

**Bird Proofing Netting and Physical Pest Barriers | SAFE WORK METHOD STATEMENT (SWMS)**

**TASK OR ACTIVITY: Bird Proofing Netting and Physical Pest Barriers**

|                   |        |        |       |
|-------------------|--------|--------|-------|
| Business Name:    |        | ABN:   | SWMS# |
| Business Address: |        |        |       |
| Contact Person:   | Phone: | Email: |       |

**THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THIS PROJECT**

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

Full Name:

|            |        |       |
|------------|--------|-------|
| Signature: | Title: | Date: |
|------------|--------|-------|

Details of the person(s) responsible for ensuring implementation, monitoring compliance of the SWMS as well as reviews and modifications of the SWMS.

|            |        |        |
|------------|--------|--------|
| Full Name: | Title: | Phone: |
|------------|--------|--------|

**ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED** | **NAME OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS**

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, then to communicate those hazards and then to further take steps to either eliminate or control each hazard.

If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.

Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.

The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.

| CLIENT OR PRINCIPAL CONTRACTOR DETAILS |                |
|--|----------------|
| Client:                                | SCOPE OF WORKS |
| Project Name:                          |                |
| Project Address:                       |                |
| Project Manager:                       |                |
| Contact Phone:                         |                |
| Date SWMS supplied to Project Manager: |                |

| ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT  |  |
|--|--|
| <input type="checkbox"/> involves a risk of a person falling more than 2 meters  | <input type="checkbox"/> is carried out on or near pressurised gas mains or piping                                     |
| <input type="checkbox"/> is carried out on a telecommunication tower   | <input type="checkbox"/> is carried out on or near chemical, fuel or refrigerant lines                                 |
| <input type="checkbox"/> involves demolition of an element of a structure that is load-bearing                           | <input type="checkbox"/> is carried out on or near energised electrical installations or services                      |
| <input type="checkbox"/> involves demolition of an element related to the physical integrity of a structure              | <input type="checkbox"/> is carried out in an area that may have a contaminated or flammable atmosphere                |
| <input type="checkbox"/> involves, or is likely to involve, disturbing asbestos  | <input type="checkbox"/> involves tilt-up or precast concrete  |
| <input type="checkbox"/> involves structural alteration or repair that requires temporary support to prevent collapse    | <input type="checkbox"/> is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor |
| <input type="checkbox"/> is carried out in or near a confined space  | <input type="checkbox"/> is carried out in an area of a workplace where there is any movement of powered mobile plant  |
| <input type="checkbox"/> is carried out in/near a shaft or trench deeper than 1.5m or tunnel involving use of explosives | <input type="checkbox"/> is carried out in areas with artificial extremes of temperature.                              |
| <input type="checkbox"/> is carried out in or near water or other liquid that involves a risk of drowning.               | <input type="checkbox"/> involves diving work.   |

| ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY |
|---|
|   |

| RISK MATRIX    |               |            |            |         |              |             |                                   |
|----------------|---------------|------------|------------|---------|--------------|-------------|-----------------------------------|
| LIKELIHOOD     | INSIGNIFICANT | MINOR      | MODERATE   | MAJOR   | CATASTROPHIC | SCORE       | ACTION                            |
| ALMOST CERTAIN | 3 HIGH        | 3 HIGH     | 4 ACUTE    | 4 ACUTE | 4 ACUTE      |             |                                   |
| LIKELY         | 2 MODERATE    | 3 HIGH     | 3 HIGH     | 4 ACUTE | 4 ACUTE      | 4A ACUTE    | DO NOT PROCEED                    |
| POSSIBLE       | 1 LOW         | 2 MODERATE | 3 HIGH     | 4 ACUTE | 4 ACUTE      | 3H HIGH     | Review before work starts.        |
| UNLIKELY       | 1 LOW         | 1 LOW      | 2 MODERATE | 3 HIGH  | 4 ACUTE      | 2M MODERATE | Ensure control measures in place. |
| RARE           | 1 LOW         | 1 LOW      | 2 MODERATE | 3 HIGH  | 3 HIGH       | 1L LOW      | Monitor and keep records          |

  

| HEIRARCHY OF CONTROLS                              |  |
|--|--|
| <b>Elimination</b><br>Remove the hazard.           |  |
| <b>Substitution</b><br>Replace the hazard.         |  |
| <b>Isolation</b><br>Isolate People from the hazard |  |
| <b>Engineering</b><br>Isolate the hazard.          |  |
| <b>Administrative</b><br>Change the work.          |  |
| <b>PPE</b>   |  |

**Notes on Hierarchy of Controls:** Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.

| PERSONAL PROTECTIVE EQUIPMENT (PPE)   |                          |                          |                          |                          |                          |                                       |                          |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable). |                          |                          |                          |                          |                          |                                       |                          |                          |                          |                          |                          |
| FOOT PROTECTION   | HAND PROTECTION          | HEAD PROTECTION          | HEARING PROTECTION       | EYE PROTECTION           | RESPIRATORY PROTECTION   | FACE PROTECTION                       | HIGH-VIS CLOTHING        | PROTECTIVE CLOTHING      | FALL PROTECTION          | SUN PROTECTION           | HAIR/JEWELLERY SECURED   |
|   |                          |                          |                          |                          |                          |                                       |                          |                          |                          |                          |                          |
| <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other PPE Required:   |                          |                          |                          |                          |                          |                                       |                          |                          |                          |                          |                          |
| Permit or Licenses Requirements   |                          |                          |                          |                          |                          | Mandatory Qualifications and Training |                          |                          |                          |                          |                          |
|   |                          |                          |                          |                          |                          |                                       |                          |                          |                          |                          |                          |

