Safe Work Method Statement

CMS/1569
Date Approved: 30/09/2020

DUTIES: 1) A Safe Work Method Statement (SWMS) **must** be prepared if proposed works involve any of the High Risk Construction Work (HRCW) activities listed below and that work poses a risk to the health and safety of any person. **2)** Affected employees and their Healthy and Safety Representatives (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.

Work activity: *(Job description)*		**Work Order No.**	
Person responsible for ensuring compliance with SWMS:		**Date:**	
Workplace and works location:			

High risk construction work: ***(If the work involves any of the following you MUST complete the SWMS on page 2 and page 3)***	☐ Where there is a risk of a person falling more than two metres.	☐ On or adjacent to roadways or railways used by road or rail traffic.	☐ In, over or adjacent to water or other liquids where there is a risk of drowning.
	☐ At workplaces where there is any movement of powered mobile plant.	☐ Structural alterations that require temporary support to prevent collapse.	☐ In an area where there are artificial extremes of temperature.
	☐ On or near energised electrical installations or services.	☐ Involving a trench or shaft if the excavated depth is more than 1·5 metres.	☐ On or near pressurised gas distribution mains or piping.
	☐ Involving demolition.	☐ Involving a confined space.	☐ On or near chemical, fuel or refrigerant lines.
	☐ Involving tilt-up or precast concrete.	☐ On telecommunications towers.	☐ Involving diving.
	☐ Involving removal or likely disturbance of asbestos	☐ In an area that may have a contaminated or flammable atmosphere.	☐ None of the Above Complete Low Risk Work Assessment *(Page 2 and page 3 are not required for compliance but may still be used to capture relevant hazards, controls and Comments)*
	☐ Involving the use of explosives.	☐ Involving a tunnel.	
	☐ Other activities GWMWater deem to be high risk eg. Working near any overhead or underground services.		

Low Risk Work Assessment: ***(Complete if the work involves no HRCW activities as defined above)***	**Walk around the task or worksite, observe and note any dangers and hazards.** **If you believe the task is unsafe, STOP work & escalate to the work site supervisor. Only continue the task when safe to do so.**	
	Are you trained to do the work & familiar with the equipment, tools & task?	☐
	Have you considered the hazards for this task?	☐
	Do you have the correct PPE for the task?	☐
	Have you considered isolation or Lock out / Tag out of any equipment?	☐
	Have you considered an emergency arrangement & First Aid equipment	☐
	Have you considered the environmental impact of this task?	☐
	Have you assessed your work vehicle / trailer (if using) prior to the task?	☐
	Have you considered the weather conditions?	☐
Comments		

Selecting risk controls:

*Any risk to health or safety must be **eliminated**, or if that is not reasonably practicable, **reduced** so far as is reasonably practicable by:*

- *implementing any mandated controls specified by law (eg the OHS Regulations 2017)*
- *substituting a new activity, procedure, plant, process or substance (eg scaffold in preference to ladders)*
- *isolating persons from the hazard (eg fence off areas for mobile plant operation)*
- *using engineering controls (eg guard rails, trench shields) - or a combination of the above.*

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

- *administration controls (eg activity specific safety training, work instructions, warning signs)*
- *PPE such as respiratory protection, hardhats, high visibility clothing - or a combination of the above.*

More Effective

Less Effective

Safe Work Method Statement (SWMS) For High Risk Construction Works

What are the hazards and risks?	What are the risk control measures?	What PPE is required?
What aspects of the work could harm workers or the public?	*What will be done to make the activity as safe as possible?*	*What PPE will be used?*
Traffic ☐	Barricades/ Safety Tape ☐	Disposable Overalls ☐
Underground Services ☐	Signage ☐	Gloves ☐
Electrical power ☐	Traffic control ☐	Eye ☐
Atmospheric conditions ☐	Shoring ☐	Half Faced P3 Respirator ☐
Noise/Heat Stress ☐	Batter back/benching ☐	Continuous Flow P2 Respirator ☐
Chemical ☐	Sun Protection ☐	Biological Hand Soap ☐
Environmental ☐	Compliance with relevant procedure and/or safe work instructions ☐	Harness ☐
Mobile Plant ☐	Clean-up site ☐	Breathing Apparatus ☐
UV ☐	PPE ☐	Hard Hat ☐
Vermin ☐	Admin/Permits ☐	Open Faced Helmet ☐
Asbestos ☐	Lighting ☐	Safety Boots ☐
Access ☐	Ventilation ☐	Hand Wash ☐
Wastewater ☐	Training ☐	Life Jacket ☐
Drowning ☐	Lock out/Tag out ☐	Safety Vest ☐
Falling from heights ☐	Biological Immunisations ☐	High Vis Clothing ☐
Slips and Falls ☐	Communications ☐	Hearing Protection ☐
Manual Handling ☐	Fall Prevention ☐	UV Protection ☐
Working Alone ☐	Mechanical Aid ☐	Other (specify here) ☐
Unstable Ground ☐	Gas Detector ☐	
Crystalline Silica Dust ☐	Services Locator Device ☐	
Other (Specify on page 3) ☐	Operator Competency ☐	
	Isolation from source of exposure to silica dust (i.e. concrete, bitumen, stone) ☐	
	Water suppression on powered saws (i.e. wet cutting) ☐	
	Dust suppression in mobile plant cabin ☐	
	Other (Specify on page 3) ☐	

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What are the tasks involved?	What are the hazards and risks?	What are the risk control measures?
List the work tasks in a logical order.	*What aspects of the work could harm workers or the public?*	*Describe what will be done to make the activity as safe as possible?*
EXAMPLE: Step 1 Preparation to disconnect existing water meter	EXAMPLE: Personal injury (electric shock)	EXAMPLE: Carry out visual inspection to identify any hazards, Trained operators, equipment serviceable, follow procedure

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Name of Worker	Signature	Date	Name of Worker	Signature	Date