

SAFETY. MATTERS. EVERYWHERE.

CONSTRUCTION & TRADE WHS COMPLIANCE PACK

Meeting Safety Standards across
Australia and New Zealand

Your guide to safer, smarter workplaces.

A WHS Compliance Pack is your guide to:

- Identifying and managing workplace hazards
- Meeting legal health and safety obligations
- Developing clear safety procedures
- Training and protecting your team
- Reducing risks and liability

Stay compliant. Stay protected.



www.ardpcompliance.com

TABLE OF CONTENTS:

Policies & Procedures - Coding Index	POLICIES AND PROCEDURES	Page No.
ConPg012025	WHS POLICY STATEMENT	Page 3
ConPg022025	SITE-SPECIFIC RISK ASSESSMENT	Page 4
ConPg032025	SAFE WORK METHOD STATEMENT (SWMS)	Page 5
ConPg042025	TOOLBOX TALK LOG	Page 6
ConPg052025	PPE COMPLIANCE CHECKLIST	Page 7
ConPg062025	EMERGENCY RESPONSE PLAN	Page 8
ConPg072025	INCIDENT REPORT FORM	Page 9
ConPg082025	MANUAL HANDLING & LIFTING GUIDELINES	Page 10
ConPg092025	WORKING AT HEIGHTS SAFETY GUIDE	Page 11
ConPg102025	ELECTRICAL SAFETY PROCEDURES	Page 12

CONPG012025 – WHS POLICY STATEMENT (2025)

Workplace Health & Safety Policy Statement

At _____, we are committed to providing a safe and healthy workplace for all employees, contractors, and visitors. Safety is a shared responsibility, and every person on site plays a vital role in ensuring hazards are identified, risks are controlled, and incidents are prevented.

Our WHS Policy is built on the following principles:

- Commitment to Safety – We comply with the Work Health and Safety Act 2011 (Cth) and all relevant regulations, codes of practice, and Australian Standards.
- Consultation & Communication – We actively engage with employees, contractors, and stakeholders to identify risks and improve safety practices.
- Risk Management – We systematically identify hazards, assess risks, and apply controls using the hierarchy of control measures.
- Training & Education – We provide workers with the necessary training, instructions, and supervision to perform their tasks safely.
- Continuous Improvement – We review and update policies, procedures, and practices regularly to ensure effectiveness.

Employer Responsibilities

- Provide a safe and healthy workplace.
- Supply and maintain safe equipment, plant, and systems of work.
- Ensure workers are trained, supervised, and supported.
- Investigate incidents and implement corrective actions.

Employee Responsibilities

- Follow all safety procedures and instructions.
- Wear and maintain required Personal Protective Equipment (PPE).
- Report hazards, unsafe practices, and incidents immediately.
- Participate in training and toolbox talks.

Activity: Creating a Safety Commitment Board

1. Print this policy statement and display it in a visible area at the workplace (site office, lunchroom, noticeboard).
2. Ask each worker and contractor to read the policy and sign their name on the poster or an attached sign-off sheet.
3. During a toolbox meeting, invite each person to suggest one safety improvement they would like to see on site. Record these ideas and assign actions where possible.

CONPG022025 – SITE-SPECIFIC RISK ASSESSMENT (2025)

Purpose

A Site-Specific Risk Assessment ensures hazards unique to each project location are identified, assessed, and controlled before work begins. It is a legal requirement under the WHS Regulation 2011 and must be completed for all construction and trade sites.

Risk Assessment Steps

1. Identify Hazards

- Walk through the site before work starts.
- Look for environmental risks (heat, rain, uneven ground), work-related hazards (machinery, manual handling, electricity), and public interface risks (pedestrians, traffic).

2. Assess Risks

- Consider the likelihood and consequence of harm.
- Rate the risk: ☐ Low ☐ Medium ☐ High.

3. Control Risks

- Apply the Hierarchy of Controls:
 - Elimination (remove hazard completely)
 - Substitution (replace with safer option)
 - Engineering Controls (barriers, guards, ventilation)
 - Administrative Controls (procedures, training, signage)
 - PPE (last line of defence).

4. Review & Monitor

- Reassess risks if work conditions change (weather, new equipment, extra contractors).
- Keep documentation for compliance checks and audits.

Risk Assessment Template

- Task/Area Assessed: _____
- Hazards Identified: _____
- Risk Rating: ☐ Low ☐ Medium ☐ High
- Control Measures Applied: _____
- Assessor Name: _____ Date: _____
- Review Date: _____

Activity: On-Site Hazard Hunt

1. Gather your team before work begins.
2. Walk around the site together and ask each worker to point out one hazard they notice.
3. Record the hazard in the risk assessment template and decide on the appropriate control.
4. Discuss as a group whether the hazard is eliminated, controlled, or requires further action.

CONPG032025 – SAFE WORK METHOD STATEMENT (SWMS) (2025)

Purpose

A Safe Work Method Statement (SWMS) is required for all high-risk construction work under the Work Health and Safety Regulation 2011. It describes the task, identifies the hazards and risks, and sets out the control measures that must be followed. Every worker must read, understand, and sign the SWMS before starting the task.

