Safe work method statement (SWMS)

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BUSINESS (PCBU) NAME AND CONTACT	ABN	PRINCIPAL CONTRACTOR	DATE SWMS GIVEN TO PRINCIPAL CONTRACTOR

SITE ADDRESS	WORK ACTIVITY (WHAT THIS SWMS COVERS)

PERSON RESPONSIBLE FOR MAKING SURE THE WORK FOLLOWS THIS SWMS	PERSON RESPONSIBLE FOR REVIEWING THE CONTROLS	PREPARED BY, AND DATE	NEXT REVIEW DATE

HIGH RISK CONSTRUCTION WORK THIS SWMS COVERS

Tick every item that applies. The list is from the WHS Regulations; Victoria's OHS Regulations word some items differently.

- ☐ Risk of a person falling more than 2 m (check your state's trigger)
- ☐ Temporary load-bearing support for structural alterations or repairs
- ☐ On or near pressurised gas mains or piping
- ☐ Tilt-up or precast concrete elements
- ☐ In or near water or liquid with a risk of drowning
- ☐ Work on a telecommunication tower
- ☐ In or near a confined space
- ☐ On or near chemical, fuel or refrigerant lines
- ☐ On or next to a road, railway or corridor in use by traffic
- ☐ Diving work
- ☐ Demolition of a load-bearing or structural element
- ☐ In or near a shaft or trench deeper than 1.5 m, or a tunnel
- ☐ On or near energised electrical installations or services
- ☐ Area with movement of powered mobile plant
- ☐ Other (ACT: processing crystalline silica with power tools)
- ☐ Likely to involve disturbing asbestos
- ☐ Use of explosives
- ☐ Area that may have a contaminated or flammable atmosphere
- ☐ Areas with artificial extremes of temperature

WORK STEPS, HAZARDS AND CONTROLS

One row per step, in the order the work is done. List controls from most to least effective: eliminate, substitute, isolate, engineering, administrative, then PPE.

NO.	JOB STEP What is being done	HAZARDS AND RISKS What could go wrong, on this site	RISK RATING Optional	CONTROL MEASURES Highest order first	HOW CONTROLS ARE PUT IN PLACE, MONITORED AND REVIEWED	WHO IS RESPONSIBLE
1	**EXAMPLE** *Fix roof sheets along the rear eave*	*Fall from the roof edge, 3.2 m to the concrete driveway. Sheets catching wind and pulling a worker off balance.*	*High*	*Prefabricate the gutter and fascia on the ground. Perimeter scaffold with edge protection along the full eave, erected and handed over before roof work starts. No sheet handling on the roof when wind exceeds the agreed limit. Harness only where scaffold can't be used.*	*Scaffold handover certificate sighted before work. Supervisor checks edge protection each morning at the pre-start. Work stops and SWMS reviewed if any edge protection is removed.*	*Site supervisor (J. Nguyen); scaffolder for handover*
2						
3						
4						
5						
6						
7						

Row 1 is a worked example. Replace it with your own steps, and add pages if the work needs more rows. A SWMS must be specific to this work and this site, and prepared with the workers who do it.

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PPE REQUIRED

- ☐ Hard hat
- ☐ Hi-vis
- ☐ Hearing protection
- ☐ Respirator (type: _____)
- ☐ Sun protection
- ☐ Safety boots
- ☐ Eye protection
- ☐ Gloves
- ☐ Harness and lanyard
- ☐ Other: _____

PLANT, TOOLS AND EQUIPMENT

ITEM, AND HOW IT IS CHECKED BEFORE USE (TAGS, LOGBOOK, PRE-START)

LICENCES, TICKETS AND TRAINING

WHO NEEDS WHAT (WHITE CARD, HIGH RISK WORK LICENCE, EWP, ASBESTOS)

EMERGENCY AND INCIDENTS

FIRST AIDER, KIT LOCATION, ASSEMBLY POINT, NEAREST HOSPITAL

RESCUE PLAN

HOW A WORKER IS RESCUED (E.G. AFTER A FALL ARREST OR FROM A TRENCH)

CONSULTATION

WHO WAS CONSULTED IN PREPARING THIS SWMS, HOW, AND WHEN

WORKER SIGN-ON

Sign to confirm this SWMS was explained to you, you understand it, and you will do the work the way it says. Sign again after any revision.

NAME	COMPANY	LICENCE OR TICKET NO.	SIGNATURE	DATE

REVIEW RECORD

Review whenever the controls change, the work or site conditions change, an incident happens, or work wasn't done the way this SWMS says.

DATE	WHAT CHANGED, AND WHY	REVIEWED BY	SIGNATURE