

Safe Work Method Statement (SWMS)

SWMS No:	
Issued:	
Next Review:	
Version:	

1. Activity/Task:		Dates:	
Prepared By:		Workplace Location:	Various
SWMS Approved By:			
Skills Required:			
Plant/Equipment Required:		Version No:	01
		Creation Date:	
2. High Risk Work <input type="checkbox"/> Risk of a person falling more than 3 metres <input type="checkbox"/> Likely to involve disturbing asbestos <input type="checkbox"/> Diving work <input type="checkbox"/> Use of explosives <input type="checkbox"/> Tilt-up or precast concrete elements <input type="checkbox"/> Work on a telecommunication tower	<input type="checkbox"/> Demolition of load-bearing structure <input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs <input type="checkbox"/> Work in an area with movement of powered mobile plant <input type="checkbox"/> Work on or near energised electrical installations or services <input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines <input type="checkbox"/> Work in or near water or other liquid that involves a risk of drowning	<input type="checkbox"/> Work on, in or adjacent to a road or other traffic corridor in use by traffic <input type="checkbox"/> Work in or near a confined space <input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere <input type="checkbox"/> Work in areas with artificial extremes of temperature <input type="checkbox"/> Work on or near pressurised gas mains or piping <input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5m or a tunnel	

3. Potential Hazards Associated with the Activity/Task

(Identify each of the general Hazards associated with the Activity/Task by placing a x next to the potential Hazard, and ensuring the hazard is adequately addressed within the SWMS)










Work Environment	Energy	Work Process	Chemicals	Plant/Equipment	People
Entry/Exit	Gas L/P	Working at Height	Dangerous Goods	Bobcat	Communication
Weather Temp. Extremes	Gas M/P	Falling Objects	Toxic Substances	Backhoe	Fatigue
Confined Space	Gas H/P	Sharp Materials	Inhalation	Chipper	Stress
Trench Collapse	Gas Transmission	High Noise Levels	Contact With	Grader & roller	Working alone
Oxygen Atmospheric Level	Water	Ladders	Dust	Sweeper	Personnel Threat
Remote Site	Electricity H/V	Manual Handling	Bacteria	Plant Movement	
Difficult Rescue	Electricity L/V	Procedural Failure	Oils	Front Deck Mower	
Poor Lighting	Hydraulic Pressure	Height Access	Contaminated Fluids	Suspended Loads	
Trip/Slip Hazards	Kinetic	Spills	Fuels	Tractor	
Poor Visibility		Switching	Drilling Muds	Loader	
Vehicles / Pedestrians				Trucks/Utilities	
Erosion					
Flora/Fauna					

4. Risk Matrix - (Align Likelihood x Consequence = Risk)

Likelihood – Definition	Consequence Where the post control Risk Rating exceeds Significant, expert advice must be sought.				
	Minor	Serious	Severe	Major	Catastrophic
	Almost Certain- Will almost certainly occur once (or more) every couple of years. (Expected to happen, happens frequently).	Moderate	High	Extreme	Extreme
Likely- Will probably (>50%) occur once (or more) in 20 years. Could occur within business unit or similar sites.	Moderate	Significant	High	Extreme	Extreme
Possible- Could occur, but not probable	Moderate	Moderate	Significant	High	Extreme
Unlikely- Not expected to occur. Has not occurred at Remo Contractors, but has occurred within the industry within Australia.	Low	Low	Moderate	Significant	High
Rare- May occur only in exceptional circumstances. Has occurred in known history worldwide or is conceptually possible.	Low	Low	Moderate	Moderate	Significant

Consequence - Definition

	Environmental impacts	Health and Safety issues
Minor	Onsite minor leak contained without impact.	First Aid, No Medical Treatment
Serious	On/offsite release with minimal impact.	LTI / Medical Treatment
Severe	Offsite release, damage to flora/ fauna & short term effects to soil, water, air.	Temporary or partial permanent disability / LTI
Major	Major offsite release of pollutants with significant ongoing impact to flora/fauna	Single Fatality or total permanent disability
Catastrophic	Widespread toxic release offsite with long term/substantial effects to flora/fauna, soil/water	Multiple Fatalities or total permanent disabilities

5. PPE to be Utilised:	Uniform	Footwear	High Vis'	Hard Hat	Eyewear	Fall Arrest	Gloves	Hearing	Dust Mask	Other
	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	<input type="checkbox"/>

6. Sequential Work Process Steps

Step No.	Sequential Steps List the basic task steps in a sequential order.	Hazards and Impacts Identify the health and safety or environmental Hazards and Impacts associated with each step, and examine each to determine the Risk Rating.	Risk Rating Rate the risk prior to controls being in place. (Consequence x Likelihood)	Safety Controls Determine what actions are required to eliminate or minimise all hazards that could lead to an accident. Indicate who is to perform the action where applicable against each action	Risk Rating Re-rate the risk with controls in place. (Consequence x Likelihood)	Owner Control action owner
1						
2.						

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3						
4						
5						
6						
7						
8						

7. TEAM ACKNOWLEDGEMENT (signatures):- Ask crew, “Are there any questions?” (Ensure all issues are addressed)

If you are not satisfied with the safety control measures do not proceed and contact your immediate supervisor.

To be signed by all workers e.g. employees, sub-contractors.

To be signed by supervisor, Officer of the business.

Date & Name	Signature	Date & Name	Signature
Jointing Work		Induction Training for General Construction Work (White Card)	
Drivers		Current Drivers Licences	
Plant Operators		Accredited & Current Operators Ticket	
General Construction Site Work		White Card	
Personal Protective Equipment (PPE)		Personal Protective Equipment (PPE)	
Hard Hats		Hearing Protection, e.g. Ear plugs etc. if required by work activity	
High Visibility Safety Vests		Safety Glasses, etc. if required by work activity	
Disposable Clinical Overalls/approved respirator if required		Long sleeve shirts & long pants	
Safety Boots		Sun Screen	
Gloves, if required by work activity		Full face shield if grinding or power cutting	