SAFE WORK METHOD STATEMENT

SWMS no.		**Date prepared**	
Company		**ABN**	
Principal contractor		**Project / site**	
Work activity			
Prepared by		**Review date**	
Site supervisor		**Phone**	

HIGH RISK CONSTRUCTION WORK COVERED (TICK ALL THAT APPLY)

	High risk construction work		High risk construction work
	Risk of a person falling more than 2 metres		Work on a telecommunication tower
	Demolition of a load-bearing element		Likely to involve disturbing asbestos
	Structural alterations needing temporary support		Work in or near a confined space
	Trench or shaft deeper than 1.5 m, or a tunnel		Use of explosives
	On or near pressurised gas mains or piping		On or near chemical, fuel or refrigerant lines
	On or near energised electrical installations		Contaminated or flammable atmosphere
	Tilt-up or precast concrete		On or next to a road, railway or traffic corridor in use
	Where powered mobile plant is moving		Artificial extremes of temperature
	In or near water with a risk of drowning		Diving work

PERSONAL PROTECTIVE EQUIPMENT REQUIRED

	PPE		PPE		PPE		PPE
	Hard hat		Safety glasses		Hi-vis clothing		Steel-capped boots
	Gloves		Hearing protection		Respirator / dust mask		Sun protection
	Harness / fall arrest		Face shield		Other:		Other:

PLANT, EQUIPMENT AND QUALIFICATIONS

Plant / equipment / substance	Licence, ticket or training needed	Checks before use

EMERGENCY: CONTACTS, FIRST AID, ASSEMBLY POINT AND RESCUE PLAN

CONSULTATION

Developed in consultation with (workers / HSR)	

SWMS: STEPS AND CONTROLS

Break the work into steps. For each step list the hazards, rate the risk, then the controls, working down the hierarchy: eliminate, substitute, isolate, engineering, administrative, PPE. Rate the risk again with the controls in place.

JOB STEPS, HAZARDS AND CONTROLS

No.	Job step	Hazards and risks	Risk before	Control measures	Risk after	Who
1						
2						
3						
4						
5						
6						
7						
8						

RISK RATING GUIDE

Likelihood / consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Medium	High	High	Extreme	Extreme
Likely	Medium	Medium	High	High	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

WORKER SIGN-ON: I HAVE READ AND UNDERSTOOD THIS SWMS AND WILL FOLLOW IT

Name	Company	Signature	Date