cleanKings

INTEGRATED FACILITY SERVICES

2021/2022 REPORT

OCCUPATIONAL HEALTH & SAFETY MANAGEMENT PLAN

Item	Activity	Legal Requirements	Frequency	Responsibility	Resources allocated	Objective	Target	Performance indicator	Related policies,procedures and other documents	Location of record
Responsibilities and accountabilities	Employees receive WHS training on responsibilities and accountabilities	WHS Act, WHS Regulations Codes of Practice & Australian Standards	Annually	WHS Manager	WHS Manager, WHS Coordinator to organize training	Workers know and understand their WHS responsibilities	95% of workers complete training by (March) – (2022)	Percentage of workers who complete the training	WHS policy, Training policy	Personnel file
Safe work procedures	Document safe work procedures for all high risk tasks and processes	WHS Act, WHS Regulations Codes of Practice & Australian Standards	As required	WHS Manager	WHS committee, WHS Manager	Safe work procedures are documented and communicated to all workers	6 procedures to be developed in the next 12 months	Number of procedures developed	WHS policy	Intranet, WHS manual
Training and competency	Train all employees in safe work procedures	WHS Act, WHS Regulations, Codes of Practice & Australian Standards	Annually	WHS Manager	WHS Manager, WHS Coordinator to organize training	Workers receive adequate training to carry out tasks safely	All workers complete working from heights training in the next 12 months	Percentage of workers who complete the training	WHS policy, Training policy (compliance)	Personnel file
Emergency plans	Assign responsibilities to workers ie fire warden, first aid officer	WHS Act, WHS Regulations, Codes of Practice & Australian Standards	Annually	WHS Manager	WHS Manager, WHS Coordinator to organize training	Workers understand their responsibilities on know how to respond to emergencies	All emergency roles assigned and training complete in the next six months	Percentage of workers who complete training and number of roles assigned	WHS policy, emergency management procedure, Planning for Emergencies in Facilities	Intranet, WHS manual, notice boards

cleanKings
INTEGRATED FACILITY SERVICES

Item	Activity	Legal Requirements	Frequency	Responsibility	Resources allocated	Objective	Target	Performance indicator	Related policies,procedures and other documents	Location of record
Legal and regulatory compliance	Advise workers of the legislation, standards and codes as they apply to their own roles	WHS Act, WHS Regulations, Codes of Practice & Australian Standards	Induction, as required	WHS Manager	WHS committee, WHS Manager	Workers understand their legal, regulatory and compliance obligations	Implement a training program for all workers over the next 12 months	Percentage of workers who complete the training	Legal and regulatory compliance register and policy, training register	Intranet, training policy, personnel file
Workplace inspections	Conduct regular workplace inspections	WHS Act, WHS Regulations Codes of Practice & Australian Standards	Quarterly	WHS Manager	WHS committee, WHS Manager, WHS Coordinator, CleanKings Cleaning staff	To create a safer workplace	Implement a workplace inspections register within the next six months	Inspection register implemented and in use	WHS policy, conducting a workplace assessment, workplace inspection checklist	Intranet, work inspection procedures manual
Accidents and incidents	Establish procedures for reporting incidents, including near misses, and accidents	WHS Act, WHS Regulations, Codes of Practice and Australian Standards	When incidents and accidents occur	WHS Manager	WHS committee, WHS Manager and all workers	Workers understand the obligations and requirements for reporting and investigating incidents and accidents	Implement a training program over the next 12 months	Percentage of workers who complete the training	WHS policy, privacy and record management policy, incident and accident procedures	Intranet, record and privacy manual

cleanKings
INTEGRATED FACILITY SERVICES