Australian Capital Territory

Corrections Management (Application of Safety Management Plans in Offender Reintegration) Operating Procedure 2026

Notifiable instrument NI2026–478

made under the

Corrections Management Act 2007, s14 (Corrections policies and operating procedures)

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1 Name of instrument

This instrument is the *Corrections Management (Application of Safety Management Plans in Offender Reintegration) Operating Procedure 2026*.

2 Commencement

This instrument commences on the day after notification.

3 Operating Procedure

I make this operating procedure to facilitate the effective and efficient management of correctional services.

Leanne Close APM
Commissioner
ACT Corrective Services

20 October 2026

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OPERATING PROCEDURE	Application of Safety Management Plans in Offender Reintegration
OPERATING PROCEDURE NO.	42.1
SCOPE	Offender Reintegration

PURPOSE

To provide instructions to staff on the processes and responsibilities regarding the completion and management of Safety Management Plans (SMPs).

DEFINITIONS

Occupational Violence	Any action, incident or behaviour that departs from reasonable conduct in which a person is assaulted, threatened, harmed or injured during, or as a direct result of their work. This may involve behaviours such as: • personal intimidation • verbal abuse • physical assault, including coughing or spitting on a person • sexual harassment • abuse through technology (text, emails and phone calls) • making vexatious complaints or • making derogatory, slanderous or threatening statements to or about another person.

PROCEDURES

1. Safety Management Plans

1.1. SMPs provide guidance to staff on preventing and responding to occupational violence (OV) in the workplace. SMPs are designed to protect staff by identifying hazards, assessing risks, and implementing controls to minimise incidents.

1.2. An SMP can alert staff that the detainee is a risk of OV and therefore additional safety/consideration may need to be in place when interacting with them.

1.3. There are two versions of SMPs:

a. Interim Safety Management Plan (ISMP) – developed immediately following an incident being reported in Safety Portal. ISMPs are to be submitted to the Intensive Case Management Group (ICMG) to be considered at the next meeting.

b. Safety Management Plan – When an ISMP has been approved at ICMG it becomes a formal SMP.

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1.4. SMPs are to be developed following incidents of OV, including threatening, aggressive and/or violent behaviours.

1.5. SMPs must be made available for viewing by all staff on CORIS and be sent to relevant Offender Reintegration and Custodial Operations staff for their awareness.

1.6. SMPs will be reviewed at the weekly ICMG meetings, or as operationally and/or clinically required. They will remain in place until the identified risk behaviours have subsided or been resolved and can only be ceased following an assessment of the ongoing risks by the ICMG.

1.7. Where detainees present as a consistent and ongoing risk, the SMP will remain in place. In these instances, amendments may be required to respond to presenting behaviours.

1.8. When an ISMP or SMP is developed, it must be uploaded to CORIS and a Risk Alert generated under "Other" risk, with a title of Safety Management Plan (SMP), alerting staff to the plan.

2. Responding to an OV incident

2.1. All incidents of OV must be reported as per the Work, Health Safety and Wellbeing page on the JACS Intranet and the *Incident Reporting, Notifications and Debriefs Policy*.

2.2. In some cases, as per the *Incident Reporting, Notifications and Debriefs Policy*, the OV experienced may also be of sufficient severity or concern to constitute reporting the incident(s) to the ACT Police and/or WHS Regulator (WorkSafe ACT).

2.3. Workplace safety is everyone's responsibility. Every staff member plays a critical role in preventing and managing OV and ensuring SMPs are implemented effectively. With regards to OV, all staff have the following responsibilities:

a. complete all mandatory training and associated refresher training relating to work health and safety

b. report all OV incidents via the ACTPS Safety Portal (Safety Portal)

c. notify line managers of incidents as soon as practical

d. participate in the development of an ISMP if possible following an OV incident

e. ensure a risk alert is placed on CORIS following the development of an ISMP or SMP

f. updating the plan on CORIS whenever the ISMP or SMP is amended or cancelled.

