

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 involved with the high risk construction work on the activities involved and associated hazards, risks and controls.
2. In the “**High risk construction work**” column, identify the high risk construction work 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 on 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., demolition work involving explosives)
 - Safe work methods and plant to be used.
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 risk controls. 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** the risks so far as is reasonably practicable.
2. If this is not reasonably practicable, **minimise** them so far as reasonably practicable by:
 - **Substituting** the hazard
 - **Isolating** the hazard
 - **Implementing engineering controls**
3. If the risk still remains, minimise the remaining risk by implementing **administrative controls**
4. If the risk still remains, minimise the remaining risk by ensuring the provision of **personal protective equipment (PPE)**.

SWMS Compliance (information, monitoring and review)

1. Brief each team member on this SWMS before commencing work. Ensure 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 including:
 - 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. Keep 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
4. if high risk construction work is being carried out in connection with a construction project, the principal contractor must be provided with a copy of the SWMS before the high risk work starts.

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NOTE: All high risk construction work must be carried out in accordance with this SWMS.

This SWMS must be kept and be available for inspection until the high risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept.

If a notifiable incident occurs in relation to the high risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.

PCBU DETAILS: Name: Phone: Mobile:		PRINCIPAL CONTRACTOR (PC) DETAILS:		Name: Contact: Phone: Mobile:	
Works manager: Contact phone:					
Work activity (Describe job):		Workplace location:			
High risk construction work (tick if applicable)	Risk of a person falling more than 2 m (or 3 m in SA, or housing const. in Qld).	Work on a telecommunications tower	Demolition of a load-bearing structure		
	Likely to involve disturbing asbestos	Temporary load-bearing support for structural alterations or repairs	Work in or near a confined space		
	Work in or near a shaft or trench deeper than 1.5m; or a tunnel	Use of explosives	Work on or pressurised gas distribution mains or piping		
	Work on or near chemical, fuel or refrigerant lines	Work on or near energised electrical installations or services	Work in an area that may have a contaminated or flammable atmosphere		
	Tilt-up or precast concrete elements	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 with movement of powered mobile plant		
	Work in areas with artificial extremes of temperature	Work in or near water or other liquid that involves a risk of drowning	Diving work		
Person responsible for ensuring compliance with SWMS				Date SWMS received:	
What measures are in place to ensure compliance with SWMS?					
Person responsible for reviewing SWMS control measures:				Date SWMS received by reviewer:	
How will the SWMS control measures be reviewed?					
Review date:				Reviewers signature:	

