



Safe Work Method Statement

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

Company I

Project Information

Job Name: Test Project Name  
Start Date: 12th July 2025  
Date Created: 23rd June 2025  
Project Manager: Test Project Manager Name  
Authorising Person: Test authorising person name

Job Number: 123 456  
Duration: 8 Weeks  
Principal Contractor: Test Principal Contractor  
Site Supervisor: Test Project Supervisor

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 change in work conditions, processes, or identified hazards will trigger an immediate review and update of this document.



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Company L

Emergency 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 contaminate 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 extreme temperature (e.g. cold rooms, furnace area)
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 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	Va
5	Fatality	Major Environmental Impact	Catast
4	Permanent Disability	Significant Environmental Impact	Major
3	Lost Time Injury	Moderate Environmental Impact	Moder
2	Medical Treatment	Minor Environmental Impact	Minor
1	First Aid	Negligible Environmental Impact	Neglig



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Work Activities & Risk Assessment

#	Activity	Hazards	Initial Risk	Control Measures	Residual Risk	Legislat
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>	Extreme - 16	<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>	Medium - 9	<ul style="list-style-type: none"><li>Legislation descriptor</li><li>Legislation descriptor is an exten descriptor</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>	High - 12	<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 - 6	<ul style="list-style-type: none"><li>Legislation descriptor</li><li>Legislation descriptor is an exten descriptor</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><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>	Extreme - 13	<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 08</li></ul>	Medium - 9	<ul style="list-style-type: none"><li>Legislation descriptor</li><li>Legislation descriptor is an exten descriptor</li></ul>
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></ul>	Low - 3	<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></ul>	Low - 1	<ul style="list-style-type: none"><li>Legislation descriptor</li><li>Legislation descriptor is an exten descriptor</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 & 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 space 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"><li>Struck by moving parts</li><li>Crushing hazards</li><li>Noise exposure</li></ul>	High - 12	<ul style="list-style-type: none"><li>Pre-start inspection</li><li>Trained operators only</li><li>Exclusion zones</li></ul>	Medium - 6	<ul style="list-style-type: none"><li>AS/NZS 4576</li><li>Work Health and Safety Act 2011</li></ul>
undefined	<ul style="list-style-type: none"><li>Load falling</li><li>Structural collapse</li><li>Electrical contact</li></ul>	Extreme - 16	<ul style="list-style-type: none"><li>Certified rigger</li><li>Load charts</li><li>Pre-lift meetings</li></ul>	Medium - 8	<ul style="list-style-type: none"><li>AS/NZS 4576</li><li>Work Health and Safety Act 2011</li></ul>
undefined	<ul style="list-style-type: none"><li>Tip over</li><li>Pedestrian contact</li><li>Load shift</li></ul>	High - 9	<ul style="list-style-type: none"><li>Licensed operators</li><li>Speed limits</li><li>Load limits</li></ul>	Low - 3	<ul style="list-style-type: none"><li>AS/NZS 4576</li><li>Work Health and Safety Act 2011</li></ul>



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Company

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Sign In Register

Name	Company	Date	Time In	Time Out	Signature