

## SAFE WORK METHOD STATEMENT

[PCBU name, ABN, Office Address and Phone]		Principal Contractor (PC)	[Name, ABN, Office Address]
Works Manager:		Work Location:	
Contact Phone:			
Work Activity:	[Job description]		
High Risk Work involves:	<input type="checkbox"/> Risk of falls from greater than 2 metres	<input type="checkbox"/> Work on a telecommunications tower	<input type="checkbox"/> Demolition of load-bearing structure
	<input type="checkbox"/> Likely to involve disturbing asbestos	<input type="checkbox"/> Temporary load-bearing support structures	<input type="checkbox"/> Work in confined spaces
	<input type="checkbox"/> Work in or near shaft or trench with an excavated depth greater than 1.5m or a in tunnel	<input type="checkbox"/> Use of Explosives	<input type="checkbox"/> Work on or near pressurised gas pipes or mains
	<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	<input type="checkbox"/> Work on or near energised electrical installations or services	<input type="checkbox"/> Work in an area with contaminated or flammable atmosphere
	<input type="checkbox"/> Work with tilt up or pre-cast concrete	<input type="checkbox"/> Work on, in or adjacent to road, rail shipping or other major traffic corridor	<input type="checkbox"/> Work in an area with movement of powered mobile plant
	<input type="checkbox"/> Work in or areas with artificial extremes of temperature	<input type="checkbox"/> Work in or near a drowning risk	<input type="checkbox"/> Diving work
	<input type="checkbox"/> Other [please specify]: .....		
Has the SWMS been developed based on a site-specific risk assessment?	<input type="checkbox"/> YES <input type="checkbox"/> NO [Note: A Access Canberra inspector may ask to sight evidence of this risk assessment]	Have workers and their HSR[s] been consulted about the SWMS?	Workers: <input type="checkbox"/> YES <input type="checkbox"/> NO HSRs: <input type="checkbox"/> YES <input type="checkbox"/> NO
Name[s] of workers consulted		Date received:	
Worker signature[s]			
Person Responsible for ensuring compliance with SWMS		Date SWMS Provided to PC:	
Person(s) Responsible for reviewing the SWMS		Last SWMS Review Date:	
Date received:		Signature:	

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What are the tasks involved?	What are the hazards and risks? (What is the problem?)	What are the control measures? (Describe the control measures and how they will be used)
Think about the workplace and each stage of the work, including preparation and clean-up.		
	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?

### Implementation

How have relevant workers been provided with information and instruction so that they understand the hazards arising from this work, understand and can implement the identified control measures, and know what to do if the work is not being conducted in accordance with this SWMS?	
What measures are in place to ensure that work is being carried out in accordance with the SWMS once work commences?	

NOTE: An SWMS must be kept and be available for inspection until at least the high risk construction work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to the high risk construction work to which the SWMS relates, then the SWMS must be kept for at least 2 years from the date of the notifiable incident.

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### Recommended steps for filling out the SWMS template

1. Consult with relevant workers, contractors and health and safety representatives involved with the high risk construction work, the activities involved, and associated hazards, risks and controls.
2. In the 'What is the 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 work activity.
4. Identify the workplace circumstances that may affect the way in the high risk construction work will be done.  
Examples of workplace circumstances that may impact on the hazards and risks include:
  - information relating to the design of the structure, the workplace (e.g. location, access, transport), and information contained in the WHS Management Plan
  - information on any 'essential services' located on or near the workplace
  - confirmation that the regulator has been advised of 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 controls. It is important that you are able to justify why the selected control measure is reasonably practicable for the specific workplace.

### Selecting control measures

1. Eliminate the risks so far as is reasonable practicable
2. If this is not reasonably practicable, minimise them so far as reasonably practicable by applying the following hierarchy of control measures:
  - i. minimise the risk by doing one or more of the following:
    - o substituting the hazard
    - o isolating the hazard
    - o implementing engineering controls
  - ii. if the risk still remains, minimise the remaining risk by implementing administrative controls
  - iii. if the risk still remains, minimise the remaining risk by ensuring the provision and use of suitable personal protective equipment (PPE).

### SWMS implementation and compliance (information, monitoring and review)

1. Brief each team member on the SWMS before commencing work. Ensure team knows 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 the 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 re-brief the team.

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.