pointCPD

# Safe Work Method Statement

High-risk construction work

Work must be carried out in accordance with this SWMS. If it is not being followed, stop the work immediately or as soon as it is safe to do so, and do not restart until it can be done as this SWMS describes. Replace the example rows with your own and delete what does not apply.

## 1. Project and work details

| | | | |
|---|---|---|---|
| **Business doing the work (PCBU)**<br>Name, ABN, contact | | **Principal contractor**<br>Name, contact | |
| **Project and site address** | | | |
| **Work activity**<br>What is being done, in one or two lines | | | |
| **Supervisor / works manager**<br>Name and phone | | **SWMS number and revision** | |
| **Prepared by**<br>Name and position | | **Date prepared** | |
| **Date provided to principal contractor** | | **Received by (principal contractor)** | |
| **Workers and HSR consulted**<br>Who helped write this SWMS | | | |

## 2. High-risk construction work covered by this SWMS

Tick every activity this job involves. One SWMS can cover more than one.

- ☐ Risk of a person falling more than 2 metres (3 metres in some jurisdictions)
- ☐ Demolition of an element that is load-bearing or relates to the structure's integrity
- ☐ Structural alterations or repairs needing temporary support to prevent collapse
- ☐ Work in or near a shaft or trench deeper than 1.5 metres, or a tunnel
- ☐ Work on or near pressurised gas mains or piping
- ☐ Work on or near energised electrical installations or services
- ☐ Work on a telecommunication tower
- ☐ Work likely to involve disturbing asbestos
- ☐ Work in or near a confined space
- ☐ Use of explosives
- ☐ Work on or near chemical, fuel or refrigerant lines
- ☐ Work in an area that may have a contaminated or flammable atmosphere

- [ ] Tilt-up or precast concrete elements
- [ ] Work in an area where powered mobile plant is moving
- [ ] Work in or near water or other liquid with a risk of drowning
- [ ] Processing crystalline silica material with a power tool or other mechanical process (listed in some jurisdictions)
- [ ] Work on, in or next to a road, railway, shipping lane or other traffic corridor in use
- [ ] Work in areas with artificial extremes of temperature
- [ ] Diving work
- [ ] Other: _____

## 3. Personal protective equipment required

Tick what is required for this job and state the type where it matters (glove type, respirator class, harness system).

- [ ] Hard hat
- [ ] Safety boots
- [ ] Respirator (type, fit-tested):
- [ ] Sun protection
- [ ] Safety glasses or goggles
- [ ] Gloves (type):
- [ ] Face shield
- [ ] Long sleeves and trousers
- [ ] High-visibility clothing
- [ ] Hearing protection
- [ ] Harness and lanyard / fall-arrest system
- [ ] Chemical-resistant clothing
- [ ] Other: _____

## 4. Plant, equipment and tools

| Plant / equipment | ID or registration | Licence or competency needed | Pre-start check done by | Maintenance / inspection current? |
|---|---|---|---|---|
| EXAMPLE *Scissor lift (electric)* | *Hire tag #* | *Operator trained and familiarised on this model* | *Operator, each shift* | *Hire log book sighted* |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

## 5. Licences, training and competencies

| Requirement | Who holds it | Card / licence number | Sighted by and date |
|---|---|---|---|
| EXAMPLE *General construction induction (white card)* | *All workers on this SWMS* | | *Supervisor at induction* |
| EXAMPLE *High risk work licence for the plant being operated* | *Named operator* | | |
| | | | |
| | | | |
| | | | |
| | | | |

## 6. Permits and other documents needed before starting

- [ ] Hot work permit
- [ ] Confined space entry permit
- [ ] Traffic management plan / traffic guidance scheme
- [ ] Engineer's design or certificate (propping, scaffold, formwork)
- [ ] Rescue plan for work at height or in confined spaces
- [ ] Other: _____
- [ ] Excavation permit and underground services located (Before You Dig Australia)
- [ ] Electrical isolation, lockout and tagging
- [ ] Asbestos removal control plan or asbestos register sighted
- [ ] Safety data sheets for chemicals on site
- [ ] Principal contractor's site rules and induction

