

CREATING & SUBMITTING YOUR SAFE WORK METHOD STATEMENTS (SWMS)



This guide is to assist you to fulfil your legal obligations (see **FAQ's** below for more information) related to developing, providing and retaining your Safe Work Method Statements (SWMS), using the SafeWorkSite.

In order to use the SafeWorkSite, you require an enabled company profile, a personal user profile and Leading Hand permissions to access the SWMS component of the site.

The SWMS tool works on any device, however for the greatest functionality we recommend using this on a desktop or laptop computer.

To begin, log on to safeworksite.com.au with your user credentials and follow the steps within this guide.

FAQ's

What is a Safe Work Method Statement (SWMS)?

A SWMS is a document that sets out the high risk construction work activities to be carried out, the hazards arising from these activities and the control measures to be put in place to control the risks. A SWMS is not required for 'work of a minor nature', and is only legally required for work that involves:

- Risk of a person falling more than 2 metres
- Likely to involve disturbing asbestos
- Work in or near a shaft or trench deeper than 1.5 m or a tunnel
- Work on or near chemical, fuel or refrigerant lines
- Tilt-up or precast concrete elements
- Work in areas with artificial extremes of temperature
- Work on a telecommunication tower
- Temporary load-bearing support for structural alterations or repairs
- Use of explosives
- Work on or near energised electrical installations or services
- Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians
- Work in or near water or other liquid that involves a risk of drowning
- Demolition of load-bearing structure
- Work in or near a confined space
- Work on or near pressurised gas mains or piping
- Work in an area that may have a contaminated or flammable atmosphere
- Work in an area with movement of powered mobile plant
- Diving work

A SWMS should be short and focus on describing the specific hazards identified for the high risk construction work to be undertaken and the control measures to be put in place so the work is carried out safely. It is not necessary to step out an extensive list of every hazard and control related to the task that is not considered as High Risk Construction Work; A lengthy, overly detailed SWMS can be difficult to understand, apply at the workplace, monitor or review.

FAQ's (continued)

Why are SWMS required?

SWMS are a tool designated by WHS laws intended to ensure a focus on High risk construction work, the associated hazards and what controls are required, as such they are a legal requirement for those that perform High Risk Construction Work.

What is the relevance of SWMS to the work?

High risk construction work must be carried out in accordance with the SWMS. The PCBU must put in place arrangements to ensure the SWMS is being complied with, for example workplace visits. If work is not being carried out in accordance with the SWMS then it must stop immediately or as soon as it is safe to do so. In these cases the SWMS should be reviewed and if necessary revised to reflect the safest way to carry out the work that is reasonably practicable. Work must not resume until the work can be carried out in accordance with the SWMS.

Who is responsible to develop SWMS?

The person responsible for carrying out the high risk construction work is best placed to prepare the SWMS in consultation with workers who will be directly engaged in the work.

Generally this means a SWMS is prepared by the subcontractor for their workers and themselves.

Consulting workers is important so they understand the detail of the SWMS and what they are required to do to implement and maintain risk controls. Sharing information and using the knowledge and experience of workers will help make sure the work is performed in accordance with the SWMS.

Who do I need to supply SWMS to?

Your SWMS needs to be readily accessible to workers and kept at the workplace where the high risk construction work is being carried out, and may be kept electronically. You are also legally required to submit your SWMS to the Principal Contractor whom you are performing the work for. (the SafeWorkSite method of creating, storing and supplying your SWMS enables this through the process). A principal contractor is legally responsible to take all reasonable steps to obtain a SWMS from any contractor carrying out high risk construction work.

Can I use a generic SWMS for different workplaces?

A generic SWMS used at different workplaces may not meet the requirements of the WHS laws unless it has first been reviewed to ensure it takes into account the hazards and risks at the specific workplace and amended as necessary. If the way the work must be conducted is not consistent with your SWMS, you will need to review it and make changes as applicable.

What's the benefit of using the SafeWorkSite for my SWMS?

The SafeWorkSite assists you to fulfil the following, as required by WHS legislation (legal requirements):

- The SafeWorkSite guides you through the process of creating your SWMS in a structure as required by WHS legislation.
- The SafeWorkSite retains your SWMS records electronically and in a way that means they remain accessible wherever you/your workers have access to a device and internet connection.
- By using the requesting sign off function, you are providing your SWMS as required and have a record of when your SWMS was accepted.
- The SafeWorkSite will prompt you to review your SWMS at least every 2 years. This means even if no changes are required to the SWMS, you can demonstrate that your SWMS is periodically reviewed as legally required.

