

Paste Logo Here	PHONE:	SAFE WORK METHOD STATEMENT (SWMS)	
	ADDRESS:		
	ABN:	SWMS Title	0001

NOTES

- This SWMS is generic in nature and must be amended to control all risks specific to your task. This SWMS must be reviewed before use, and regularly, to capture any changes in legislative requirements and to ensure all hazards and risks are controlled.
- This SWMS must be kept at the work location and available for inspection until the high-risk construction work to which this SWMS relates is completed. The SWMS must be reviewed and developed by all relevant stakeholders.
- If the SWMS is revised, all versions should be kept. A SWMS must be reviewed regularly to make sure it remains effective. Workers must be consulted for any proposed changes.
- Upon closure of this SWMS, it must be scanned and saved to the project/facility server (as applicable). This document shall be retained for a period of seven (7) years after project completion; or if a notifiable incident occurs, the SWMS must be kept for 30 years from the date of the notifiable incident (with incident and investigation records).
- Duty holders (builder and sub-contractor) must stop the HRCW immediately or as soon as it is safe to do so if the SWMS is not being complied with. The HRCW must not resume until the SWMS is complied with or reviewed and revised as necessary.

SWMS DETAILS

Project Location & Address		Work Activity	
Company (PCBU) Supervisor (Name & Phone No.)		SWMS Number	
Client / Principal Contractor (PC) Name		PC ABN	
Client / Principal Contractor (PC) Address		Date SWMS Issued to PC	
Client / PC Representative (Name and Phone No.)		PC Review / Reissue Date	

TYPE OF HIGH RISK CONSTRUCTION WORK

☐ There is a risk of a person falling more than 2m	☐ Work involves a confined space	☐ Work involving a tunnel
☐ There is movement of powered mobile plant	☐ Work on telecommunication towers	☐ There are structural alterations that require temporary support to prevent collapse
☐ Work is on or near energised electrical installations or services	☐ Work is in an area that may have a contaminated or flammable atmosphere	☐ Work involves a trench or shaft if the excavated depth is more than 1.5m
☐ Work involving demolition	☐ Work is in, over or adjacent to water or other liquids where there is a risk of drowning	☐ Work involving diving
☐ Work involves tilt-up or precast concrete	☐ Work is in an area where there are artificial extremes of temperature	☐ Work involving the use of explosives
☐ Work involves removal or likely disturbance of asbestos	☐ Work is on or near pressurised gas distribution mains or piping	☐ Work involving the cutting of crystalline silica using a power tool or mechanical process
☐ Work is on or adjacent to roadways or railways used by road or rail traffic	☐ Work is on or near chemical, fuel or refrigerant lines	☐ Other

APPROVAL

What measures are in place to ensure compliance with the SWMS?	SWMS approval process, SWMS field audits and reviews, pre-task safety talks and SWMS discussion / review with involved persons		
How will the SWMS control measures be reviewed?	Prior to each new task, through Supervisor safety inspections, through consultation with all involved persons using this SWMS		
Name of Person responsible for; reviewing SWMS control measures, ensuring compliance and review / approval of this SWMS)		Reviewer / Approver's Signature	
Date SWMS Received:		Date SWMS Approved:	

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PERSONAL PROTECTION EQUIPMENT REQUIRED

Hearing Protection	WAH Protection	Foot Protection	High Visibility	Hand Protection	Eye Protection	Face Protection	Head Protection	Respiratory Protection	Protective Clothing
									
Earplugs ☐ Ear muffs ☐	Harness & Lanyard ☐	Safety footwear ☐	High-Vis Shirt with reflective strips ☐ Reflective Vest ☐	Gloves ☐ Welding Gloves ☐	Safety Glasses ☐ Mono-goggles ☐	Face Shield ☐ Welding Mask ☐	Hard Hat ☐	Dust Mask ☐ Respirator ☐	Coveralls ☐ Welding Apron ☐

Responsibilities Of Workers Performing This Task:	Licences, Qualifications And Formal Training Required For This Task:	Site Specific Training And Familiarisations Required For This Task:
Relevant Legislation, Codes Of Practice, Standards And Other Guidance Material:		Details Of Regulatory Permits/Licences, Engineering Details, Certificates, Approvals Etc. Required:
Plant / Tools / Equipment:	Maintenance Details For Plant/Tools/Equipment Used:	

