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**, so far as reasonably practicable, any risk to health and safety associated with the construction work by removing the hazard.
2. If it is not reasonably practicable to eliminate the hazard, **minimise** the risk to health and safety by using one or any combination of the following controls:
    - **Substituting** the hazard (such as by using a new activity, procedure, item of plant, process or chemical)
    - **Isolating** persons from the hazard (such as by installing barriers, fencing or guardrails, etc)
    - Implementing **engineering controls** (such as mechanical or electrical devices)
3. If the risk still remains, implement **administrative controls** (such as changing the way in which the work is done)
4. If the risk still remains, provid**e 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: Name:		**PRINCIPAL CONTRACTOR DETAILS:** Name:
ABN:	Phone:	ABN:
Office address:		Office address:
Works manager:		Work location:
Contact phone no.:		
Work activity:		

WORK ACTIVITY High risk construction work covered by this SWMS involves (check applicable high risk construction work activities):				
		A risk of a person falling more than 2metres		Tilt-up or precast concrete
		Work in or near a shaft or trench with an excavated depth over 1.5m; or in a tunnel		Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
		Work in an area at a workplace in which there is any movement of powered mobile plant		Work in an area that may have a contaminated or flammable atmosphere
		The disturbance of or likely disturbance of asbestos		Work on a telecommunications tower
		Work on or near energised electrical installations or services		Work on or pressurised gas distribution mains or piping
		Work carried out in or near a confined space		Work on or near chemical, fuel or refrigerant lines
		Demolition of a load-bearing structure		Work in an area in which there are artificial extremes of temperature
		Temporary load-bearing support structures		Work in or near water or other liquid that involves a risk of drowning
		Work involving the use of explosives		Diving work

Is SWMS developed based on site-specific risk assessment?	Y	N	**Have workers and their HSRs been consulted about this SWMS?**	Workers	Y	N	HSRs	Y	N

Workers consulted	**Signature**	**Date**	**Workers consulted**	**Signature**	**Date**

Person responsible for preparation of SWMS		**Date SWMS provided to principal contractor**	
Date prepared:		**Last SWMS review date**	
Person(s) responsible for reviewing the SWMS		**Signature:**	

Review No.	**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**
Initials												
Date												

Plant and equipment required: (List all plant and equipment (including electric power tools) to be used by the contractor this for job).		**Hazardous chemicals that will be used for this activity/work:** (Attach copies of current Safety Data Sheets (SDS) for all chemicals to this SWMS).

Personal protective clothing and equipment requirements – Mandatory for site:	**Personal protective clothing and equipment – Specific for tasks carried out:**

Pre-start requirements, certification, authorisations or permits required: (Provide specific details required for high risk construction work, or requiring specific work methods, e.g., demolition, removal of asbestos, formwork, tilt slab construction, etc.).	**Legislation / Standards / Codes of Practice applicable:** (Ensure that work methods comply with legislated requirements in Regulations or applicable Codes of Practice, and Standards).

Qualifications / Licences / Certificates / Training / Experience required to carry out task: (List details of qualifications, licences, training and experience and needed to carry out the tasks required).	**Details of licenses and qualifications held by persons who will carry out specific tasks**					
	Name	**Class**	**Expiry date**	**Name**	**Class**	**Expiry date**

The risk associated with a hazard is related to the severity of a single incident, and the frequency and duration of exposure to the hazard. In many instances, other hazards present may increase the risk of an individual hazard.
STEP 1: Consider how likely a risk is encountered, and what might happen.

STEP 2: Use the risk level calculator to determine the likely risk level (outcome) following exposure to the hazard(s).
STEP 3: Identify and develop effective control measures. (Consult the hierarchy of risk control measures when carrying out this step).

