

Safe Work Method Statement

SWMS DEVELOPMENT/REVIEW				
(For use when SWMS is being initially developed or reviewed)				
Work / Job / Project Title:		Purchase Order Number:		
Revision No.	Revision Type:	Date Issued/Approved:	Developed/Reviewed by:	Signed:

REQUIREMENTS WHEN TASK IS TO BE CARRIED OUT:
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- This SWMS must be reviewed and understood by all personnel involved in the task before a task is carried out.
- The SWMS must be taken into the field and used to identify and verify all site-specific hazards.

<p>This Work Sheet must be reviewed if/when conditions change. Including changes that happen over the course of the task and changing locations.</p>

WORK DESCRIPTION	
Site Address:	Date (s) or Duration of Fieldworks:
Specific Work Areas:	
Main Activities (listed in general order of commencement):	

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TEAM DETAILS			Site Muster Point
Team Role	Name	Mobile Number	

EMERGENCY DETAILS		
Emergency Services		Protocol for Emergencies
Service	Phone Number	
Police, Fire, Ambulance (emergencies)	000	
Police (non- emergency)	131 444	
Hospital	Add address and phone number	
Add others as required		

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HIGH RISK CONSTRUCTION WORK			
Is High Risk Construction Work to be undertaken? (Refer to relevant State Work Health and Safety Regulations for definitions)			
<input type="checkbox"/>	Risk of a person falling more than 2m	<input type="checkbox"/>	Work on or near chemical, fuel or refrigerant lines
<input type="checkbox"/>	Carried out on a telecommunication tower	<input type="checkbox"/>	Work on or near energised electrical installations or services
<input type="checkbox"/>	Involves demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure	<input type="checkbox"/>	Work in an area that may have contaminated or flammable atmosphere
<input type="checkbox"/>	Likely to involve disturbing asbestos	<input type="checkbox"/>	Tilt-up or pre-cast concrete elements
<input type="checkbox"/>	Involves structural alterations or repairs that require temporary support to prevent collapse	<input type="checkbox"/>	Work in or adjacent to a road, railway, shipping lane, or other traffic corridor that is in use by traffic other than pedestrians
<input type="checkbox"/>	Work in or near a confined space	<input type="checkbox"/>	Work in an area in which there is movement of powered mobile plant
<input type="checkbox"/>	Work in or near: a shaft or trench with an excavated depth of greater than 1.5m; or a tunnel	<input type="checkbox"/>	Work in an area in which there are artificial extremes of temperature
<input type="checkbox"/>	Involves the use of explosives	<input type="checkbox"/>	Work near water or other liquid that involves a risk of drowning.
<input type="checkbox"/>	Work on or near pressurised gas distribution mains or piping	<input type="checkbox"/>	Involves diving work.

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LEGISLATION/CODES OF PRACTICE/STANDARDS			
Legislation applicable to this work			
<input type="checkbox"/> Work Health & Safety Act		<input type="checkbox"/> Environmental Protection Act	
<input type="checkbox"/> Work Health & Safety Regulations		<input type="checkbox"/> Environmental Protection Regulation	
<input type="checkbox"/> Electrical Safety Act		<input type="checkbox"/> Environmental Protection (Noise) Policy	
<input type="checkbox"/> Electrical Safety Regulation		<input type="checkbox"/> Environmental Protection (Water) Policy	
<input type="checkbox"/> Rail Safety National Law		<input type="checkbox"/> Environmental Protection (Air) Policy	
<input type="checkbox"/> Amend or add other legislation as required		<input type="checkbox"/> Environmental Protection (Waste Management) Regulation and Policy	
<input type="checkbox"/>		<input type="checkbox"/> Plant Protection Act	
<input type="checkbox"/>		<input type="checkbox"/> Plant Protection Regulation	
Codes of Practice or Standards Applicable for this work			
<input type="checkbox"/> Code of Practice – How to manage work, health and safety risks 2011		<input type="checkbox"/> Code of Practice – Managing noise and preventing hearing loss at work	
<input type="checkbox"/> Code of Practice – Hazardous manual tasks 2011		<input type="checkbox"/> Code of Practice – First aid in the workplace 2014	
<input type="checkbox"/> Code of Practice – Managing risks of hazardous chemicals in the workplace 2013		<input type="checkbox"/> National Code of Practice for Noise Management and Protection of Hearing at Work [NOHSC:2009(2004)]	
<input type="checkbox"/> Code of Practice – Excavation work 2013		<input type="checkbox"/> Code of Practice – How to manage and control asbestos in the workplace 2011	
<input type="checkbox"/> Code of Practice – Managing the risks of plant in the workplace 2013		<input type="checkbox"/> Code of Practice – Managing the risks of falls in the workplace 2018	
<input type="checkbox"/> Code of Practice – Managing the work environment and facilities code of practice 2011		<input type="checkbox"/> Code of Practice – Work health and safety consultation, co-operation and co-ordination 2011	
<input type="checkbox"/> Add other codes or standards as required		<input type="checkbox"/> Risk Management ISO 31000:2009	

