

Action plan - safety plan with identifiable objectives

Business name: VisaEnvoy Pty Ltd

Name of reviewer: Ian Armani, Director

Date plan developed: July 2026

Review date: July 2027

YOUR COMMITMENT						
Task	Action required	Responsible	Resources required	Timeframe	Date completed	Comments
Maintain a current WHS policy	Review, re-sign and display the work health and safety policy; communicate to all workers	Director	Management time	Annually (July)		
Lead by example on safety	Include safety as a standing agenda item at team meetings; discuss hazards, incidents and wellbeing	Director	Meeting time	Monthly		
Budget for safety	Allocate budget for ergonomic equipment, first aid supplies, training and testing	Director	Annual budget	Annually		

CONSULTATION						
Task	Action required	Responsible	Resources required	Timeframe	Date completed	Comments
Consult workers on safety matters	Raise safety at team meetings and invite suggestions and concerns from all workers	Director	Meeting time	Monthly		
Consult before change	Consult workers before changes to office layout, equipment or systems of work that may affect health and safety	Director	As part of change planning	As required		
Psychosocial consultation	Consult workers when identifying and reviewing psychosocial hazards and controls	Director	Survey / discussion	Annually		

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REPORTING

Task	Action required	Responsible	Resources required	Timeframe	Date completed	Comments
Incident and hazard reporting	All incidents, injuries and near misses reported on the internal incident report form and investigated	All workers / Director	Incident report forms	Ongoing		
Notifiable incidents	Report notifiable incidents to WorkSafe Victoria on 13 23 60 immediately and preserve the scene	Director	Emergency plan	As required		
Review incident trends	Review incident and hazard reports and status of corrective actions	Director	Safety records file	Quarterly		

WORKER CAPABILITY

Task	Action required	Responsible	Resources required	Timeframe	Date completed	Comments
Safety induction	Induct all new workers on the WHS policy, safe work procedures, emergency plan and incident reporting	Office manager	Induction pack	On commencement		
First aid capability	Maintain a trained first aid officer (refresher CPR annually, full requalification every 3 years)	First aid officer	Training budget	Annually		
Safe work procedure training	Train workers in the seated computer work procedure and safe manual handling of files and deliveries	OHS officer	Safe work procedures	Annually		

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WORKERS COMPENSATION AND RECOVERY AT WORK						
Task	Action required	Responsible	Resources required	Timeframe	Date completed	Comments
WorkCover insurance	Maintain and renew WorkCover insurance and display the "If you are injured" poster	Director	Premium	Annually		
Return to work	Support injured workers to recover at work; provide suitable duties and appoint a return to work coordinator where required	Director	WorkSafe Vic RTW resources	As required		

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