



## Safe Work Method Statement

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

Company Logo

### Project Information

**Job Name:** Test Project Name

**Job Number:** 123 456

**Project Address:** 123 Sample Job Address

**Start Date:** 12th July 2025

**Duration:** 8 Weeks

**Date Created:** 23rd June 2025

**Company Name:** Test Company Name

**Principal Contractor's Name:** *Test Principal Contractor*

**Project Manager:** *Test Project Manager Name*

**Site Supervisor:** *Test Project Supervisor*

**Person Authorising SWMS**

**Name:** *Test authorising person name*

**Position:** *Test authorising person position*

### Scope of Works

Sample scope of works description

### Review and Monitoring

This SWMS will be reviewed and updated whenever changes occur to scope, method, or risk levels. The site supervisor is responsible for initiating this review. All workers will be consulted on this SWMS during the pre-start meeting. Updates will be communicated verbally and via toolbox talks.



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## Emergency Information

### Emergency Contacts

Emergency Contact 01 Name - 0499 999 999

Emergency Contact 02 Name - 0499 999 999

Emergency Contact 03 Name - 0499 999 999

### Emergency Response Procedures

Sample procedure information here

123 Sample

123 Sample

123 Sample





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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 carried out in or near water or other liquid that involves a risk

Work carried out on or near live

or other liquid that involves a risk  
of drowning

electrical conductors



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Construction Control Risk Matrix

Likelihood	Frequency	Probability	Value	Consequence	Description	Value
Almost Certain	Weekly	Very high	5	Catastrophic	Fatality, disability, \$50,000+	5
Likely	Monthly	Good	4	Major	Amputation, \$15,000-\$50,000	4
Possible	Yearly	Even	3	Moderate	LTI/MTI, \$1,000-\$15,000	3
Unlikely	10 years	Low	2	Minor	First Aid, \$100-\$1,000	2
Rare	Lifetime	No chance	1	Insignificant	No treatment, \$0-\$100	1

L→ C↓	5	4	3	2	1	Range	Risk	Action Required	Timeline
5	25	20	15	10	5	20-25	EXTREME	Stop immediately	Now
4	20	16	12	8	4	10-16	HIGH	Senior management	24hrs
3	15	12	9	6	3	5-9	MEDIUM	Management action	48hrs
2	10	8	6	4	2	1-4	LOW	Routine procedures	5 days
1	5	4	3	2	1				

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## Work Activities & Risk Assessment

#	Activity	Hazards	Initial Risk	Control Measures	Residual Risk	Legislation
1	Activity description in detail sample 01	<ul style="list-style-type: none"><li>• Hazard description 01</li><li>• Hazard description 02 this is an extended description</li><li>• Hazard description 03</li><li>• Hazard description 04</li><li>• Hazard description 05</li><li>• Hazard description 06 this is an extended description</li><li>• Hazard description 07</li><li>• Hazard description 08</li></ul>	Low (1)	<ul style="list-style-type: none"><li>• Hazard description 01</li><li>• Hazard description 02 this is an extended description</li><li>• Hazard description 03</li><li>• Hazard description 04</li><li>• Hazard description 05</li><li>• Hazard description 06 this is an extended description</li><li>• Hazard description 07</li><li>• Hazard description 08</li></ul>	Low (1)	<ul style="list-style-type: none"><li>• Legislation description 01</li><li>• Legislation description 02 this is an extended description</li></ul>
2	Activity description in detail sample 02	<ul style="list-style-type: none"><li>• Hazard description 01</li><li>• Hazard description 02 this is an extended description</li><li>• Hazard description 03</li><li>• Hazard description 04</li><li>• Hazard description 05</li><li>• Hazard description 06 this is an extended description</li><li>• Hazard description 07</li><li>• Hazard description 08</li></ul>	Low (1)	<ul style="list-style-type: none"><li>• Hazard description 01</li><li>• Hazard description 02 this is an extended description</li><li>• Hazard description 03</li><li>• Hazard description 04</li><li>• Hazard description 05</li><li>• Hazard description 06 this is an extended description</li><li>• Hazard description 07</li><li>• Hazard description 08</li></ul>	Low (1)	<ul style="list-style-type: none"><li>• Legislation description 01</li><li>• Legislation description 02 this is an extended description</li></ul>
3	Activity description in detail sample 03	<ul style="list-style-type: none"><li>• Hazard description 01</li><li>• Hazard description 02 this is an extended description</li><li>• Hazard description 03</li></ul>	Low (1)	<ul style="list-style-type: none"><li>• Hazard description 01</li><li>• Hazard description 02 this is an extended description</li><li>• Hazard description 03</li></ul>	Low (1)	<ul style="list-style-type: none"><li>• Legislation description 01</li></ul>

