

Insert Company Logo	Contractor - Safe Work Method Statement	Version No:	V2.0
		Issued:	28 May 2015
		Reviewed:	31 May 2017
		Next Review:	30 May 2020

Contractors must complete a Safe Work Method Statement (SWMS) prior to commencing the contract work if the contract work involves **high risk construction work** (refer to the WHS Construction Activities Guidance Checklist (Document No. 12.3.35.13.1) if high risk construction work is being undertaken to check legislative requirements are met).

A SWMS sets out the work activities in a logical sequence and identifies hazards and describes control measures. The description of the process should not be so broad that it leaves out activities with the potential to cause accidents and prevents proper identification of the hazards, nor is it necessary to go into fine detail of the tasks.

The SWMS must be able to be easily read by those who need to know what has been planned to manage the risks, implement the control measures and ensure the work is being carried out in accordance with the SWMS.

Relevant persons include the:

- (a) Supervisor of the high risk construction work
- (b) Worker carrying out the high risk construction work
- (c) Principal Contractor (if it is a construction project) or the person who has management and control over the high risk construction work.

1. Recommended steps for filling out the SWMS template

- 1.1. Consult with relevant workers, contractors and Health and Safety Representatives involved with the high risk construction work, the activities involved, and associated hazards, risks and controls.
- 1.2. In the 'What is the high risk construction work?' column, identify the high risk construction work for the construction work activity that will be undertaken.
- 1.3. In the 'What are the hazards and risks?' column, list the hazards and risks for each high risk construction work activity.
- 1.4. Identify the workplace circumstances that may affect the way in which the high risk construction work will be done. Examples of workplace circumstances that may impact on the hazards and risks include:
 - (a) information relating to the design of the structure, the workplace (e.g. location, access, transport), and information contained in the WHS Management Plan
 - (b) information on any 'essential services' located on or near the workplace
 - (c) confirmation that the regulator has been advised of any 'notifiable work' (e.g. demolition work involving explosives)
 - (d) safe work methods and plant to be used.
- 1.5. 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 controls. It is important that you are able to justify why the selected control measure is reasonably practicable for the specific workplace.

2. Selecting control measures

- 2.1. Eliminate the risks so far as is reasonable practicable
- 2.2. If this is not reasonably practicable, minimise the risks so far as reasonably practicable by applying the following hierarchy of control measures:
 - (a) substituting the hazard with something that gives risk to a lesser risk
 - (b) isolating the hazard from the person exposed to it
 - (c) Implementing engineering controls i.e. provided a physical barrier, change design or layout of work areas, use of mechanical aids or other engineered modifications to manage the hazard.

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- (d) If the risk still remains, minimise the remaining risk by implementing administrative controls i.e. establish policies, procedures & work practices, provide training
- (e) If the risk still remains, minimise the remaining risk by ensuring the provision and use of suitable personal protective equipment (PPE).

3. SWMS compliance (information, monitoring and review)

- 3.1. Brief each team member on the SWMS before commencing work. Ensure each team member knows work is to stop if the SWMS is not followed.
- 3.2. Observe the work being carried out and monitor compliance with the SWMS. Review risk controls regularly, including:
 - (a) before a change occurs to the work itself, the system of work or the work location
 - (b) if a new hazard associated with the work is identified
 - (c) when new or additional information about the hazard becomes available
 - (d) when a notifiable incident occurs in relation to the work
 - (e) 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 re-brief the team.

- 3.3. Keep the SWMS in a readily available location for the duration of the high risk construction work and is retained in accordance with current State Record requirements.

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NOTE: Work must be performed in accordance with this SWMS.
 The SWMS must be kept and be available for inspection until the high risk construction work to which this SWMS relates is complete.
 If the SWMS is revised, all versions should be kept.

<p style="color: red;">(Insert PCBU Name) (Insert Address) (Town State Postcode)</p>	<p>ABN: Phone: Fax: Email:</p>	<p>Principal Contractor (PC) [Name, ABN, Office Address] (if applicable)</p>	
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Contract Manager:		Date SWMS Provided to PC: (if applicable)
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Contact Phone:	
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Work Activity [Job description]:	Work Location:
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<p>High Risk Construction Work: [as defined by the Work Health & Safety Regulations 2012 (291)]</p>	<input type="checkbox"/> Risk of a person falling more than 3 metres <input type="checkbox"/> Likely to involve disturbing asbestos <input type="checkbox"/> Work on a telecommunication tower <input type="checkbox"/> Work on or near pressurised gas mains or piping <input type="checkbox"/> Work on or near energised electrical installations or services <input type="checkbox"/> Work on, in or adjacent to a road, railway or other traffic corridor in use by traffic other than pedestrians	<input type="checkbox"/> Work in an area with movement of powered mobile plant <input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines <input type="checkbox"/> Work in areas with artificial extremes of temperature <input type="checkbox"/> Involves structural alterations or repairs that require temporary support to prevent collapse <input type="checkbox"/> Work in or near water or other liquid that involves a risk of drowning <input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere	<input type="checkbox"/> Demolition of load-bearing structure <input type="checkbox"/> Work in or near a confined space <input type="checkbox"/> Diving work <input type="checkbox"/> Use of explosives <input type="checkbox"/> Tilt-up or precast concrete elements <input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5 m or a tunnel
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Person Responsible for ensuring compliance with SWMS	Date SWMS Received:
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What measures are in place to ensure compliance with the SWMS?

Person(s) Responsible for reviewing the SWMS	Date SWMS Received by Reviewer:
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How will SWMS control measures be reviewed?

Review Date:	Reviewer's Signature:
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Workers Name:		Signature:		Date:		Workers Name:		Signature:		Date:	
Workers Name:		Signature:		Date:		Workers Name:		Signature:		Date:	
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What are the tasks involved?	What are the hazards and risks? (What is the problem?)	What are the control measures? (Describe the control measures and how they will be used)
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Think about the workplace and each stage of the work, including preparation and clean-up.

List the work tasks in a logical order	Identify the hazards and risks that may cause harm to workers or the public.	SWI # to be followed	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?