* Source ‘lock out’ tags for tagging of faulty equipment. Introduce policy and train employees on use and procedure for tagging of faulty equipment.
* Ensure that all plant and equipment used on site has been tested and tagged for electrical safety.
* Complete Drug and Alcohol Policy.
* Conduct toolbox meeting to discuss Drug and Alcohol Policy, and plant safety on site – refer to script no 4.

Month 5

* Obtain and review Material Safety Data Sheets (MSDS) and file in a register. Create index for register.
* Discuss chemical safety with employees at toolbox meeting. Show MSDS register and run through a MSDS with employees. Leave register in prominent place for two weeks for employees to access and read. File register where employees can access if required.
* Complete Personal Protective Equipment Policy.
* Discuss Personal Protective Equipment (PPE) with employees at toolbox meeting – refer to script no 5. Get ideas of any PPE missing or required and their condition.

Month 6

* Review Safe operating Procedures and Risk Registers to focus specifically on falls hazards in the workplace.
* Prepare or review housekeeping inspection list for the purpose of conducting regular inspections (recommend weekly).
* Conduct toolbox meeting to discuss construction related noise hazards and the effects of noise exposure. Also discuss falls risks on site, including maintaining a safe scaffold and safe use of ladders.
* Seek employee and subcontractor input and/or provide feedback on housekeeping inspection processes – refer to script no 6.
* Review 6-month plan, and establish anything not completed over the past six months, to include in the next 6 month Plan.