

## Sample SWMS template for High Risk Construction Work (HRCW)

This template should be used in conjunction with WorkSafe's publication *Information about Safe Work Method Statements*

**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.

<b>Direct employer:</b>		<b>Principal contractor (PC):</b> (Name and contact details)	
<b>Work supervisor:</b> (Name and contact details)		<b>Date SWMS provided to PC:</b>	
<b>Work activity:</b> (Job description)		<b>Workplace and works location:</b>	

<b>High risk construction work:</b>	<input type="checkbox"/> Where there is a risk of a person falling more than two metres.	<input type="checkbox"/> On or adjacent to roadways or railways used by road or rail traffic.	<input type="checkbox"/> In, over or adjacent to water or other liquids where there is a risk of drowning.
	<input type="checkbox"/> At workplaces where there is any movement of powered mobile plant.	<input type="checkbox"/> Structural alterations that require temporary support to prevent collapse.	<input type="checkbox"/> In an area where there are artificial extremes of temperature.
	<input type="checkbox"/> On or near energised electrical installations or services.	<input type="checkbox"/> Involving a trench or shaft if the excavated depth is more than 1.5 metres.	<input type="checkbox"/> On or near pressurised gas distribution mains or piping.
	<input type="checkbox"/> Involving demolition.	<input type="checkbox"/> Involving a confined space.	<input type="checkbox"/> On or near chemical, fuel or refrigerant lines.
	<input type="checkbox"/> Involving tilt-up or precast concrete.	<input type="checkbox"/> On telecommunications towers.	<input type="checkbox"/> Involving diving.
	<input type="checkbox"/> Involving removal or likely disturbance of asbestos (note: preparation of an asbestos control plan is taken to be preparation of a SWMS).	<input type="checkbox"/> In an area that may have a contaminated or flammable atmosphere.	<input type="checkbox"/> Involving the use of explosives.
		<input type="checkbox"/> Involving a tunnel.	

<b>Person responsible for ensuring compliance with SWMS:</b>		<b>Date SWMS received:</b>	
<b>What measures are in place to ensure compliance with the SWMS?:</b> (eg direct supervision, regular spot checks)			
<b>Person responsible for reviewing SWMS control measures:</b> (eg PC's representative)		<b>Date SWMS received by reviewer:</b>	
<b>How will the SWMS control measures be reviewed?:</b>			
<b>Review date:</b>		<b>Reviewer's signature:</b>	

