



Safe Work Method Statement

Test Company Name
Test Project Name
123 456
123 Sample Job Address



Project Information

Job Name: Test Project Name

Job Number: 123 456

Start Date: 12th July 2025

Duration: 8 Weeks

Date Created: 23rd June 2025

Principal Contractor: Test Principal Contractor

Project Manager: Test Project Manager Name

Site Supervisor: Test Project Supervisor

Authorising Person: Test authorising person name

Scope of Works:

Sample scope of works description

Review and Monitoring

This SWMS will be reviewed and monitored throughout the duration of the project to ensure all safety measures remain effective and up-to-date. Any changes to work conditions, processes, or identified hazards will trigger an immediate review and update of this document.



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Emergency Contact Information

Name	Phone
Emergency Contact 01 Name	0499 999 999
Emergency Contact 02 Name	0499 999 999
Emergency Contact 03 Name	0499 999 999

Emergency Procedures:

Sample procedure information here



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High Risk Activities

Work on a telecommunication tower	Risk of a person falling more than 2 metres (e.g. work on ladders, scaffolding, roofs, etc.)	Work involving demolition of an element that is load-bearing or otherwise related to the physical integrity of the structure	Work involving the disturbance of asbestos
Work involving structural alterations or repairs that require temporary support to prevent collapse	Work carried out in or near a confined space	Work carried out in or near a shaft or trench deeper than 1.5 metres or a tunnel	Work involving the use of explosives
Work on or near pressurised gas distribution mains or piping	Work on or near chemical, fuel or refrigerant lines	Work on or near energised electrical installations or services (includes live electrical work)	Work in an area that may have a contaminated or flammable atmosphere
Work involving tilt-up or precast concrete elements	Work carried out, in or adjacent to a road, railway, or other traffic corridor that is in use	Work in an area at a workplace in which there is any movement of powered mobile plant (e.g. forklifts, excavators, cranes)	Work in areas where there are artificial extremes of temperature (e.g. cold rooms, furnace areas)
Work carries out in or near water or other liquid that involves a risk of drowning	Work carried out on or near live electrical conductors		



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Risk Assessment Matrix

Likelihood Assessment

Likelihood	Frequency	Probability	Value
5	Almost Certain	Daily / Weekly	>90%
4	Likely	Monthly	61-90%
3	Possible	Yearly	31-60%
2	Unlikely	5-10 Years	11-30%
1	Rare	>10 Years	<10%

Consequence Assessment

Consequence	People	Environment	Value
5	Fatality	Major Environmental Impact	Catastrophic
4	Permanent Disability	Significant Environmental Impact	Major
3	Lost Time Injury	Moderate Environmental Impact	Moderate
2	Medical Treatment	Minor Environmental Impact	Minor
1	First Aid	Negligible Environmental Impact	Negligible



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Work Activities

#	Activity	Hazards	Initial Risk	Control Measures	Residual Risk	Legislation
1	Activity description in detail sample 01	<ul style="list-style-type: none">Hazard description 01Hazard description 02 this is an extended descriptionHazard description 03Hazard description 04Hazard description 05Hazard description 06 this is an extended descriptionHazard description 07Hazard description 08	Extreme - 16	<ul style="list-style-type: none">Hazard description 01Hazard description 02 this is an extended descriptionHazard description 03Hazard description 04Hazard description 05Hazard description 06 this is an extended descriptionHazard description 07Hazard description 08	Medium - 9	<ul style="list-style-type: none">Legislation description 01Legislation description 02 this is an extended description
2	Activity description in detail sample 02	<ul style="list-style-type: none">Hazard description 01Hazard description 02 this is an extended descriptionHazard description 03Hazard description 04Hazard description 05Hazard description 06 this is an extended descriptionHazard description 07Hazard description 08	High - 12	<ul style="list-style-type: none">Hazard description 01Hazard description 02 this is an extended descriptionHazard description 03Hazard description 04Hazard description 05Hazard description 06 this is an extended descriptionHazard description 07Hazard description 08	Low - 6	<ul style="list-style-type: none">Legislation description 01Legislation description 02 this is an extended description
3	Activity description in detail sample 03	<ul style="list-style-type: none">Hazard description 01Hazard description 02 this is an extended descriptionHazard description 03Hazard description 04Hazard description 05Hazard description 06 this is an extended descriptionHazard description 07Hazard description 08	Extreme - 13	<ul style="list-style-type: none">Hazard description 01Hazard description 02 this is an extended descriptionHazard description 03Hazard description 04Hazard description 05Hazard description 08	Medium - 9	<ul style="list-style-type: none">Legislation description 01Legislation description 02 this is an extended description
4	Activity description in detail sample 04	<ul style="list-style-type: none">Hazard description 01Hazard description 02 this is an extended descriptionHazard description 03Hazard description 04Hazard description 05Hazard description 06 this is an extended descriptionHazard description 07	Low - 3	<ul style="list-style-type: none">Hazard description 01Hazard description 02 this is an extended descriptionHazard description 03Hazard description 04Hazard description 05Hazard description 06 this is an extended descriptionHazard description 07	Low - 1	<ul style="list-style-type: none">Legislation description 01Legislation description 02 this is an extended description



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Personal Protective Equipment (PPE)

Hard Hat – Head protection from falling objects	Hi-Vis Vest/Shirt – Visibility on site	Steel Cap Boots – Foot protection from impact or puncture
Safety Glasses – Eye protection	Gloves – General hand protection	Hearing Protection – Earplugs or earmuffs
Long Pants – Protection from abrasions and minor cuts	Long Sleeve Shirt – General body protection	Dust Mask – Basic airborne dust protection
Sun Protection (Hat, Sunscreen) – UV exposure control	Fall Arrest Harness – Working at heights	Confined Space Breathing Apparatus – Confined spaces or poor air quality
Welding Helmet & Gloves – Welding tasks	Cut-Resistant Gloves – Blade or glass handling	Face Shield – High-impact or chemical splash risk



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Plant & Equipment

Equipment	Hazards	Initial Risk	Control Measures	Residual Risk	Legislation
undefined	<ul style="list-style-type: none">Struck by moving partsCrushing hazardsNoise exposure	High - 12	<ul style="list-style-type: none">Pre-start inspectionTrained operators onlyExclusion zones	Medium - 6	<ul style="list-style-type: none">AS 2550.1Work Health and Safety Regulation
undefined	<ul style="list-style-type: none">Load fallingStructural collapseElectrical contact	Extreme - 16	<ul style="list-style-type: none">Certified riggerLoad chartsPre-lift meetings	Medium - 8	<ul style="list-style-type: none">AS 1418.1Work Health and Safety Regulation
undefined	<ul style="list-style-type: none">Tip overPedestrian contactLoad shift	High - 9	<ul style="list-style-type: none">Licensed operatorsSpeed limitsLoad limits	Low - 3	<ul style="list-style-type: none">AS 2359.1Work Health and Safety Regulation



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Site Sign-In Register

Name	Company	Date	Time In	Time Out	Signature