SWMS Structure

1. Job/Activity

Example: Installing scaffolding, trenching, electrical work, or working at heights.

2. Steps in Task

Break down the activity into logical steps (e.g., "Set up scaffolding base plates → Install vertical standards → Fit guard rails").

3. Hazards & Risks

List the risks for each step (e.g., falls, electrocution, manual handling strain, struck by falling object).

4. Control Measures

Apply the Hierarchy of Controls (eliminate, substitute, engineering, administrative, PPE).

Example: "Install guard rails, harness tie-offs, exclusion zones, and provide fall protection training."

5. Responsibilities

Name the supervisor or worker responsible for ensuring each control measure is followed.

6. Sign-Off Section

Workers must sign to confirm they have read, understood, and will follow the SWMS.

Example SWMS Layout

- Job/Activity: _____
- Step 1: _____
 - Hazards: _____
 - Controls: _____
- Step 2: _____
 - Hazards: _____
 - Controls: _____
- Supervisor: _____ Date: _____
- Worker Signatures: _____

Activity: Writing a Mini-SWMS

1. Select a common high-risk task on your site (e.g., using a ladder, cutting timber, or pouring concrete).
2. Break the task into at least three steps.
3. For each step, list one hazard and one control.
4. Share your mini-SWMS with the team during the next toolbox meeting.

CONPG042025 – TOOLBOX TALK LOG (2025)

Purpose

Toolbox talks are short, focused safety meetings held on site to discuss hazards, procedures, and lessons learned. They encourage open communication, reinforce safe work practices, and demonstrate compliance with the Work Health and Safety Act 2011.

Recording toolbox talks ensures:

- Safety information is consistently shared with all workers.
- Attendance and topics are documented for audits and compliance checks.
- Workers have the opportunity to raise concerns and suggest improvements.

How to Run a Toolbox Talk

1. Choose a relevant safety topic (e.g., ladder safety, manual handling, PPE checks).
2. Gather the team in a safe area before work starts or during a break.
3. Keep the discussion short (5–10 minutes).
4. Encourage workers to share experiences and solutions.
5. Record details in the Toolbox Talk Log.

Toolbox Talk Log Template

- Provided on Page 13.

Example Topics

- Correct use of PPE.
- Safe lifting and manual handling.
- Heat stress prevention.
- Electrical safety on site.
- Emergency evacuation procedures.

Activity: Run Your Own Toolbox Talk

1. Select one of the example topics or choose a hazard relevant to today's work.
2. Hold a 5-minute discussion with your crew.
3. Ask each worker to suggest one safety tip.
4. Record the discussion and have everyone sign the Toolbox Talk Log.

CONPG052025 – PPE COMPLIANCE CHECKLIST (2025)

Personal Protective Equipment (PPE) is a frontline defence against injury on construction and trade worksites. Employers are legally required to provide suitable PPE, while workers must wear and maintain it properly. This includes helmets, high-visibility clothing, gloves, safety boots, eye protection, ear protection, and respiratory equipment where required. Regular inspections and a compliance checklist help ensure all workers are adequately protected and that PPE is fit for purpose.

Activity:

Conduct a PPE Audit on your worksite.

1. In pairs, check each worker's PPE using the checklist provided.
2. Tick off whether helmets, gloves, boots, hi-vis, and other required items are present and in good condition.
3. Identify at least one improvement (e.g., replacing damaged gloves, ensuring hi-vis vests are clean and reflective).
4. Discuss the findings during the next Toolbox Talk.

This activity reinforces the importance of PPE compliance and gives workers direct responsibility in monitoring safety standards.

Notes:

CONPG062025 – EMERGENCY RESPONSE PLAN (2025)

Every construction and trade site must have a clear, accessible emergency response plan. This plan outlines the steps to take during fires, chemical spills, structural collapses, medical emergencies, or natural hazards (such as extreme heat, storms, or flooding). Workers must know the location of muster points, fire extinguishers, first aid kits, and emergency exits. Clear communication procedures — including who to contact, how to report, and evacuation responsibilities — are critical to minimising harm and saving lives.

Activity:

Run a Mock Evacuation Drill.

1. Nominate one person to trigger a “practice emergency” (e.g., simulated fire).
2. Workers must stop tasks, follow the site evacuation plan, and move to the designated muster point.
3. A supervisor checks attendance using the site roll.
4. After the drill, hold a short discussion: what worked well, what caused delays, and what improvements are needed.

Notes:

CONPG072025 – INCIDENT REPORT FORM (2025)

Accurate and timely incident reporting is essential on construction and trade sites. Every accident, injury, near miss, or unsafe condition must be documented to ensure proper investigation, corrective action, and compliance with WHS obligations. An incident report captures details such as what happened, when and where it occurred, who was involved, and immediate actions taken. This process helps prevent repeat incidents, demonstrates a commitment to safety, and provides evidence for legal or insurance requirements.

