Instructions for Use:
WHSMS Documents

Purpose of these documents

These documents provide small to medium architecture practices with practical resources and templates to assist in meeting the requirements of **AS/NZS ISO 45001:2018 – Occupational Health and Safety Management Systems**.

The aim is to support your firm in developing the documentation, evidence and records necessary to implement and maintain an effective Work Health and Safety Management System (WHSMS).

The procedures and templates are designed to help your firm:

- Demonstrate leadership and commitment to WHS through clear and structured processes.
- Implement consistent systems to identify, assess and control WHS risks in design and project delivery.
- Efficiently prepare and maintain the records required to demonstrate compliance with AS/NZS ISO 45001:2018.

Note on Document File Type

The **WHSMS Documents** have been created a standard MS Word document (*.docx) and MS Excel (.xlsx).

How to use the resources?

To ensure successful compliance and effective implementation of your OHS Management System, follow these four critical steps:

Step 1: Understand the Framework

Begin by reviewing the overall structure of this document and the accompanying templates. This will help you understand how each document and section aligns with, and addresses, specific criteria set out in the AS/NZS ISO 45001:2018 – Occupational Health and Safety Management System. (the *Requirements*).

Document Structure:
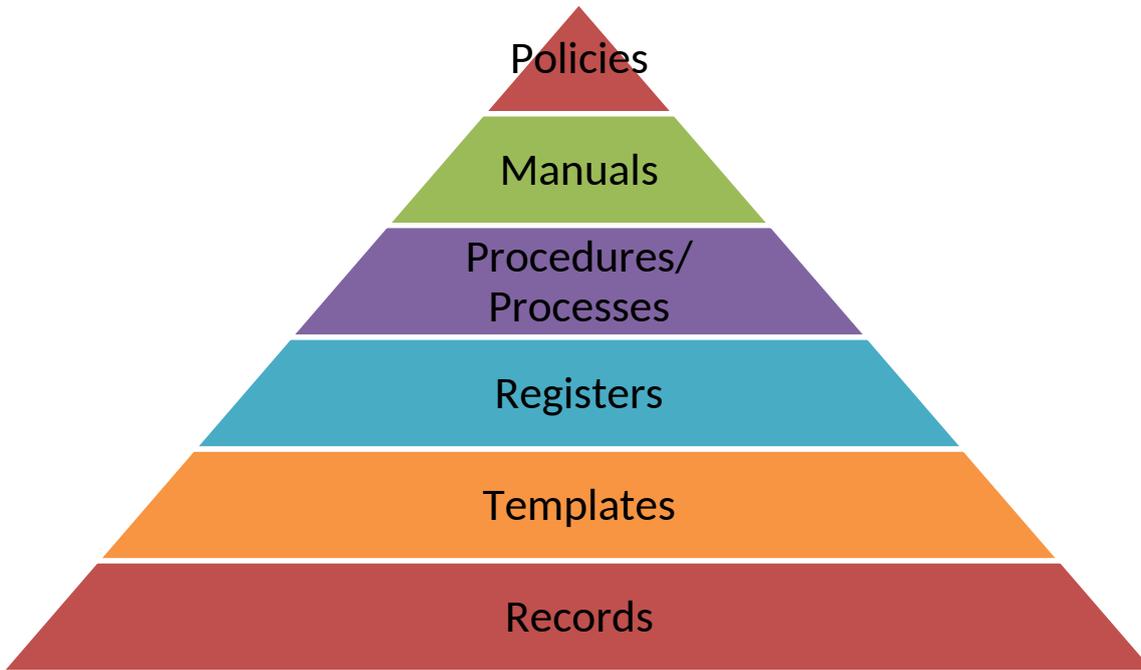
Compliance Matrix

ISO45001:2018 Clauses	Documents and Evidence
4.1 Understanding the organisation and its context	● WHS Management System Manual
4.2 Understanding the needs and expectations of workers and other interested Party	● Risk Register
4.3 Determining the scope of the OH&S management system	● WHS Management System Manual
4.4 OH&S management system	● WHS Management System Manual
5.1 Leadership and commitment	● WHS Policy ● WHS Leadership and Commitment
5.2 OH&S policy	● WHS Policy
5.3 Organisational roles, responsibilities accountabilities and authorities	● WHS Management System Manual
5.4 Consultation and participation of	● Consultation, Coordination, Co-operation and WHS

workers	Issue Resolution ● Meeting Minutes or Consultation Records
6.1 Actions to address risks and opportunities	● WHS Hazard and Risk Management Procedure ● Risk Registers / Risk Assessments
6.2 OH&S objectives and planning to achieve them	● WHS Objectives and Targets Planning Procedure ● Objective Review Evidence
7.1 Resources	● Resource Allocation Records or Budget Plans
7.2 Competence	● Training and Competency procedure ● Training Records / Certificates
7.3 Awareness	● Induction Records or Awareness Campaigns
7.4 Communication	● Consultation, Coordination, Co-operation and WHS Issue Resolution ● Meeting Notes, Emails, Toolbox Talks
7.5 Documented information	● Document Control and Records Management
8.1 Operational planning and control	● Safe Work Method Statement ● Project-specific procedures
8.2 Emergency preparedness and response	● Emergency Preparedness and Response Procedure ● Drill Records / Training Evidence
9.1 Monitoring, measurement, analysis and performance evaluation	● WHS Monitoring and Evaluation Procedure
9.2 Internal Audit	● WHS Monitoring and Evaluation procedure ● internal audit planning, execution, reporting, and follow-up.
9.3 Management Review	● Management Review and Improvement ● Meeting Minutes and Action Plans
10.1 Opportunities for improvement	● Management Review and Improvement ● Improvement Logs / Lessons Learned

10.2 Incident, nonconformity and corrective action	● Incident Reporting and Investigation ● Incident Reports, Investigation Notes, Corrective Action Records.
10.3 Continual improvement	● Management Review and Improvement ● Improvement Logs / Lessons Learned

Step 2: Customise and Refine

Read and review all documents and templates in full. Text highlighted within the documents indicates where organisation-specific information must be inserted.

