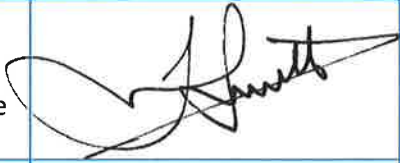


# PROCEDURE

## WHS Action Plans



Issued with the authority of the Chief Commissioner  
and Chief Executive Officer of Scouts Australia NSW

Chief Commissioner signature		Chief Executive Officer signature	
Sponsor	Head of Risk		
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# WHS Action Plans

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# 1 Purpose and scope

Scouts WHS Plans will be developed and maintained to enable monitoring of improvement initiatives and corrective actions.

State Activity Centre Managers and Head of Risk *must* maintain WHS Action Plans relevant to the scope of their responsibility.

It is *recommended* that Site managers of Region Activity Centres and camps maintain a WHS Action Plan however this is not strictly required, as long as the actions are managed effectively by other methods (as described in the Responsibilities section of this procedure).

# 2 Responsibilities

**State Activity Centre Managers** are responsible for maintaining a WHS Action Plan for their site. Maintaining an action plan includes consultation with others with assigned responsibilities, to monitor the status of the actions and to update the action plan accordingly.

**Head of Risk** is responsible for maintaining a WHS Action Plan and responding to systematic improvements or significant issues raised as a result of investigations and inspections. They are also responsible for coaching others on how to develop and maintain a WHS Action Plan.

**Site managers of Region Activity Centres and camps (eg includes wardens)** are responsible for completing actions within an appropriate time frame. A WHS Action plan is *recommended* for these sites but is not strictly a requirement. Actions for less complex sites can normally be co-ordinated through proper implementation of *other* required WHS procedures such as regular WHS Inspections, electrical inspections, management of asbestos, incident analysis, informal consultation and observation etc. without the use of a WHS Action Plan. This does not mean that WHS is any less important at these sites, it simply means that managers of region activity centres are not required to have a WHS Action Plan, as long as the actions can be managed effectively by other methods.

# 3 Developing and maintaining WHS Action Plans

WHS actions are identified from a variety of sources in addition to WHSMS reviews. The advantage of keeping a WHS Action Plan, is that it places a record of the intended actions all in one document. Action Plans also make it easier to prioritise the work and assign ownership for actions. The sources of WHS actions include:



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- WHS inspections or inspections by third parties
- Meetings / committee meetings
- informal discussions with staff, members
- incident reports / incident investigations
- hazard reports
- audit results
- WHS statistics

The suggested template for a WHS Action Plan is shown in Appendix 1 of this procedure. The Action Plan can be refreshed on a regular basis by resaving the document and purging the completed actions. However past versions of the WHS Action Plan should be retained for audit purposes.

## 4 Records / References

- WHS Volunteers Guide (Safe Work Australia)
- WHS Action Plans

## 5 Associated Forms

- Nil

## 6 Appendices

- Appendix 1 –WHS Action Plan - information fields.



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## Appendix 1 – WHS Action Plan - information fields

The WHS Action Plan, at minimum, should have the following information fields.

SITE: \_\_\_\_\_

SOURCE	ISSUE	ACTION REQUIRED	BY WHOM	BY WHEN	STATUS
eg incident report, staff feedback, inspection etc			Assign each responsibility to one individual or position holder only.		For example:  NOT STARTED, IN PROGRESS, COMPLETED

The Action Plan can be refreshed on a regular basis by resaving the document and purging the completed actions. However past versions of the WHS Action Plan should be retained for audit purposes.



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