CREATING & SUBMITTING YOUR SWMS

First, click SWMS under the General Info tab on the SafeWorkSite.



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Tara

Home Job Site Info **General Info** Planners Management Support

General Info

Safety

SWMS

Toolbox Talks

Safety Data Sheets

Documents

Standard Details



JOB SITE CHECK-IN required for job site entry

Every worker **MUST** check in and acknowledge the work health and safety requirements before entering any worksite.

Site Check-in

SAFETY REPORT Safety is everyone's responsibility

Report Accident

Report Hazard

Lodge Asbestos Notification

CREATING & SUBMITTING YOUR SWMS

On the SWMS, click to Make a SWMS.

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Home Job Site Info General Info Planners Management Support

Safe Work Method Statements

Home • SWMS





SAFE WORK METHOD STATEMENTS

Make a SWMS

Active

10 records

Search:

#	Safe Work Method Statement	Company	Principal Contractor	Updated	
	All Season Gutter Guard-Installation of gutter protection systems v1.0	All Seasons Gutter Guard	Cape Cod Australia PTY LTD	03/03/2017	Q VIEW
	Ariel Carpentry-Asbestos v1.0	Ariel Carpentry PTY LTD	Cape Cod Australia PTY LTD	06/02/2017	Q VIEW
	Ariel Carpentry-Carpenter v1.0	Ariel Carpentry PTY LTD	Cape Cod Australia PTY LTD	10/02/2017	Q VIEW
	Ariel Carpentry-Demolition Manual v1.0	Ariel Carpentry PTY LTD	Cape Cod Australia PTY LTD	09/10/2016	Q VIEW

CREATING & SUBMITTING YOUR SWMS

You have 3 options within the SafeWorkSite to select from that provide different methods of creating and saving your SWMS record.

SAFEWORKSITE

Home • SWMS • Create Statement

1 **CREATE**
Create SWMS

2 **DRAFT**
Add content

3 **SIGN OFF**
Request Sign Off

4 **APPROVED**
SWMS accepted

CREATE NEW STATEMENT

Which method would you like to use?

Select option

Select option

Use a template from the SWMS library or Previous Statement

Upload an existing SWMS as a file

Start from Scratch

OPTION 1 (Pg. 6-8):
Selecting this option will allow you to use a pre-populated template from the library as a starting basis for creating your SWMS

OPTION 2 (Pg. 9-10):
This option can be used if your SWMS is in a completed PDF format and you would like to attach it as a file.

OPTION 3 (Pg. 11-13):
This option will open the online SWMS building tool.

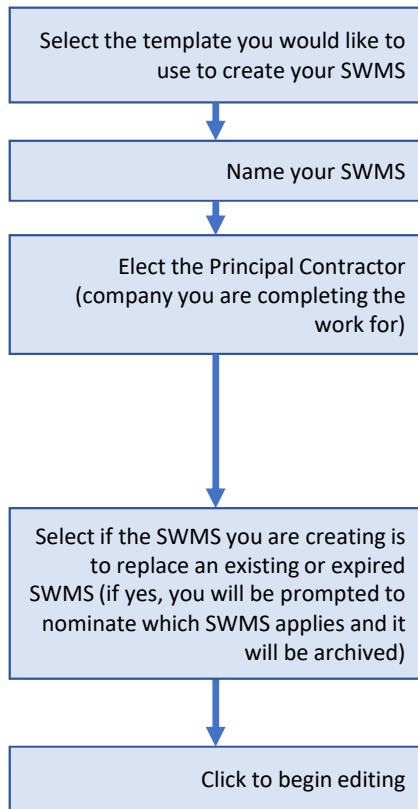
Back Begin

OPTION 1:

Use a pre-populated template from the library as a starting basis for creating your SWMS

Using a pre-populated template provides you with a basis to work from to complete your SWMS within the online SWMS building tool.

It is however important to review and ensure the job steps, hazards, controls and responsible persons are relevant and correct to how the work will be performed.