2.4. The following processes should be followed where any incident of OV occurs towards OR staff/stakeholders.

2.5. If safe to do so, staff should notify the CO2 Area Supervisor and/or CO3 Area Manager as soon as possible.

2.6. Staff must complete CORIS and WHS Incident Reports via the Safety Portal within 48 hours of the incident occurring. The reports should include detailed descriptions of the behaviour, the circumstances leading up to it, and the impact on the staff member(s), including how the how the behaviour made them feel. The completion of a SMP is separate to the Safety Portal reporting process.

2.7. Where multiple staff are exposed to or witness the same OV event, each staff member must submit individual incident reports.

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2.8. Following a report of OV, the Team Leader and/or Director should work with the affected staff member/s to develop an ISMP and upload it to CORIS.

2.9. The ISMP must then be provided to the ICMG to be discussed at the next meeting.

2.10. All relevant staff are to be informed of the ISMP via the following email distribution lists:

a. #JACS, ACTCS Offender Reintegration
b. #J AMC Area Managers
c. #CHS, Custodial Mental Health Services
d. #CHS - Justice Health Services_ Primary Care

2.11. Managers notified of the new ISMP should then discuss it at morning meetings (or equivalent) to ensure all staff are aware of what occurred and the mitigation strategies in place.

2.12. Further information can be found on the JACS Incident Reporting SharePoint Site and the JACS Work Health and Safety Incident Management Standard Operating Procedure.

3. Management responsibilities

3.1. Managers have a critical role in ensuring workplace safety and the effective implementation of ISMP's and SMPs. Their responsibilities include:

a. ensuring staff are aware of the risks and the mitigation strategies in place
b. verifying completion of all mandatory WHS training and refresher training for their team/s
c. immediately inform the Custodial Operations Area Managers of any risk or aggressive/violent behaviours and discuss how custodial staff can support enforcement of the ISMP/SMP
d. ensuring all AMC staff are aware of the existence of an ISMP/SMP
e. reporting any changes or cancellations of SMPs to Custodial Operations Area Managers and/or the ICMG
f. actioning any outcomes of the ICMG Meeting relevant to their teams.

3.2. Custodial Area Managers will:

a. ensure custodial staff are aware of all ISMPs and SMPs
b. take action to address notifications of any risk or aggressive/violent behaviours
c. work with OR, support staff and COs to enforce ISMPs and SMPs.

4. Intensive Case Management Group

4.1. ICMG Meeting Members hold responsibility for:

a. ceasing or modifying SMPs
b. ensuring all changes are documented in CORIS and the alert is updated
c. notifying Area Managers of any change/s
d. reviewing and approving all ISMPs before they are formalised into SMPs

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e. providing oversight to ensure plans are consistently applied and aligned with operational safety standards

f. ensuring the supported SMP is uploaded onto CORIS and an email circulated to all email groups listed at section 2.10 advising of the finalised SMP.

RELATED DOCUMENTS

- Incident Reporting, Notifications and Debriefs Policy
- Incident Reporting, Notifications and Debriefs Operating Procedure
- JACS Managing Occupational Violence Standard Operating Procedure
- JACS Occupational Violence Framework
- JACS Preventing and Managing Occupational Violence in the Workplace Policy Statement
- JACS Work Health and Safety Risk Management Policy
- Safety Management Plan Template

Jaime Bingham
A/g Assistant Commissioner, Offender Reintegration
ACT Corrective Services
9 October 2026

Document details

Criteria	Details
Document title:	*Application of Safety Management Plans in Offender Reintegration Operating Procedure 2026*
Document owner/approver:	Assistant Commissioner Offender Reintegration, ACT Corrective Services
Date effective:	The day after the notification date
Review date:	5 years after the notification date
Responsible Officer:	Assistant Commissioner Offender Reintegration
Compliance:	This operating procedure reflects the requirements of the *Corrections Management (Policy Framework) Policy 2024*

Version Control			
Version no.	**Date**	**Description**	**Author**
V1	July 2026	First Issued	L Thompson

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