Activity:

Complete a Mock Incident Report.

1. Divide workers into small groups.
2. Provide a short incident scenario (e.g., "Worker trips over a loose cable and twists their ankle").
3. Each group fills in the incident report form with details including time, location, people involved, and corrective actions.
4. Groups share their reports, and the supervisor highlights common strengths and areas to improve in reporting accuracy.

This exercise builds workers' confidence in completing incident reports quickly and accurately under real site conditions.

Notes:

CONPG082025 – MANUAL HANDLING & LIFTING GUIDELINES (2025)

Manual handling is one of the most common causes of injury in construction and trade industries. Tasks such as lifting heavy loads, carrying awkward materials, or working in cramped positions can lead to musculoskeletal injuries, sprains, and long-term health problems. Employers must provide safe systems of work, mechanical aids (like trolleys, cranes, or forklifts), and training to reduce risks. Workers are responsible for following safe lifting techniques, seeking assistance when required, and reporting hazards.

Activity:

Run a Safe Lifting Demonstration.

1. Gather workers and provide a 10–15 kg box or similar item.
2. Ask one person to demonstrate lifting incorrectly (bending from the back, twisting, or carrying too far alone).
3. Then demonstrate the correct method:
 - Bend at the knees, not the back.
 - Keep the load close to the body.
 - Avoid twisting while lifting.
 - Ask for help or use lifting equipment for heavy or awkward items.
4. Each worker practices the safe technique under supervision.

This activity reinforces correct posture and helps workers understand the long-term importance of safe manual handling.

Relevant Legislation:

- Work Health and Safety Act 2011 (Cth)
- Work Health and Safety Regulations 2011 (Cth), particularly Part 4.2 – Hazardous Manual Tasks
- Safe Work Australia – Hazardous Manual Tasks Code of Practice 2011
- State/Territory WHS regulations and codes of practice also apply (e.g., WorkSafe Victoria, SafeWork NSW, WorkSafe Queensland).

CONPG092025 – WORKING AT HEIGHTS

SAFETY GUIDE (2025)

Working at heights remains one of the leading causes of serious injury and death in the construction industry. Risks include falls from ladders, scaffolding, roofs, or elevated work platforms. Employers must ensure fall prevention systems, edge protection, harnesses, and safe work procedures are in place. Workers must be trained, supervised, and competent in using height safety equipment. Regular inspections of scaffolds, ladders, and anchor points are mandatory to ensure compliance and reduce risks.

Activity:

Run a Height Safety Equipment Check.

1. Provide workers with a harness, lanyard, or scaffold platform.
2. Ask them to identify potential faults (e.g., frayed straps, missing tags, unsecured planks).
3. Have each worker demonstrate the correct way to fit and adjust a harness.
4. Conduct a short discussion on when fall arrest systems are required versus when passive controls (e.g., guardrails) should be used.

This activity reinforces hazard awareness and gives workers hands-on experience in checking and using height safety systems.

Relevant Legislation:

- Work Health and Safety Act 2011 (Cth)
- Work Health and Safety Regulations 2011 (Cth), Part 4.4 – Falls
- Safe Work Australia – Managing the Risk of Falls at Workplaces Code of Practice 2018
- State/Territory regulations and guidance (e.g., WorkSafe Queensland’s Preventing Falls in Housing Construction).

CONPG102025 – ELECTRICAL SAFETY PROCEDURES (2025)

Electrical work is one of the highest-risk activities on construction and trade sites. Hazards include contact with live wires, damaged cords, poorly maintained equipment, and unsafe temporary power setups. Employers must implement strict electrical safety systems, including tagging and testing, lock-out/tag-out procedures, and safe installation of temporary power. Workers must only use equipment that has been inspected, follow isolation procedures, and immediately report faults. No unlicensed person is permitted to perform electrical work.

Activity:

Carry out a Site Electrical Safety Audit.

1. Divide workers into pairs.
2. Provide each team with a checklist that includes:
 - Are all leads tagged and tested?
 - Are RCDs (safety switches) fitted and working?
 - Are extension leads kept off the ground and away from water?
 - Is damaged equipment removed from service?
3. Teams record findings and report back.
4. Supervisor demonstrates correct use of a Residual Current Device (RCD) test button.

This activity ensures workers know how to identify unsafe electrical practices and take immediate action to prevent incidents.

Relevant Legislation:

- Work Health and Safety Act 2011 (Cth)
- Work Health and Safety Regulations 2011 (Cth), Part 4.7 – Electrical Safety
- Safe Work Australia – Managing Electrical Risks at the Workplace Code of Practice 2021
- State/Territory electrical safety laws (e.g., Electrical Safety Act 2002 (Qld)).

Notes:

CONPG112025 - TOOLBOX TALK FORM

DATE	
TIME	
LOCATION	
TOPICS COVERED	
KEY SAFETY POINTS	<ol style="list-style-type: none">1.2.3.
WORKERS SIGNATURE	
SUPERVISOR	