

BAV HOMES PTY LTD

Site WHS Management Plan + Worker Induction Register Template

Builder Licence: 487517C | Principal Contractor: Bav Homes Pty Ltd

Use one copy per project. Complete the blanks, keep it available on site/digitally, and review it whenever site conditions or work stages change.

1. Project Details

Project address	[Insert site address]
Client / owner	[Insert owner name]
Scope of works	[New dwelling / secondary dwelling / renovation]
Project value	[Insert contract value]
Principal contractor	Bav Homes Pty Ltd
Builder licence	487517C
Site supervisor	[Insert name and mobile]
24-hour emergency contact	[Insert mobile]
Nearest hospital	[Insert hospital name/address]
Emergency assembly point	[Insert location, e.g. front verge / driveway]

2. WHS Responsibilities

Director / Builder	Overall WHS system, contractor engagement, records, incident escalation.
Site supervisor	Site induction, daily coordination, checks, SWMS collection, stop unsafe work.
Subcontractors	Provide SWMS for high-risk work, licences, insurances, supervise their workers.
Workers / visitors	Sign in, follow site rules, use PPE, report hazards/incidents immediately.

3. Mandatory Site Rules

- No induction and sign-in means no entry to active work areas.
- White card required for construction workers and anyone entering operational construction zones without direct supervision.
- Minimum PPE: hi-vis, safety boots, hard hat where overhead work or site conditions require; task-specific PPE as required.
- No high-risk construction work without a suitable site-specific SWMS provided to Bav Homes and explained to workers.
- Keep fences/gates secure, protect neighbours/public, and keep the site tidy.
- Do not alter scaffold, edge protection, temporary power, services, bracing, or safety controls without approval.
- Report hazards, near misses, injuries, property damage, and unsafe work immediately.
- No alcohol/drugs on site. Workers must be fit for work.

4. High-Risk Work / SWMS Register

Before high-risk work starts, collect and review the relevant SWMS. Keep a signed copy available to the workers doing the task.

[illegible]

5. Site-Specific Hazards and Controls

Hazard	Controls
Falls / roof work	Use scaffold, guardrails, safe access, fall controls; no work from unsafe edges.
Excavation / trenches	Locate services, bench/batter or shore where required, keep people/plant away from edges.
Silica dust	Use wet cutting/on-tool extraction, suitable respirators, exclusion zones, clean-up without dry sweeping.
Mobile plant / deliveries	Use spotter where needed, keep pedestrians out, maintain access and traffic control.
Electrical / services	Use licensed electricians/plumbers, protect temporary power, locate services before digging.
Manual handling	Team lifts/mechanical aids, plan deliveries and material storage.
Public / neighbours	Secure fencing, signage, gate closed, no materials obstructing footpath/road.
Housekeeping	Rubbish controlled, trip hazards removed, materials stacked safely.

6. Emergency and Incident Procedure

1. Stop work and make the area safe if safe to do so.
2. For serious injury/fire/immediate danger call 000.
3. Notify site supervisor and Bav Homes director immediately.
4. Preserve the incident scene for notifiable incidents unless making the area safe or helping an injured person.
5. Record incident, photos, witnesses, corrective actions and close-out date.

7. Worker Induction Register

Date	Name	Company / trade	Mobile	White card no.	Licence / ticket	SWMS task	Signature

8. Documents to Keep for This Site

- WHS Management Plan and revisions
- Site sign-in/induction records
- White card and trade licence copies
- Subcontractor insurance / workers compensation confirmation
- SWMS for high-risk work
- Toolbox talk records
- Scaffold handover certificates
- Temporary power/electrical safety records
- SDS sheets for chemicals and hazardous products
- Incident, hazard and corrective action records
- Photos of signage, fencing and safety controls

Source basis: SafeWork NSW construction guidance, SafeWork NSW white card guidance, and SafeWork NSW SWMS guidance. This template is a practical starting point and should be tailored to each project.