## 7. Risk rating matrix

Rate each step before and after controls: find the likelihood row and the consequence column.

| Likelihood ↓ / Consequence → | Insignificant | Minor | Moderate | Major | Catastrophic |
|---|---|---|---|---|---|
| Almost certain | M | H | H | E | E |
| Likely | M | M | H | H | E |
| Possible | L | M | H | H | E |
| Unlikely | L | L | M | H | H |
| Rare | L | L | M | M | H |

- **E** Extreme: do not start. Eliminate or redesign the task before any work.
- **H** High: work only with higher-order controls in place and a supervisor sign-off.
- **M** Medium: controls in place, monitored during the task.
- **L** Low: manage by routine procedures.

## 8. Job steps, hazards and control measures

List the work in the order it will be done. For each step, state the hazards and risks, rate them, then describe the controls and who is responsible.

| Job step | Hazards | What could happen (risk) | Risk before | Control measures (highest order first) | Risk after | Responsible |
|---|---|---|---|---|---|---|
| EXAMPLE *Set up scissor lift on slab edge to fix fascia* | *Unprotected slab edge; soft ground at base of lift* | *Lift tips or worker falls from height, serious injury or death* | *H* | *Edge protection installed along full slab edge before lift arrives. Lift used only on compacted, level hardstand checked by supervisor. Operator stays within platform guardrails; harness clipped to the manufacturer anchor. Exclusion zone below with barrier and signage.* | *M* | *Supervisor* |
| EXAMPLE *Cut fibre cement sheet to size* | *Respirable crystalline silica dust; noise; blade contact* | *Silicosis over time, hearing damage, lacerations* | *H* | *Score-and-snap or shears used instead of a power saw. Where a saw is unavoidable: dust extraction to an H-class vacuum, cut outdoors downwind of others, P2 respirator fit-checked daily, hearing protection, blade guard in place.* | *M* | *Leading hand* |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| Job step | Hazards | What could happen (risk) | Risk before | Control measures (highest order first) | Risk after | Responsible |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |

## 9. Writing controls that work

Use the hierarchy of control. Eliminate the hazard first (design it out, pre-fabricate at ground level). If you cannot, substitute something safer, isolate people from the hazard, or engineer it out (guardrails, extraction, interlocks). Only then rely on procedures, training and PPE, and use these to support the higher controls, not replace them.

Write controls a worker can follow without having to decide what they mean. "Wear appropriate PPE" is not a control. "P2 disposable respirator, fit-checked at the start of each shift" is.

## 10. Emergency arrangements

| | | | |
|---|---|---|---|
| **Site emergency contact** | | **First aider on site** | |
| **First aid kit location** | | **Assembly point** | |
| **Nearest hospital / medical centre** | | | |
| **Rescue plan**<br>How a worker is recovered after a fall arrest, from a trench or from a confined space | | | |

## 11. Compliance, monitoring and review

| | | | |
|---|---|---|---|
| **Person responsible for ensuring compliance** | | **Date received** | |
| **How compliance will be monitored**<br>Supervision, daily checks, site inspections | | | |
| **Person responsible for reviewing controls** | | **Review date** | |

| How the controls will be reviewed<br>Review when the method, site or crew changes, after any incident or near miss, or if a control is not working | |
|---|---|

## 12. Revision record

| Revision | Date | What changed and why | Reviewed by | Workers re-briefed? |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

## 13. Worker sign-on

By signing I confirm this SWMS has been explained to me, I understand it, I was able to ask questions, and I will follow it. I will stop work and tell my supervisor if it cannot be followed.

| Name | Company | Role / trade | Signature | Date |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

## 14. Keeping this SWMS

Keep this SWMS on site, or where it can be brought to site quickly, until the high-risk construction work it covers is finished. If it is revised, keep every version. If a notifiable incident happens in connection with this work, keep the SWMS for at least two years from the date of the incident.