



SAFE WORK METHOD STATEMENT (SWMS)

DUTIES: 1) A SWMS **must** be prepared if proposed works involve any of the HRCW activities listed below and that work poses a risk to health and safety of any person. 2) Affected employees and their HSRs **must** be consulted in the preparation of the SWMS. 3) Once a SWMS has been developed and implemented, the HRCW to which it relates **must** be performed in accordance with the SWMS. 4) 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. 5) The SWMS **must** be reviewed and if necessary, revised whenever the HRCW changes, or after any incident that occurs during HRCW, or if there is any indication that risk control measures are not adequately controlling the risks. 6) An employer **must** retain a copy of the SWMS for duration of the HRCW.

Direct Employer:	Principal contractor (PC):		
Work Supervisor: (Name and contact details)	Date SWMS provided to PC:		
Work Activity: (Job description)	Workplace and works location:		
High risk construction work:	☐ Where there is a risk of a person falling more than two metres.	☐ On or adjacent to roadways or railways used by road or rail traffic.	☐ On, over or adjacent to water or other liquids where there is a risk of drowning.
	☐ At workplaces where there is any movement of powered mobile plant.	☐ Structural alterations that require temporary support to prevent collapse.	☐ In an area where there are artificial extremes of temperature.
	☐ On or near energised electrical installations or services.	☐ Involving a trench or shaft if the excavated depth is more than 1.5 metres.	☐ On or near pressurised gas distribution mains or piping.
	☐ Involving demolition.	☐ Involving a confined spaced.	☐ On or near chemical, fuel or refrigerant lines.
	☐ Involving tilt-up or precast concrete.	☐ On telecommunication towers.	☐ Involving diving.
	☐ Involving removal or likely disturbance of asbestos (Note; preparation of an asbestos control plan is taken to be preparation of a SWMS).	☐ In an area that may have a contaminated or flammable atmosphere.	☐ Involving the use of explosives.
☐ Involving a tunnel.			
Person responsible for ensuring compliance with SWMS:	Date SWMS received:		
What measures are in place to ensure compliance with the SWMS? (eg direct supervision, regular spot checks)			



Person responsible for reviewing SWMS control measures: (eg PC's representative)	Date SWMS received by reviewer:
How will the SWMS control measures be reviewed?:	
Review date:	Reviewer's signature:
SELECTING RISK CONTROLS: Any risk to health or safety must be eliminated, or if that is not reasonably practicable, reduced so far as is reasonably practicable by:	• Implemented any mandated controls specified by law (eg the OHS Regulations 2017) • Substituting a new activity, procedure, plant, process or substance (eg scaffold in preference to ladders) • Isolating persons from the hazard (eg fence off areas for mobile plant operation) • Using engineering controls (eg guard rails, trench shields) – or a combination of the above. <i>If any risk to health or safety remains, it must be reduced by using:</i> • Administration controls (eg activity specific safety training, work instructions, warning signs) • PPE such as respiratory protection, hardhats, high visibility clothing – or a combination of the above.

What are the tasks involved?		What are the hazards and risks?		What are the risk control measures?	
List the work tasks in a logical order.		What aspects of the work could harm workers or the public?		Describe what will be done to make the activity as safe as possible?	
Name of worker	Signature	Date	Name of worker	Signature	Date