

SAFE WORK METHOD STATEMENT

INSTRUCTIONS FOR COMPLETING THE SWMS

A safe work method statement (SWMS) must be prepared for any and all high risk construction work to be undertaken prior to the work commencing.

A SWMS should include the specific risk controls that must be implemented to manage the risks for the proposed high risk construction work activity at the workplace where the high risk construction work is being undertaken. It should not include workplace management arrangements or describe general safety procedures or task procedures.

1. Consult with relevant workers, contractors and HSRs regarding the high risk construction work to be covered by the SWMS, the activities involved in carrying out the work, and the associated hazards, risks and controls.

For all of the following steps, consider the workplace and each stage of the work, including site preparation and clean-up.

2. In the “**What is high risk construction work?**” column, identify the high risk construction work for the construction work activity that will be undertaken.
3. In the “**What are the hazards and risks?**” column, list the hazards and risks for each high risk construction activity.
4. Identify the workplace circumstances that may affect the way in which high risk construction work will be done, for example –
 - Information relating to the design of the structure, the actual workplace (e.g., location, access, transport considerations, etc), and information contained in the WHS Management Plan
 - Information about any “essential services” (e.g., electricity, water supply, sewerage, telecommunications, gas, etc) located on or near the workplace
 - Confirmation that the regulator has been notified about any “notifiable work” (e.g., asbestos removal, certain demolition work, etc), and
 - In the “**How will the hazards and risks be controlled?**” column, select an appropriate control (or combination of controls) by working through the hierarchy of risk controls. (Note: it is important that you are able to justify why the selected risk control measure is reasonably practicable for the specific workplace).

Selecting risk controls

1. **Eliminate** any risk to health and safety associated with the construction work by removing the hazard (such as cessation of use of a hazardous chemical).
2. **Minimise** the risk to health and safety by using one or any combination of the following controls:
 - **Substitute** the hazard (such as by using a new activity, procedure, item of plant, process or chemical)
 - **Isolate** persons from the hazard (such as by installing barriers, fencing or guardrails, etc)
 - **Use engineering controls** (such as mechanical or electrical devices)
3. **Use administrative controls** (such as changing the way in which the work is done)
4. **Provide personal protective equipment (PPE)** such as safety helmets or caps (hard hats), safety spectacles or goggles, ear muffs or plugs, gloves, etc).

SWMS Compliance (information, monitoring and review)

1. Brief each team member on this SWMS before commencing work. Ensure that team knows that work is to stop if the SWMS is not followed.
2. Observe the work being carried out, and monitor compliance with the SWMS. Review risk controls regularly:
 - before a change occurs to the work itself, the system of work or the work location
 - if a new hazard associated with the work is identified
 - when new or additional information about a hazard becomes available
 - when a notifiable incident occurs in relation to the work
 - when risk controls are inadequate, or the SWMS is not being followed.

In all of the above situations, stop the work, review the SWMS, adjust as required, and rebrief the team.
3. Retain all versions of the SWMS in a readily available location for the duration of the high risk construction work, and for at least 2 years after a notifiable incident occurs.

SAFE WORK METHOD STATEMENT

PCBU DETAILS:		PRINCIPAL CONTRACTOR DETAILS:	
Name:		Name:	
ABN:		ABN:	
Office address:		Office address:	
Phone:	Mobile:	Phone:	Mobile:

WORK ACTIVITY		PROJECT	
High risk construction work covered by this SWMS (list work from WHS Regulations)		Work location	
		Works manager	
Have workers been consulted about this SWMS? (circle Y or N)	Y / N	Contact phone no.	

Person responsible for ensuring compliance with SWMS		Date SWMS provided to principal contractor	
Person(s) responsible for reviewing the SWMS		Last SWMS review date	
Date received		Signature	

LEGEND

What is the activity and high risk construction work?	What are the hazards and the associated risks? (What is the problem?)	How will the hazards and the risks be controlled? (Describe the control measures and how they will be used).
Break the job down into logical work or activity groups. Where it makes sense to address a range of activities with one control measure, group them into one entry on the SWMS.	Identify the hazards and risks that may cause harm to workers or the public. Consider the environment, plant, tools and equipment, the work methods, other contractors and/or workers, etc.	Describe what will be done to control the risk (what will you do to make the activity as safe as possible?) Start by trying to eliminate the risk, and, if it is not reasonably practicable to eliminate the risk, then move down the hierarchy of risk controls.

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