Ensure that all documented practices, roles and procedures accurately reflect your firm's:

● Business structure

● Scope of services

● Current operational and WHS practices

● Applicable legislative requirements

● Templates may be edited or expanded as required, provided alignment with the Requirements is maintained.

INSERT YOUR LOGO HERE

At <COMPANY NAME> we are fully committed to ensuring the safety and wellbeing of all employees, contractors, and stakeholders involved in the design, construction, and operation of buildings and structures. Our commitment to Occupational Healt...   ...ery aspect of our operations, with a specific focus on design activitie...   ...t safe design plays in mitigating risks throughout the lifecycle of a proj...

Update company details or requirements

OHS in Design Objectives:

As part of our dedication to OHS, we strive to achieve the following design safety objectives:

● Eliminate or minimise risks: We are committed to eliminating or minimising health and safety risks associated with design, construction, and use of buildings and structures wherever possible.
● Compliance with legislation: Adherence to the Occupational Health and Safety Act 2004 (Vic), Occupational Health and Safety Regulations 2017 (Vic), Designing Safer Buildings and Structures

Add your Company logo

To add your own Company logo, double click into the Header area at the top of the document page and click on the logo. Go to the Main Menu tool bar and choose Insert, click Pictures, find your logo file and then click Insert. Resize your logo to fit, then click out of the Header section. Your Company logo will now appear on each page of the document. You can also update the logo section on the Page 1 of the document.

Step 3. Consult with Relevant Stakeholders

Share the documented WHS procedures with all relevant personnel, including workers, managers, and Health and Safety Representatives (if any). Ensure the information is communicated in a clear and accessible manner

appropriate to the size and structure of the team.

Actively encourage feedback and participation by providing opportunities for workers to review the documentation, raise concerns, and suggest improvements. Feedback may be obtained through meetings, workshops, toolbox talks, emails, or informal discussions, and should be considered as part of ongoing system refinement.

Where required, conduct briefings, inductions, or targeted training sessions to confirm that personnel understand:

- Their health and safety roles and responsibilities

- Applicable procedures and controls

- How to report hazards and incidents

Records of consultation, communication, and training should be retained as evidence of implementation and workers' participation.

Step 4: Gather and Organise Evidence

Collect all supporting records and evidence required to demonstrate compliance with the Requirements.

Evidence should be uploaded and stored in the relevant folders and must be:

- Clearly identifiable

- Accurately labelled

- Appropriately linked to the corresponding OHS criterion

This may include completed templates, registers, training records, consultation records, risk assessments and other supporting documentation.

Step 5: Implementation

Implement the customised WHS management system across the organisation by embedding the documented policies, procedures and processes into day-to-day operations. This includes applying WHS requirements to design activities, project planning, office-based work, and engagement with clients, consultants and contractors, where applicable.

- Ensure that all workers and relevant personnel:

- Understand their WHS roles, responsibilities and authorities

- Are aware of applicable WHS procedures and risk controls

- Follow the documented WHS processes in the course of their work

Managers and supervisors must monitor compliance with WHS procedures, address non-conformances, and reinforce safe work behaviours. Worker feedback should be sought and considered as part of ongoing system review and continuous improvement.

Customisation for Project/Industry-Specific Requirements

You may need fully customised document templates to ensure you address industry or project-specific requirements where design/construction considerations may be unique to the purpose of that particular structure.

Safe Design Australia has extensive expertise across a broad range of industry sectors and projects, providing WHS and Safe Design consultation and advice for clients throughout the world on a wide range of design and construction projects.

We can provide you with fully customised Safe Design documentation and templates specific to your project. We have access to a databank of design and construction considerations, including identification of potential hazards and risks as well as appropriate mitigation/elimination of potential hazards including customised Safe Design Documentation specific to:

- Childcare Facilities
- Educational Facilities
- Multi-story / High Rise Buildings (Residential or Commercial)
- Health and Medical Facilities
- Sports Facilities
- Public Spaces
- Hotels and Motels
- Government Facilities
- Restaurants and Clubs
- Community Facilities
- Industrial and Commercial
- Residential Structures
- Utilities and Infrastructure

We regularly facilitate Safety in Design Workshops for clients across a range of sectors and projects. Talk to us about how we can assist you with your project Workshop to ensure you're covered.

CONTACT US to find out more about how we can provide you with fully customised documentation specific to your industry/project sector.

Call **1300 732 732** or email **info@safedesignaustralia.com.au**

Note:

- All templates must be reviewed and updated as required by authorised users (the purchaser) to ensure they are suitable for the specific organisation, project, and scope of work.
- All templates must be read and used in conjunction with the *AS/NZS ISO45001:2018 (the Requirements)*.
- All templates have been developed to align with the Requirements. However, users are responsible for implementing the WHSMS and obtaining relevant records, evidence and other supporting documentation to demonstrate compliance.
- All templates do not constitute legal advice and do not replace the requirement to comply with all applicable legislation, regulations, codes of practice, standards or contractual obligations.
- Safe Design Australia accepts no responsibility for any loss, damage, or liability resulting from improper use of, reliance on, or failure to update these templates. Safe Design Australia also accepts no responsibility if users fail to achieve compliance with the Requirements or other requirements.
- For further assistance, guidance, or consultancy services, please contact info@safedesignaustralia.com.au.