SAFEWORKSITE

Home Job Site Info General Info Planners Management Support

Home > SWMS > Create Statement

1 CREATE Create SWMS 2 DRAFT Add content 3 SIGN OFF Request Sign Off 4 APPROVED SWMS accepted

CREATE NEW STATEMENT

Which method would you like to use?
Use a template from the SWMS library or Previous Statement

Name of Work Activity / Task
Asbestos Removal (Class B)

Principal Contractor
Bob the Builder PTY LTD

Template
Asbestos Removal (Class B) v2.1

Templates
Asbestos Removal (Class B) v2.1
Carpentry v2.2
Ceiling Dust Removal v8.1
Cement Rendering / Solid Plastering v5.1
Demolition v4.1

Save as a master template for others to access? ☐ No

Back Begin

OPTION 1:

Use a pre-populated template from the library as a starting basis for creating your SWMS

CREATE
Create SWMS

2 DRAFT
Add content

3 SIGN OFF
Request Sign Off

4 APPROVED
SWMS accepted

SAFE WORK METHOD STATEMENT

Cape Cod Australia PTY LTD

Principal Contractor: Bob the Builder PTY LTD

Safe Work Method Statement version 2.1

Activity / Task: **Asbestos Removal (Class B)** Project / Location: All Jobs

Step	Potential Hazard	Controls / Responsible
1. Identification of asbestos containing material	<ul style="list-style-type: none"> Asbestos contamination of worker and area. Exposure of persons to asbestos dust 	<ul style="list-style-type: none"> Competent person asbestos containin Provision of Hazard Cape Cod Austr All workers to refer
2. Planning for removal of asbestos containing materials	<ul style="list-style-type: none"> Asbestos contamination of worker and area. Contravention of WHS laws Exposure of persons to asbestos dust. 	<ul style="list-style-type: none"> Removal of asbest Safework NSW 5 c Competent person asbestos containin Provision of Hazard

SAFE WORK METHOD STATEMENT

Cape Cod Australia PTY LTD

Principal Contractor: Bob the Builder PTY LTD

Safe Work Method Statement version 2.1

Activity / Task: **Asbestos Removal (Class B)** Project / Location: All Jobs

Step	Potential Hazard	Controls / Responsible Person(s)
1. Identification of asbestos containing material	<ul style="list-style-type: none"> Asbestos contamination of worker and area. Exposure of persons to asbestos dust. 	<ul style="list-style-type: none"> Competent person to conduct hazardous materials survey prior to work in order to identify asbestos containing materials so far as is reasonably practicable By: Principal Contractor Provision of Hazardous Materials Report and Asbestos Register By: Principal Contractor & Cape Cod Australia PTY LTD All workers to reference and be familiar with site Asbestos Register

☐ Principal

☐ Company

☒ Worker

OPTION 1:

Use a pre-populated template from the library as a starting basis for creating your SWMS

Person responsible for ensuring compliance with SWMS: ** REQUIRED **

Person responsible for reviewing SWMS control measures: ** REQUIRED **

Back Save Draft

Enter the name of the person that will be responsible for ensuring the work is done in accordance with the SWMS (generally the Leading Hand/person directly supervising the work)