RISK ASSESSMENT MATRIX					
Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

SWMW Preparation
1. Identify Job (activity) Steps in consultation with workers and supervisor
2. Identify Possible Hazards associated with each step
3. Use Risk Assessment Matrix to determine consequence and likelihood of occurrence and insert Current Risk Rating
4. Determine appropriate Safety Control Measures to eliminate or reduce risk as low as practicable
5. Reassess consequence and likelihood of occurrence and insert Residual Risk Rating and allocate responsibilities (Action By)
6. SWMS to be communicated via toolbox to all persons involved in work activities outlined in SWMS. All persons to sign Compliance Agreement

Work must not proceed if residual risk is EXREME

Additional monitoring controls must be implemented to manage any work with a residual risk of HIGH

Likelihood	Description of Likelihood
1. Rare	Very unlikely to occur in the operating environment. No history of occurrence.
2. Unlikely	Not likely to occur in the operating environment. Limited occurrences have been experienced.
3. Possible	Probably could occur in the operating environment. History of occurrence.
4. Likely	High likelihood of the risk happening in the operating environment. Has occurred recently.
5. Almost Certain	Very high likelihood of the risk happening in the operating environment. Would be surprising if it did not happen.

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	WHS Consequence	Environment	Legal and Regulatory	Reputation / Social and Community
Catastrophic	A fatality or fatalities	Actual or potential widespread environmental harm/Impacts to the ecosystem, flora, fauna requiring extensive resources to mitigate (>6 months).	Long term legal action, government inquiry, significant penalties, prosecutions. Potential jail terms	International impact - international public/media attention Highly offensive infringement of cultural heritage. Total destruction of nationally significant heritage locations.
Major	Serious Injury or Illness Permanent Disability Dangerous Incident	Localised on/off site actual or potential serious harm/Impacts to the ecosystem, flora, fauna (including declared and rare threatened and vulnerable species) requiring substantial resources to mitigate (>3 - <6 months).	Major breach of the law; considerable prosecution and penalties.	National impact - national public/media attention Significant damage to important heritage site. Major infringement of cultural heritage.
Moderate	Lost Time Injury	Localised on/off site actual or potential environmental harm/impact to the ecosystem, flora, fauna (excluding declared and rare threatened and vulnerable species) requiring limited resources to mitigate (>1 - <3 months).	Serious breach of law; investigation/report to regulatory body, prosecution, and/or possible moderate penalty.	Considerable impact - regional public/media concern. Moderate damage to regional heritage sites, regional cultural heritage reputational damage.
Minor	Medical treatment (doctor or medical facility).	Localised on/off site environmental nuisance. Routine short-term remediation (<1 month).	Minor legal issue, non-compliance and/or breach of a regulation.	Limited impact - localised public/media concern Limited damage to heritage sites. Localised cultural heritage reputational damage.
Insignificant	Illness or injury (first aid treatment only).	Localised, on site, actual or potential nuisance. Routine short-term remediation	Low level legal matter Regulatory reporting not required.	Slight impact - public awareness may exist but no public concern Superficial infringement of cultural heritage and no disturbance to heritage sites.

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SAFE WORK METHOD – HAZARD IDENTIFICATION AND CONTROLS						
Task No.	Relevant Job Step	Possible Hazards	Current Risk Rating	Safety Control Measures	Residual Risk Rating	Action By
1						
2						
3						
4						
5						
6						
7						

COMPLIANCE AGREEMENT

Signatories below attest that they have read (or been briefed on), understood and will comply with the contents of this SWMS.

Name	Company	Date	Signature