



Safe Work Method Statement Template

A template to use when creating Safe Work Method Statements in your workplace

Work Safety QLD

www.worksafetyqld.com

Email: info@worksafetyqld.com

Phone: 0432 631 964

ABN: 28 911 810 228

Project Details

Job Description & Location:

Contacts:

Contact 1 - 888 888 888
Contact 2 - 888 888 888
Contact 3 - 888 888 888
Person responsible for implementing, reviewing and monitoring this SWMS: Contact 4 - 888 888 888

Qualifications & Training:

General site induction
Daily toolbox meeting
Competent and trained workers
General Construction Induction Card (Blue or White)

Relevant Legislation & Information:

Work Health & Safety Act 2011
Work Health & Safety Legislation 2011
Insert other relevant legislation or codes of practice here

PPE / Safety Equipment / Signage / Tags:

- Steel cap safety boots
- Safety glasses
- Safety gloves
- Long sleeve, high visibility clothing
- Other PPE for specific tasks will be identified in controls

Plant & Equipment:

Insert Plant & Equipment used on the task here (Make sure to attach a plant hazard risk assessment for each item of plant or equipment used)

Relevant Parties

Person Conducting Business or Undertaking Name:
ABN: 888 888 888 88 Address: 123 Address st, QLD 4109 Phone: 888 888 888
Principal Contractor:
ABN: 888 888 888 88 Address: 123 Address st, QLD 4109 Phone: 888 888 888

Emergency Planning & Rescue Procedures:

Insert relevant emergency plan and rescue procedures here

In the event of an incident or emergency, work must stop immediately and the <Your Company Name> Incident Management and Emergency Management Policy and Procedure must be followed. This SWMS must be reviewed and amended before work recommences to ensure that the incident cannot occur again.

High Risk Work Activities:

Identify which high risk work activities are part of this task

Safety Data Sheets:

Insert any Safety Data Sheets required for the job here (make sure to attach copies)



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Risk Assessment

Consequences:

Likelihood	5 - Catastrophic <i>Death or disablement, significant damage to equipment, significant financial cost, significant long term environmental damage</i>	4 - Major <i>Extensive injuries with lost time, major damage to equipment, major financial cost, major short term environmental damage</i>	3 - Moderate <i>Medical treatment, damage to plant and equipment, moderate financial cost, major short term environmental damage</i>	2 - Minor <i>First aid treatment, minor damage to equipment, minor financial cost, minor short term environmental damage</i>	1 - Insignificant <i>No injuries, slight damage to equipment, very minor non-existent financial cost, very minor or non-existent environmental damage</i>
5 - Almost Certain	25	20	15	10	5
4 - Likely	20	16	12	8	4
3 - Possible	15	12	9	6	3
2 - Unlikely	10	8	6	4	2
1 - Rare	5	4	3	2	1



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Risk Rating	Actions Required
16 - 25	High Risk – Work must be stopped immediately. Control measures must be put in place immediately by a competent person, following the hierarchy of controls
10 - 15	Substantial Risk – Stop work if there is an immediate risk. Additional control measures must be put in place immediately by a competent person, following the hierarchy of controls
5 - 9	Low Risk – Work may commence. All current control measures must be maintained. Monitored and reviewed and further controls implemented if possible
1 - 4	Very low risk – Work may commence. All current control measures must be maintained, monitored and reviewed
Hierarchy of Controls	
Elimination	Eliminate the hazard altogether e.g. remove a hazardous machine from use
Substitution	Substitute a safer option e.g. replace a hazardous machine with a safer one
Isolation	Isolate a hazard from anyone who could be harmed
Engineering	Use engineering controls to reduce the risk
Administrative	Utilise training and signage
PPE	Utilise personal protective equipment



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Job Step	Potential Hazards	Initial Risk			Safety Control Measures	Residual Risk			Persons Responsible
		L	C	S		L	C	S	
Example Step	<ul style="list-style-type: none">Slips Trips and Falls	4	3	12	<ul style="list-style-type: none">Example safety controls	1	3	3	<ul style="list-style-type: none">Example



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Monitoring, Review & Communication Process

Monitoring

<Your Company Name> management must monitor this SWMS continuously. Management and Supervisors must ensure that all control measures outlined in the Safe Work Method Statement section above are being followed and put in place. This is achieved by:

Utilizing safety inspections

- Ensuring that competent supervisors monitor all work being conducted to make sure that all control measures are being followed
- Training supervisors to continuously monitor for and report potential hazards
- Training workers to continuously monitor for and report potential hazards
- Management continuously monitoring for potential hazards and implementing/communicating controls where possible when hazards are found or reported

Review

<Your Company Name> management must review this SWMS periodically to ensure it remains relevant. This is achieved by:

- Management reviewing this SWMS at least once every six (6) months to ensure that controls remain relevant and to ensure that any new hazards have been assessed
- Management inspecting the work being conducted to ensure that controls remain relevant
- Conducting pre-start meetings or "Toolbox talks" to discuss this SWMS, potential hazards and control measures with workers

In The Event Of An Incident or Emergency

In the event of an incident or emergency, work must stop immediately and the <Your Company Name> Incident Management and Emergency Management Policy and Procedure must be followed. This SWMS must be reviewed and amended before work recommences to ensure that the incident cannot occur again.

Communication

This SWMS must be communicated at a pre-start meeting before work commences. Workers must be given the opportunity to discuss controls which are listed in this SWMS, and be allowed time to discuss any further controls which they feel are necessary.

Finally, workers must sign below to state that they have been instructed in this SWMS, understand all hazards involved with the work and are comfortable with all of the control measures that must be implemented and followed.

If any changes are made to this SWMS, they must be communicated to workers and the communication sheet below must be re-signed by all persons involved with the job.



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Additional Controls To Be Put In Place After Consultation With All Relevant Workers



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Revision History (This SWMS must be revised at least once every six months)

Revision	Date Revised	Description of Changes	Revised By	Signature	Next Revision Date
A		Document Creation (Include name of person who prepared this SWMS)			Immediately
A		Document Review & Approval by Company Owner			
A		Initial Consultation with All Relevant Workers			



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Communication / Acknowledgement Sheet

Name	Signature	Date	Company	Position	Licence / Ticket Numbers