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Step #	What are the tasks involved? <i>In logical order, list all relevant job steps for the task from start to completion.</i>	What are the Hazards and Risks? <i>What could go wrong? How might someone get hurt? List hazards or risks with potential to cause harm to people, the environment, the public or assets.</i>	Initial Risk Rating	What are the control measures? <i>How can we prevent the Hazards and Risks from occurring? List the controls required to make the job as safe as possible.</i>	Residual Risk Rating

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CHANGE MANAGEMENT – TASK-SPECIFIC RISK ASSESSMENT

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Any change that causes anything previously recorded in the SWMS to become inaccurate

Date	Step Ref. #	List any additional task-specific unwanted events	Initial Risk Rating	Additional controls or changes put in place to prevent harm	Residual Risk Rating	Supervisor Authorisation

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WORK GROUP SIGN-ON SHEET

I acknowledge that I understand the work processes / methods as described in this SWMS and have been given the opportunity to ask questions.

TEAM MEMBER	SIGNATURE	DATE	TEAM MEMBER	SIGNATURE	DATE

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CONSEQUENCE DESCRIPTIONS

	Description	Safety	Compliance	Health	Environment
Consequence	Insignificant	First Aid Injury	Compliance Breaches requiring policy reviews and actions	Infrequent exposure at < Occupational Exposure Limit (OEL)	Near source confined and promptly reversible impact
	Minor	Medically Treated Injury or Restricted Work Injury (Alternate Duties)	Compliance breaches identifying need for training and education	Infrequent exposure at > OEL	Near source confined and short term reversible impact
	Moderate	Loss Time Injury	Compliance breaches leading to penalties and fines	Frequent Daily Exposure at < OEL	Near source confined and medium term recovery impact
	Major	Multiple Loss Time Injuries or Fatality	Compliance breaches leading to legal proceedings	Frequent Daily Exposure at > OEL	Impact that is unconfined and requiring leaving lasting damage
	Extreme	Multiple Fatalities	Breaches which bring criminal charges against company/employees	Frequent Daily Exposure at > 10 X OEL	Impact that is widespread, unrestrained and requiring long term recovery leaving major residual damage

LIKELIHOOD DESCRIPTIONS

	Description	Probability
Likelihood	Rare	Highly unlikely to occur in this situation
	Unlikely	Unlikely to occur in this situation
	Possible	Has occurred in similar situations
	Likely	May easily occur in this situation
	Almost Certain	Is Expected to occur in this situation

Risk Management Action Guidelines

Low – Risks that are below the risk acceptance threshold and do not require active management. Certain risks may require additional monitoring and these must be identified.

Medium – Risks that lie in the risk acceptance threshold and require active monitoring. The implementation of additional measures could be used to reduce the risk further.

High – Risks that exceed the risk acceptance threshold and require proactive management. Includes risks for which proactive actions have been taken, but further risk reduction is impracticable. Ongoing monitoring is required.

Very High – Risks that significantly exceed the risk acceptance threshold and need urgent immediate attention. All activities associated to the risk to cease until risk level is reduced to within accepted levels.

RISK MATRIX

Likelihood	E - Almost Certain	A1 - Medium	E2 - High	E3 - High	E4 - Very High	E5 - Very High
	D - Likely	D1 - Medium	D2 - Medium	D3 - High	D4 - High	D5 - Very High
	C - Possible	C1 - Low	C2 - Medium	C3 - Medium	C4 - High	C5 - Very High
	B - Unlikely	B1 - Low	B2 - Low	B3 - Medium	B4 - High	B5 - High
	A - Rare	A1 - Low	A2 - Low	A3 - Medium	A4 - Medium	A5 - High
		1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 - Extreme
		Consequence				

