

SAFE WORK METHOD STATEMENT

INSERT COMPANY NAME OR LOGO

PROJECT NAME:				SWMS REF NO:	
PROJECT ADDRESS:					
COMPANY NAME & ABN:				DATE DEVELOPED:	
ADDRESS:					
CONTACT PERSON:				PHONE:	
WORK ACTIVITY / JOB:					
NAME WORKERS INVOLVED SWMS DEVELOPMENT:	1.	2.	3.	4.	
	5.	6.	7.	8.	
SUPERVISOR NAME:		SIGNATURE:		SUBCONTRACTOR # ONSITE:	
AUTHORISING PERSON:		SIGNATURE:		DATE AUTHORISED:	

SAMPLE

SITE SPECIFIC DOCUMENTS ATTACHED	OTHER RELEVANT DOCUMENTS ATTACHED:
1.	1.
2.	2.
3.	3.
4.	4.

S: Safety Q: Quality E: Environment	CONSEQUENCE		
	S: First Aid injury or medical treatment	S: Alternate work or lost time injury	S: Fatality or permanent injury
	Q: Rework cost less than 20k	Q: Rework cost between 20k to 100k	Q: Rework cost greater than 100k
	E: Negligible impact or minor onsite impact	E: Moderate onsite impact / minor offsite impact	E: Moderate or major offsite impact
LIKELIHOOD			
Almost Certain (Will probably occur)	CHECK	STOP	STOP
Possible (May occur, has happened)	START	CHECK	STOP
Unlikely (Could occur – known to happen)	START	START	CHECK

ACTION TABLE			
Uncontrolled Risk Level	What do we need to do?	Controlled Risk Level	What should happen next?
STOP	TASK MUST STOP Hazards must be eliminated or the uncontrolled risk level reduced through substitution, isolation, engineering, or a design change	STOP	The task CANNOT proceed until the Project Manager has agreed to what controls must be applied.
CHECK	TASK MUST BE CHECKED Ensure that the highest possible controls have been applied (e.g. Elimination, substitution, isolation, engineering, several administrative controls and PPE)	CHECK	Construction Manager or Site Manager or equivalent MUST review controls and ensure they are appropriate and effective before the task can start.
START	TASK MAY START Proceed to Start Card	START	The Supervisor or Equivalent MUST review the controls and ensure they are appropriate and effective before the task can start. The Supervisor or equivalent to review Start Cards.

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List of all PPE which is standard and mandatory for this task & Plant & Equipment:	HEAD / EYES		HAND		RESPIRATION		PLANT & EQUIPMENT					
		Hard Hat		General Purpose		Dust Mask		Track Saw		Battery Drill / Driver		Furniture Trolley
		Safety Glasses		Cut Resistant		½ face respirator		Router / Trimmer		Impact Driver		Glass Trolley
		Face Shield				Full Face respirator		Belt Sander		Electric / Battery Planer		
	HEARING		FALL (PROTECTION)		CLOTHING			Orbital Sander		Slide Compound Mitre Saw		
		Ear Plugs		Harness		Steel Cap Boots		Biscuit Joiner		Hammer Drill		
		Ear Muffs		Lanyard (single		High Vis Vest / Shirt		Multi Cutting Tool		Circular Saw		
						Full Length Trousers		Residual Current Device		Mobile Work Platform		
						Full length shirt		Extension Lead		Vacuum Cleaner		
Permit Required		Working at Heights Permit		Working at Height Ladder Permit								

Safety Data Sheets (SDS) List of SDS's used in this process										

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EXPLANATORY NOTES

WORK SEQUENCE BASIC JOB SHEETS	RISK & HAZARD / ISSUE DESCRIPTION	UNCONTROLLED RISK LEVEL	CONTROLS		CONTROLLED RISK LEVEL	WHO WILL DO THIS
Break the job down into steps. Each step should accomplish some major task and be in logical sequence.	There is a risk- because	STOP	<ul style="list-style-type: none"> No. of people to do the task Occupation of people required Licences, Qualifications, Permits Training requirements Approvals, Plans & Permits Engineering Drawings / Ref's Environment controls 	<ul style="list-style-type: none"> Lift Studies / Calculations Plant & Equipment (static or mobile) Safety Equipment PPE MSDS / Hazards / DG's 	STOP	Whenever possible list who specifically (by name) and when this needs to be done.
		CHECK			CHECK	
		START			START	
List all PPE which is standard and mandatory for this task:						

WORK SEQUENCE BASIC JOB STEPS	RISK & HAZARD / ISSUE DESCRIPTION	UNCONTROLLED RISK LEVEL	CONTROLS	CONTROLLED RISK LEVEL	WHO WILL DO THIS?
1. <u>EXAMPLE</u> Install overhead cabinets in kitchen	A sprain or strain may occur when lifting cabinet into place	CHECK	Prior to installation of joinery, site supervisor to determine how many tradespeople required to install joinery items. <ul style="list-style-type: none"> Team members to be trained in manual handling techniques Use of adjustable cabinet stands 	START	Site Supervisor to supervise initial installation of overhead joinery to ensure safe work practices are being followed.

WORK SEQUENCE BASIC JOB STEPS	RISK & HAZARD / ISSUE DESCRIPTION	UNCONTROLLED RISK LEVEL	CONTROLS	CONTROLLED RISK LEVEL	WHO WILL DO THIS?

SAMPLE