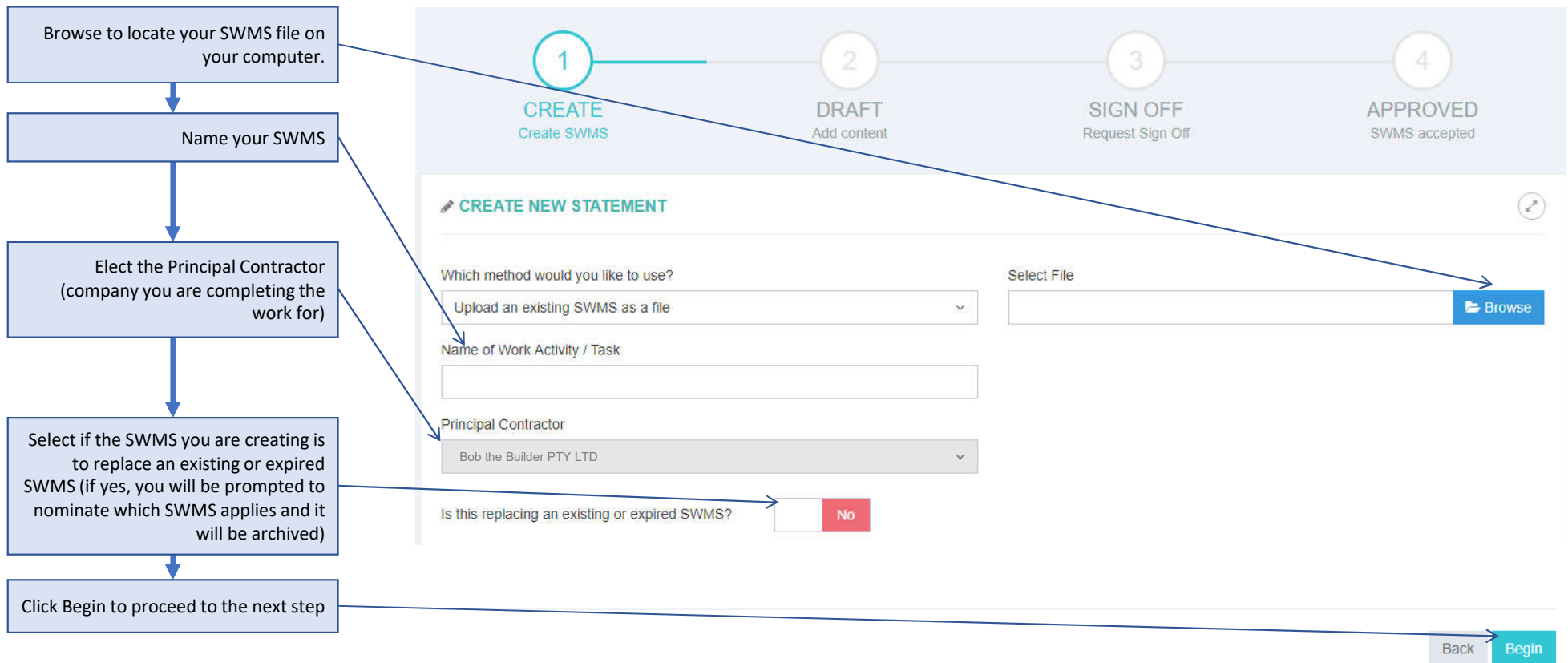
Enter the name of the person that will be responsible for making sure the specified controls remain effective (generally the PCBU [Business Owner] or person directly supervising the work)

FINAL STEP:

Once you have completed the SWMS in full, you will be able to either save the draft or request sign off. Requesting sign off alerts Cape Cod that you have submitted a final SWMS to be accepted (this fulfils the legal requirement to ensure SWMS are provided to the Principal Contractor, and that the Principal Contractor has sought to obtain SWMS for high risk construction work).

OPTION 2: Attach a SWMS as a file

This method allows you to utilize any existing SWMS you may have in PDF format and attach this as a file. As an attached file, you won't be able to modify the content of your SWMS.



OPTION 2:
Attach a SWMS as a file

Person responsible for ensuring compliance with SWMS: ** REQUIRED **

Person responsible for reviewing SWMS control measures: ** REQUIRED **

Back Save Draft

Enter the name of the person that will be responsible for ensuring the work is done in accordance with the SWMS (generally the Leading Hand/person directly supervising the work)

Enter the name of the person that will be responsible for making sure the specified controls remain effective (generally the PCBU [Business Owner] or person directly supervising the work)

