

Safe Work Method Statement

Admin Test SWMS

PROJECT DETAILS

Project Name: Admin Test SWMS
Project Address: 789 Admin Test Road, Perth WA 6000
Principal Contractor: Admin Test Construction
Job Number: ADMIN-001
Trade Type: General Construction
Document Date: 16/06/2025

RISK ASSESSMENT MATRIX

Site Setup and Preparation	Trip hazards, Manual handling	Low	Clear walkways, Proper lifting

EMERGENCY PROCEDURES

- In case of emergency, immediately call 000
- Evacuate to designated assembly point as per site evacuation plan
- Report all incidents and near misses to site supervisor immediately
- Ensure first aid is administered by qualified personnel only
- Do not re-enter work area until cleared by safety officer

This SWMS complies with:

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017
- Australian Standards AS/NZS 4804:2001
- Safe Work Australia Guidelines