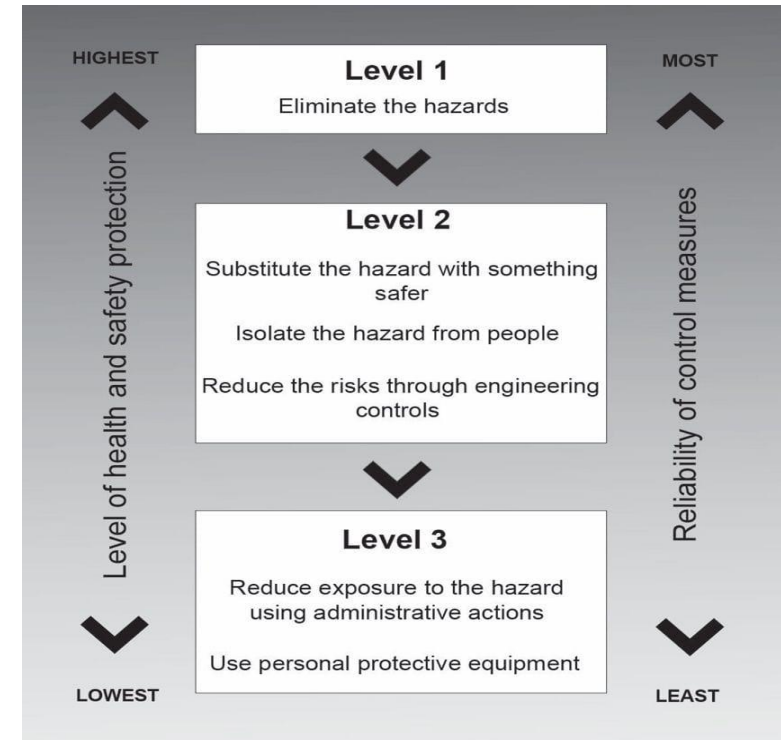
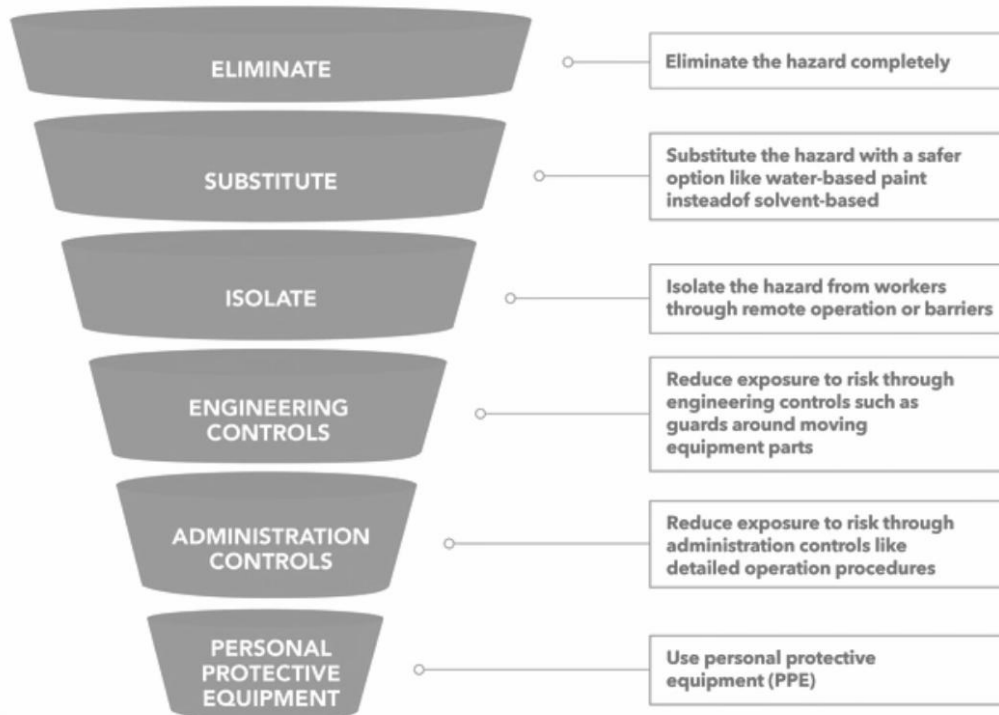
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THE HEIRARCHY OF CONTROL



WHAT IS THE HEIRARCHY OF CONTROL

The hierarchy of control is a system for controlling risks in the workplace. The hierarchy of control is a step-by-step approach to eliminating or reducing risks and it ranks risk controls from the highest level of protection and reliability through to the lowest and least reliable protection.

Eliminating the hazard and risk is the highest level of control in the hierarchy, followed by reducing the risk through substitution, isolation and engineering controls, then reducing the risk through administrative controls. Reducing the risk through the use of protective personal equipment (PPE) is the lowest level of control.

HOW TO IMPLEMENT AND USE THE HEIRARCHY OF CONTROL

Consider various control options and choose the controls that most effectively eliminate the hazard or, if elimination is not reasonably practicable, minimise the risk in the circumstances. Reducing the risk may involve a single control measure or a combination of different controls that work together to provide the highest level of reasonably practicable protection.

First, identify the hazard(s) you are trying to control with workers and their representatives' participation. Then, think about how you can block the path between the worker and the hazard. Brainstorm ways the hazard can be eliminated, substituted, isolated, engineered out, administratively controlled, or what PPE can be used with other controls.