

Appendix A – Sample safe work method statement (SWMS) template for high-risk construction work (HRCW)



DUTIES: **1)** A SWMS must be prepared if proposed works involve any of the HRCW activities listed below and that work poses a risk to the health and safety of any person. **2)** Affected employees and their HSRs must be consulted in the preparation of the SWMS. **3)** Once a SWMS has been developed and implemented, the HRCW to which it relates must be performed in accordance with the SWMS. **4)** Duty holders (builder and sub-contractor) must stop the HRCW immediately or as soon as it is safe to do so if the SWMS is not being complied with. The HRCW must not resume until the SWMS is complied with or reviewed and revised as necessary. **5)** The SWMS must be reviewed and if necessary, revised whenever the HRCW changes, or after any incident that occurs during HRCW, or if there is any indication that risk control measures are not adequately controlling the risks. **6)** An employer must retain a copy of the SWMS for the duration of the HRCW.

Direct employer:		Direct employer's company name:		Date SWMS provided to PC:	
Principal contractor (PC):		Work supervisor:		Site location/address:	
Email:	Ph:	Email:	Ph:	Work activity:	

High-risk construction work:

<input type="checkbox"/> There is a risk of a person falling more than 2m	<input type="checkbox"/> Work is on or adjacent to roadways or railways used by road or rail traffic	<input type="checkbox"/> Work is in, over or adjacent to water or other liquids where there is a risk of drowning
<input type="checkbox"/> There is movement of powered mobile plant	<input type="checkbox"/> There are structural alterations that require temporary support to prevent collapse	<input type="checkbox"/> Work is in an area where there are artificial extremes of temperature
<input type="checkbox"/> Work is on or near energised electrical installations or services	<input type="checkbox"/> Work involves a trench or shaft if the excavated depth is more than 1.5m	<input type="checkbox"/> Work is on or near pressurised gas distribution mains or piping
<input type="checkbox"/> Work involving demolition	<input type="checkbox"/> Work involves a confined space	<input type="checkbox"/> Work is on or near chemical, fuel or refrigerant lines
<input type="checkbox"/> Work involves tilt-up or precast concrete	<input type="checkbox"/> Work on telecommunication towers	<input type="checkbox"/> Work involving diving
<input type="checkbox"/> Work involves removal or likely disturbance of asbestos (Note: preparation of an asbestos control plan is taken to be preparation of a SWMS)	<input type="checkbox"/> Work is in an area that may have a contaminated or flammable atmosphere	<input type="checkbox"/> Work involving the use of explosives
		<input type="checkbox"/> Work involving a tunnel

Person responsible for ensuring compliance with SWMS:	Date SWMS received:	
What measures are in place to ensure compliance with the SWMS? (for example direct supervision, regular spot checks)		
How will the SWMS control measures be reviewed?	Review date:	Reviewer's signature:



Selecting risk controls



1. Any risk to health and safety must be eliminated if it is reasonably practicable to do so.

2. Any remaining risk must be reduced, so far as is reasonably practicable, by:

- Implementing any mandated controls specified by law (e.g. the OHS Regulations 2017)
- Substituting a new activity, procedure, plant, process or substance (e.g. scaffold in preference to ladders)
- Isolating persons from the hazard (e.g. fence off areas for mobile plant operation)
- Using engineering controls (e.g. guard rails, trench shields).

More Effective



3. If any risk to health or safety remains, it must be reduced by using:

- Administration controls (e.g. activity specific safety training, work instructions, warning signs)
- PPE such as respiratory protection, hardhats, high-visibility clothing.

Less Effective

What are the tasks involved?	What are the hazards and risks?	What are the risk control measures?		
List the HRCW work tasks	List the hazards and risks of the task	List the risk control measures	List how the control measures will be implemented	List who is responsible for the control measure being implemented
EXAMPLE: <ul style="list-style-type: none"> • Roof tiling 	EXAMPLE: <ul style="list-style-type: none"> • Slipping or falling from the roof 	EXAMPLE: <ul style="list-style-type: none"> • Scaffold with catch platform and or guard rail system • Fall restraint system such as harness and appropriate anchor point 	EXAMPLE: <ul style="list-style-type: none"> • Scaffold or guard rail supplied and erected by supplier or competent person • Fall restraint system installed and used by appropriately trained persons 	EXAMPLE: <ul style="list-style-type: none"> • Principal contractor/builder • Roofer/roofing supervisor



What are the tasks involved?	What are the hazards and risks?	What are the risk control measures?		
List the HRCW work tasks	List the hazards and risks of the task	List the risk control measures	List how the control measures will be implemented	List who is responsible for the control measure being implemented



Selecting risk controls



1. Any risk to health and safety must be eliminated if it is reasonably practicable to do so.

Anyone who is involved in the HRCW should sign this SWMS after they have:

- been consulted in the development, or content, of the SWMS
- read and completed the SWMS
- understand the hazards that have been identified and the controls in place
- know what they must do to safely complete the HRCW tasks

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- Implementing any mandated controls specified by law (e.g. the OHS Regulations 2017)
- Substituting a new activity, procedure, plant, process or substance (e.g. scaffold in preference to ladders)
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Name of worker	Signature	Date