LEVEL OF CONSEQUENCES	CONSEQUENCES OF EVENT OCCURRING *What is the likely outcome of an exposure to the risk?*	LIKELIHOOD OF EVENT OCCURRING				
		Almost certain (5)	**Likely (4)**	**Possible (3)**	**Unlikely (2)**	**Rare (1)**
Catastrophic (5)	Fatality or permanent disability; toxic release of chemicals, long-term or irreversible environmental impact; loss of facilities; very high $ loss	**E (25)**	**E (24)**	**E (22)**	**E (19)**	**H (15)**
High (4)	Long-term illness or serious injury; serious but reversible environmental impact; major property damage; loss of production; high $ loss	**E (23)**	**E (21)**	**E (18)**	**H (14)**	**H (10)**
Moderate (3)	Medical treatment requiring up to several days off work; reversible environmental impact; significant property damage; med – high $ loss	**E (20)**	**H (17)**	**H (13)**	**M (9)**	**M (6)**
Low (2)	Minor injury requiring First-Aid; minor reversible environmental impact; moderate property damage; low-med. $ loss	**H (16)**	**H (12)**	**M (8)**	**L (5)**	**L (3)**
Insignificant (1)	No injuries or first aid only; minor property damage or environmental nuisance; very low $ loss	**M (11)**	**M (7)**	**L (4)**	**L (2)**	**L (1)**

LIKELIHOOD OF EVENT OCCURRING *How likely is it that an exposure will occur?*		DETERMINATION OF RISK CONTROL ACTIONS	
		RISK LEVEL (OUTCOME) (from matrix)	**ACTION REQUIRED** (refer to the hierarchy of risk controls)
Almost certain	Event is expected to occur in most circumstances		
Likely	Event will probably occur in most circumstances	**E** (EXTREME)	**URGENT** - Immediate action required to control risk.
Possible	Event might occur at some time	**H** (HIGH)	Highest management decision required urgently.
Unlikely	Event could occur at some time	**M** (MEDIUM)	Follow management instructions regarding risk.
Rare	Event may occur only in exceptional circumstances	**L** (LOW)	These risks may not require immediate attention - monitor.

LIKELIHOOD OF EVENT OCCURRING – Consider the following:	**LIKELY CONSEQUENCES OF EVENT OCCURRING** – Consider the following:	**HIERARCHY OF RISK CONTROLS**
How often is the task/activity performed? How many people are exposed to the hazard? How long is the exposure? Are engineering controls preventing exposure at present? Does workplace layout and condition affect exposure? Are abnormal conditions which may result in a greater exposure reasonably foreseeable? What are the results of any biological or atmospheric monitoring? Do workers have appropriate skills and knowledge to perform tasks? Do current work practices expose workers to a hazard? Are there other contributing factors?	What are the consequences in the short term? What are the consequences in the long term? What is the history of injuries related to exposure to the hazard? How close are workers to the hazard? What is the energy level of the hazard (i.e., weight, voltage, volume, height above ground, temperature, amplitude, concentration, aggressive state)? If a substance is hazardous, what are the health effects associated with – Inhaling it Ingestion (swallowing) it Skin contact, or Eye contact?	1. **Elimination** of the risk. If it is not reasonably practicable to eliminate the risk, minimise it by (in descending order) – 2. **Substitution** 3. **Isolation** 4. **Engineering Means** 5. **Administrative Controls** 6. **Personal protective equipment (PPE)**

HIERARCHY OF RISK CONTROLS: The hierarchy of risk controls must be considered when determining the appropriate control measures required to mitigate the risks associated with the work being carried out. The WHS Regulations specify that the hierarchy of risk controls measures must be applied in descending order of preference and **only if it is not reasonably practicable to eliminate the risk**. Elimination of the risk must be the first control option considered, with preference given to lower ranked controls only if it is not reasonably practicable to eliminate the risk. (Note: A combination of controls may be applied to manage the risk as appropriate).

ACTIVITY		HAZARD(S) and RISKS	RISK RATING	RISK CONTROL(S)	RESIDUAL RISK	PERSON RESPONSIBLE
Break job down into discrete steps Each step should accomplish some major task and be in a logical sequence.		Identify the hazards associated with each step, and examine each to identify possibilities that could lead to an accident.	Refer to the Risk Matrix	Consider number of people required to carry out a task, training, skills and competencies required, licences, permits, etc., environmental controls, plant, tools and equipment, safety equipment and PPE, etc.	Refer to Risk Matrix	List persons responsible for this.

ATTACHMENTS (Include copies of SDSs, and specific Emergency Procedures and Rescue Plans relevant to the work carried out under this SWMS)			
No.	**TYPE**	**DETAILS**	**DATE**

Have all workers been instructed in the SWMS?	Y	N	All workers to sign before commencing work covered by this SWMS: *I have been consulted in this SWMS*			
Worker's name	**Signature**		**Date**	**Worker's name**	**Signature**	**Date**