



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

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

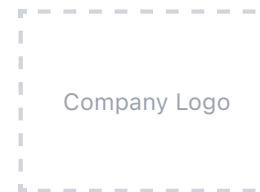
Review and Monitoring

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

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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 in an area at a	Work in areas where

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

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)

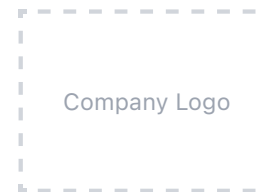
Work carried out in or near water or other liquid that involves a risk of drowning

Work carried out on or near live electrical conductors



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Construction Control Risk Matrix

Likelihood	Frequency	Probability	Value
Almost Certain	Weekly	Very high	5
Likely	Monthly	Good	4
Possible	Yearly	Even	3
Unlikely	10 years	Low	2
Rare	Lifetime	No chance	1

Consequence	Description	Value
Catastrophic	Fatality, disability, \$50,000+	5
Major	Amputation, \$15,000-\$50,000	4
Moderate	LTI/MTI, \$1,000-\$15,000	3
Minor	First Aid, \$100-\$1,000	2
Insignificant	No treatment, \$0-\$100	1

L→ C↓	5	4	3	2	1
5	25	20	15	10	5
4	20	16	12	8	4
3	15	12	9	6	3
2	10	8	6	4	2
1	5	4	3	2	1

Range	Risk	Action Required	Timeline
20-25	EXTREME	Stop immediately	Now
10-16	HIGH	Senior management	24hrs
5-9	MEDIUM	Management action	48hrs
1-4	LOW	Routine procedures	5 days

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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">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 (1)	<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 (1)	<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 07	Low (1)	<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 (1)	<ul style="list-style-type: none">Legislation description 01Legislation description 02 this is an extended description

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



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#	Activity	Hazards	Initial Risk	Control Measures	Residual Risk	Legislation
6	Activity description in detail sample 06	<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 (1)	<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 (1)	<ul style="list-style-type: none">Legislation description 01Legislation description 02 this is an extended description
7	Electrical installation and testing procedures with detailed safety protocols and emergency response plans	<ul style="list-style-type: none">Electrical shock from live wiresArc flash from short circuitsBurns from heated componentsFire hazard from faulty wiring	Low (1)	<ul style="list-style-type: none">Lockout/tagout procedures before workUse of appropriate PPE including insulated glovesTesting circuits with approved metersMaintaining safe working distancesRegular equipment inspection and maintenance	Low (1)	<ul style="list-style-type: none">Electrical Safety Regulation 2013Work Health and Safety Act 2011

8	Heavy machinery operation and maintenance in confined spaces with complex ventilation requirements and multiple safety systems	<ul style="list-style-type: none">• Crushing injuries from heavy equipment• Respiratory hazards from exhaust fumes and dust particles• Noise-induced hearing loss from prolonged exposure to high decibel levels• Entanglement in moving parts and mechanical components• Chemical exposure from hydraulic fluids and lubricants	Low (1)	<ul style="list-style-type: none">• Comprehensive pre-operation safety inspections• Mandatory use of respiratory protection equipment• Implementation of noise control measures and hearing protection• Establishment of exclusion zones around operating machinery• Regular maintenance schedules and safety system checks• Emergency shutdown procedures and communication protocols	Low (1)	<ul style="list-style-type: none">• Heavy Vehicle National Law• Dangerous Goods Safety Management Act• Environmental Protection Regulation
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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) –

Chemical-
Resistant Apron

Anti-Static
Clothing –

Insulated Gloves

Emergency

Hazardous fumes, chemicals, or dust	Resistant Apron – Handling corrosive substances	Protective Clothing Electrical or explosive environments	Insulated Gloves – Live electrical work	Eyewash – First aid for chemical exposure
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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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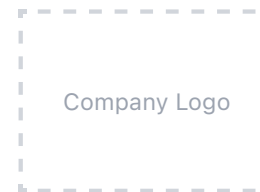
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Sign In Register

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

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