		<ul style="list-style-type: none"> <li>• Hazard description 04</li> <li>• Hazard description 05</li> <li>• Hazard description 06 this is an extended description</li> <li>• Hazard description 07</li> <li>• Hazard description 08</li> </ul>		<ul style="list-style-type: none"> <li>• Hazard description 04</li> <li>• Hazard description 05</li> <li>• Hazard description 08</li> </ul>		Legislation description 02 this is an extended description
4	Activity description in detail sample 04	<ul style="list-style-type: none"> <li>• Hazard description 01</li> <li>• Hazard description 02 this is an extended description</li> <li>• Hazard description 03</li> <li>• Hazard description 04</li> <li>• Hazard description 05</li> <li>• Hazard description 06 this is an extended description</li> <li>• Hazard description 07</li> <li>• Hazard description 08</li> </ul>	Low (1)	<ul style="list-style-type: none"> <li>• Hazard description 01</li> <li>• Hazard description 02 this is an extended description</li> <li>• Hazard description 03</li> <li>• Hazard description 04</li> <li>• Hazard description 05</li> <li>• Hazard description 06 this is an extended description</li> <li>• Hazard description 07</li> <li>• Hazard description 08</li> </ul>	Low (1)	<ul style="list-style-type: none"> <li>• Legislation description 01</li> <li>• Legislation description 02 this is an extended description</li> </ul>
5	Activity description in detail sample 05	<ul style="list-style-type: none"> <li>• Hazard description 01</li> <li>• Hazard description 02 this is an extended description</li> <li>• Hazard description 03</li> <li>• Hazard description 04</li> <li>• Hazard description 05</li> <li>• Hazard description 06 this is an extended description</li> <li>• Hazard description 07</li> <li>• Hazard description 08</li> </ul>	Low (1)	<ul style="list-style-type: none"> <li>• Hazard description 01</li> <li>• Hazard description 02 this is an extended description</li> <li>• Hazard description 03</li> <li>• Hazard description 04</li> <li>• Hazard description 05</li> <li>• Hazard description 06 this is an extended description</li> <li>• Hazard description 07</li> <li>• Hazard description 08</li> </ul>	Low (1)	<ul style="list-style-type: none"> <li>• Legislation description 01</li> <li>• Legislation description 02 this is an extended description</li> </ul>



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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 – Arm  
protection from scratches  
and UV

Safety Harness – Fall  
protection for work at  
heights

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

Respirator (Half/Full Face)  
– Hazardous fumes,  
chemicals, or dust

Chemical-Resistant  
Apron – Handling  
corrosive substances

Anti-Static Clothing –  
Electrical or explosive  
environments

Insulated Gloves – Live  
electrical work

Emergency Eyewash –  
First aid for chemical  
exposure

systems

- Entanglement in moving parts and

- Establishment of exclusion zones around  
operating machinery

•

		<div>mechanical components</div> <ul style="list-style-type: none"><li>• Chemical exposure from hydraulic fluids and lubricants</li></ul>	<ul style="list-style-type: none"><li>• Regular maintenance schedules and safety system checks</li><li>• Emergency shutdown procedures and communication protocols</li></ul>	Environmental Protection Regulation
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### Plant & Equipment

Equipment	Hazards	Initial Risk	Control Measures	Residual Risk	Operator
Excavator	Crushing from bucket or tracks, Noise exposure, Hydraulic fluid leaks	high (16)	Licensed operator only, Pre-start inspection, Exclusion zones, PPE required	medium (8)	Licensed Operator Required
Forklift	Tip-over risk, Load falling, Collision with pedestrians	medium (12)	Forklift license required, Speed limits, Load securing, Designated travel paths	low (4)	Licensed Operator Required
Scaffolding	Falls from height, Structural collapse, Falling objects	high (20)	Competent person assembly, Daily inspections, Fall protection, Tag and barricade	medium (6)	Certified Scaffolder
Excavator	Struck by equipment, Rollover, Hydraulic failure, Noise exposure	High (4)	Licensed operator only, Pre-start inspection, Exclusion zones, PPE required	Medium (2)	John Smith
Crane	Load drop, Electrocution, Struck by load, Crane overturn	Extreme (5)	Certified operator, Daily inspection, Load limits, Rigging inspection	High (3)	Mike Johnson

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### Sign In Register

Name	Number	Signature	Date
Sample Name 1	0499 999 990	Signature written here	19/05/2025
Sample Name 2	0499 999 991	Signature written here	19/05/2025
Sample Name 3	0499 999 992	Signature written here	19/05/2025
Sample Name 4	0499 999 993	Signature written here	19/05/2025
Sample Name 5	0499 999 994	Signature written here	19/05/2025
Sample Name 6	0499 999 995	Signature written here	19/05/2025
Sample Name 7	0499 999 996	Signature written here	19/05/2025
Sample Name 8	0499 999 997	Signature written here	19/05/2025
Sample Name 9	0499 999 998	Signature written here	19/05/2025
Sample Name 10	0499 999 999	Signature written here	19/05/2025