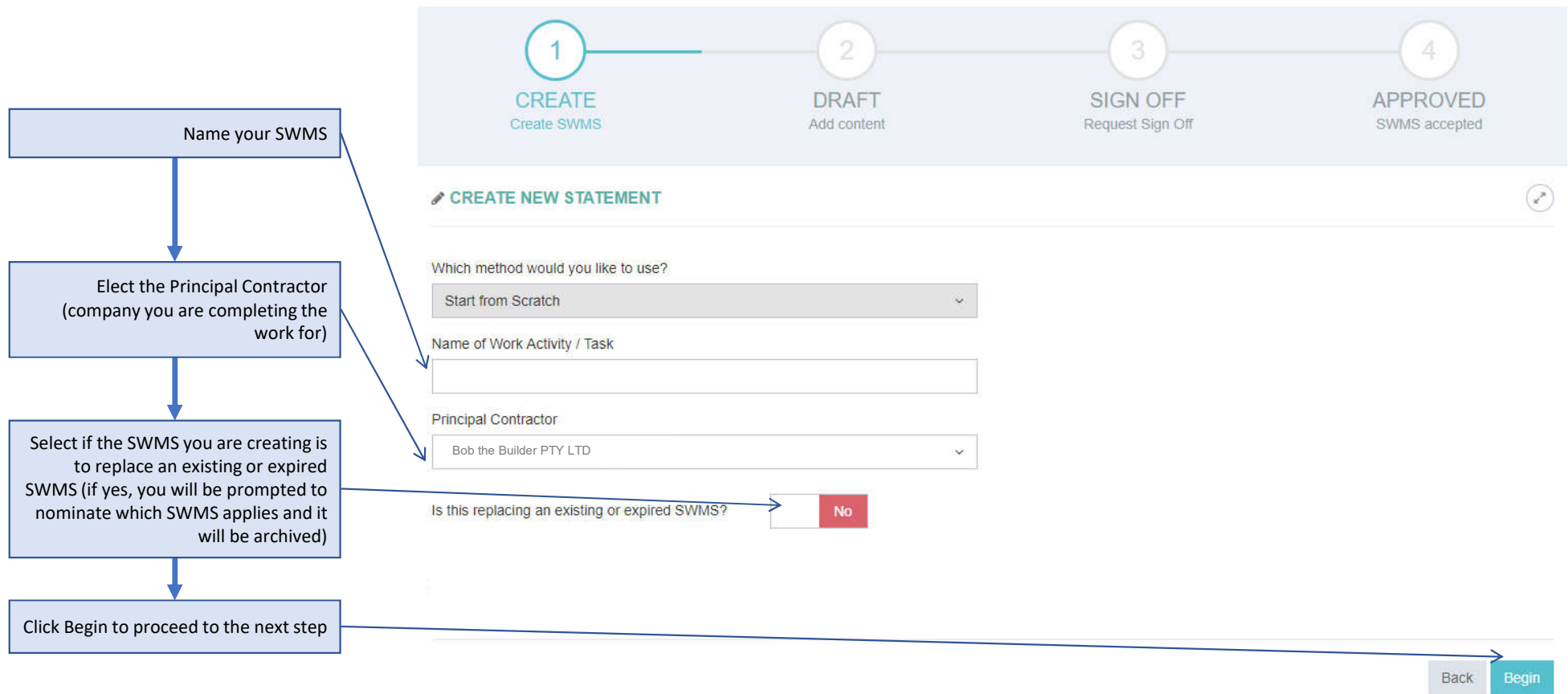
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OPTION 3:

Use the online SWMS building tool.

Starting from scratch launches the online SWMS building tool and allows you full flexibility to create your SWMS without any pre-populated information.



OPTION 3:
Use the online SWMS building tool.

Click to add job steps

Click to add your hazards and Controls.
Type your steps, hazards and controls
in the designated fields

Nominate the responsible person(s) for
the controls by ticking the applicable
checkboxes

CREATE
Create SWMS

2 DRAFT
Add content

3 SIGN OFF
Request Sign Off

4 APPROVED
SWMS accepted

SAFE WORK METHOD STATEMENT

Cape Cod Australia PTY LTD

Principal Contractor: Bob the Builder PTY LTD

version 1.0

Activity / Task: **Test** Project / Location: All Jobs

Step	Potential Hazard	Controls / Responsible Person(s)
+ Step No steps found		
1. Set up work area	Work from ladders - fall from height	+ Control
+ Step	+ Hazard	+ Control
1. Set up work area	Work from ladders - fall from height	<div>Inspect ladders before use, ensure in good working order. Secure ladder at top and bottom to prevent dis-lodgement</div> <div><input type="checkbox"/> Principal <input type="checkbox"/> Company <input checked="" type="checkbox"/> Worker</div>
+ Step	+ Hazard	+ Control

OPTION 3:
Use the online SWMS building tool.

The screenshot shows a web form for building a SWMS. It has two input fields with red text labels: "Person responsible for ensuring compliance with SWMS: ** REQUIRED **" and "Person responsible for reviewing SWMS control measures: ** REQUIRED **". Below these fields are "Back" and "Save Draft" buttons. Two blue callout boxes with arrows point to the input fields. The first callout box points to the first field and contains the text: "Enter the name of the person that will be responsible for ensuring the work is done in accordance with the SWMS (generally the Leading Hand/person directly supervising the work)". The second callout box points to the second field and contains the text: "Enter the name of the person that will be responsible for making sure the specified controls remain effective (generally the PCBU [Business Owner] or person directly supervising the work)".

Person responsible for ensuring compliance with SWMS: ** REQUIRED **

Person responsible for reviewing SWMS control measures: ** REQUIRED **

Back Save Draft

Enter the name of the person that will be responsible for ensuring the work is done in accordance with the SWMS (generally the Leading Hand/person directly supervising the work)

Enter the name of the person that will be responsible for making sure the specified controls remain effective (generally the PCBU [Business Owner] or person directly supervising the work)

FINAL STEP:

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