

# SAFE WORK METHOD STATEMENT

<b>COMPANY DETAILS</b>				(Insert company logo)
<b>Company name:</b>		<b>Contact name:</b>		
<b>ACN/ABN:</b>		<b>Contact position:</b>		
<b>Address:</b>		<b>Phone number:</b>		
<b>PROJECT DETAILS</b>			<b>SWMS NO.:</b>	
<b>Project name:</b>		<b>Contract no.:</b>		
<b>SWMS developed by:</b>		<b>Date</b> / /	<b>Start:</b> / /	<b>Completion:</b> / /
<b>In consultation with:</b>		<b>Date</b> / /	<b>Duration of job:</b>	
<b>SWMS reviewed by:</b>		<b>Date</b> / /	<b>Scope of Work:</b>	
<b>SWMS approved by:</b>		<b>Date</b> / /		

Persons allocated to carry out task: (List all persons who will be working on site for the contractor at any time).	Signature: (All persons working on site are required to read fully and sign SWMS).	Duties and responsibilities: (List details of duties and responsibilities of specific personnel, eg, daily safety checks, maintenance checks, etc).	Qualifications / Certificates of Competency / Training / Experience required to carry out task: (List details of qualifications, certificates, training and experience and needed to carry out the tasks required).

<b>SWMS has been read and signed by all employees on site:</b>	<b>Site Supervisor:</b>	<b>Date:</b> / /
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<b>SWMS NO.:</b>	<b>Project name:</b>	<b>Contract No.:</b>
<b>COMMENTS OR REVIEW</b>	<b>AMENDMENTS</b>	
<b>Signed:</b>	<b>Date:</b>	<b>Signed:</b>
		<b>Date:</b>

<b>Plant and equipment required:</b> (List all plant and equipment to be used by contractor this for job).	<b>Safety and maintenance checks required:</b> (Provide details of maintenance schedules on high-risk plant, including testing of electrical equipment).

<b>Engineering details / Certificates/Approvals required:</b> (Provide details required for work listed as hazardous or requiring specific work methods, eg, demolition, formwork, falsework, tilt slab construction, etc).	<b>Legislation / Standards / Codes of Practice applicable:</b> (Ensure that work methods comply with or exceed legislated requirements or applicable Codes of Practice, and that the relevant Codes, etc, are available on site).

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<b>SWMS NO.:</b>	<b>Project name:</b>	<b>Contract No.:</b>
<b>COMPILATION OF SWMS</b>		
<b>STEP</b>	Number each discrete step in the task in sequence – e.g., 1, 2, etc.	
<b>ACTIVITY</b>	Briefly describe the activity to be carried out in each step.	
<b>HAZARDS</b>	Identify what in each activity could cause harm to a person, the job, materials, or the environment.	
<b>RISK (1)</b>	The degree of risk posed by the hazard. (Use Risk Level Matrix to determine risk ranking before controls implemented).	
<b>RISK CONTROLS</b>	What precautions or control measures must be taken to control the risk.	
<b>RISK (2)</b>	The degree of risk following implementation of risk controls (Use Risk Level Matrix to determine ranking of residual risk).	
<b>BY WHOM</b>	The name or the position of the person responsible for the implementation of the risk controls.	

RISK LEVEL MATRIX						
RISK LEVEL	CONSEQUENCES OF EXPOSURE	LIKELIHOOD OF OCCURRENCE	RISK LEVEL CALCULATOR			
			CONSEQUENCES OF EVENT OCCURRING			
			Death or permanent disability	Long-term illness or serious injury	Medical attention, time off work	First Aid treatment required
<b>H (1)</b> (High level of harm)	Potential death, permanent disability or major structural failure or damage. Off-site environmental discharge or release not contained and significant long-term environmental harm. <b>Will require detailed pre-planning. Record actions on SWMS.</b>					
<b>M (2)</b> (Medium level of harm)	Potential temporary disability or minor structural failure or damage. On-site environmental discharge or release contained, minor remediation required, short-term environmental harm. <b>Will require operational planning. Record actions on SWMS.</b>	<b>Very Likely</b>	1	1	2	3
		<b>Likely</b>	1	2	3	4
<b>L (3-6)</b> (Low level of harm)	Incident has the potential to cause persons to require first aid treatment. On-site environmental discharge or release immediately contained, minor level clean-up with no environmental harm. <b>Will require localised control measures.</b>	<b>Unlikely</b>	2	3	4	5
		<b>Very unlikely</b>	3	4	5	6

