HEALTH, SAFETY & WELLBEING ACTION PLAN

This template is intended to assist member businesses develop their own workplace form. The following information should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the action plan. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced health, safety and wellbeing and workplace relations advisors can assist members with a range of health, safety, wellbeing, employment, human resources and industrial relations issues.

Our experienced health, safety and wellbeing and workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide health, safety and wellbeing consulting and training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Advice Line on **(03) 8662 5222.**

**Disclaimer**

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HEALTH, SAFETY& WELLBEING ACTION PLAN

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| **Plan Manager(s)** | **[NSERT NAME(S) HERE]** | **Period of Operation** | **[MM YYYY to MM YYYY]** |

| **Action Point** | **Responsible Person** | **Date action to be completed** | **Review Date / Comments** |
| --- | --- | --- | --- |
| **Consulting employees and Implementing the OHS Management system** |  |  |  |
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| **OHS Policy Statement** |  |  |  |
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| **OHS Action Plan and Hazard Register** |  |  |  |
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| **Building Competencies, Certification and Licensing** |  |  |  |
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| **OHS Consultation and Issue Resolution** |  |  |  |
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| **Risk Management** |  |  |  |
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| **Emergency Preparedness and Response** |  |  |  |
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| **First Aid** |  |  |  |
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| **Hazard and Incident Management and Investigation** |  |  |  |
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| **Routine Workplace Inspection and Maintenance** |  |  |  |
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| **Supervision and Safety Observations** |  |  |  |
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| **Contractor and Visitor Management** |  |  |  |
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| **Injury Management and Return to Work for Injured Workers** |  |  |  |
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| **Chemicals Management** |  |  |  |
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| **Testing and Tagging of Electrical Appliances** |  |  |  |
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| **Psychosocial Hazard Management** |  |  |  |
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| **Manual Handling and Ergonomics** |  |  |  |
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| **Monitoring and Review** |  |  |  |