| JOB STEP                                | POTENTIAL HAZARDS  | IR           | CONTROL MEASURES   | RR            |
|---|--|--------------|--|---------------|
| SPECIFIC WORK STEPS                     | HAZARDS THAT MAY ARISE   | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS   | RESIDUAL RISK |
| Pre-start planning and assessment       | <ul style="list-style-type: none"> <li>Unidentified live electrical services</li> <li>Unstable roof structures</li> <li>Previously disturbed pest habitats</li> <li>Unassessed access and egress</li> <li>Incorrect product selection</li> </ul> | 3H           | <ul style="list-style-type: none"> <li>Review builder's plans, service drawings and as-built documentation before attending site and confirm locations of electrical, gas and data services</li> <li>Conduct a documented site-specific risk assessment and Safe Work Method Statement review prior to commencing works</li> <li>Consult with the client or building manager regarding known pest issues, vermin infestations and previous treatments</li> <li>Inspect roof structure, gutters, fascias and fixings from a safe position to identify rot, corrosion or structural damage and arrange repairs before work is applied</li> <li>Select bird proofing netting, spikes and physical barriers that are rated for environmental exposure and comply with relevant AS/NZS standards and manufacturer instructions</li> <li>Plan access and egress routes that avoid fragile roof areas, skylights and brittle roofing materials and mark no-go zones</li> <li>Schedule work to avoid extreme heat, high winds, heavy rain or electrical storms and reschedule if conditions exceed safe limits</li> <li>Develop an emergency response plan covering falls, electric shock, pest bites, stings and exposure to zoonotic diseases, and brief all workers</li> </ul>  | 2M            |
| Hazardous substances and pest treatment | <ul style="list-style-type: none"> <li>Chemical exposure from sprays</li> <li>Aerosol inhalation</li> <li>Skin contact with irritants</li> <li>Improper chemical storage</li> <li>Cross-contamination from pest droppings</li> </ul>             | 3H           | <ul style="list-style-type: none"> <li>Identify all pesticides, disinfectants and cleaning agents to be used and obtain current Safety Data Sheets (SDS) before bringing them to site</li> <li>Substitute highly toxic or volatile products with less hazardous alternatives wherever reasonably practicable</li> <li>Store chemicals in clearly labelled, sealed containers in a cool, shaded, well-ventilated area away from ignition sources and drains</li> <li>Mix and decant chemicals outdoors or in well-ventilated areas and avoid mixing incompatible products such as chlorine and acids</li> <li>Wear chemical-resistant gloves, long sleeves and AS/NZS 1337.1 compliant safety glasses when handling, mixing or applying chemicals</li> <li>Wear an AS/NZS 1716 compliant half-face respirator with appropriate cartridges when applying sprays, mists or powders in poorly ventilated areas</li> <li>Use low-pressure, targeted application methods to minimise overspray and drift onto workers, public areas and stormwater</li> <li>Collect contaminated rags, wipes and disposable PPE in sealed bags and dispose of them in accordance with local council and EPA requirements</li> <li>DO NOT eat, drink or smoke while using or immediately after using chemicals and wash hands thoroughly with soap and water before breaks</li> </ul> | 2M            |

| JOB STEP                                   | POTENTIAL HAZARDS  | IR           | CONTROL MEASURES  | RR            |
|--|--|--------------|---|---------------|
| SPECIFIC WORK STEPS                        | HAZARDS THAT MAY ARISE   | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS  | RESIDUAL RISK |
|  |  |              | <ul style="list-style-type: none"> <li>Prohibit the use of unlabelled chemical containers and DO NOT decant chemicals into drink bottles or food containers</li> </ul>  |               |
| Dealing with vermin pests during guttering | <ul style="list-style-type: none"> <li>Rodent bites and scratches</li> <li>Bird mites and fleas</li> <li>Zoonotic disease from droppings</li> <li>Aggressive nesting birds</li> <li>Decomposing carcasses</li> </ul>       | 3H           | <ul style="list-style-type: none"> <li>Survey gutters and roof cavities from a ladder or EWP before disturbing debris to identify signs of nesting birds, rodents, wasps or bees</li> <li>Avoid direct contact with birds, rodents or other vermin and engage a licensed pest controller if active infestations are observed</li> <li>Wear cut-resistant gloves, long sleeves, long pants and AS/NZS 2210.3 compliant safety boots when handling debris from gutters and roof spaces</li> <li>Wear an AS/NZS 2031 compliant P2 respirator when disturbing dried bird droppings, rodent droppings or accumulated dust in gutters or roof cavities</li> <li>Use long-handled tools or scoops to clean gutters and remove nesting material rather than using bare hands</li> <li>Place contaminated debris, droppings and nesting material directly into heavy-duty plastic bags, seal and dispose of in accordance with local council requirements</li> <li>Treat areas contaminated with droppings or carcasses with an appropriate disinfectant solution before and after removal to reduce biological load</li> <li>Instruct workers to avoid touching their face, eyes or mouth while working with contaminated material and to wash thoroughly after the task</li> <li>Stop work and move away if birds become aggressive or protective of nests and notify the supervisor to implement exclusion and control measures</li> <li>DO NOT attempt to relocate protected bird species or disturb active nests without consulting wildlife authorities or a licensed pest professional</li> </ul> | 2M            |
| Disrupting pest habitats safely            | <ul style="list-style-type: none"> <li>Sudden movement of nesting birds</li> <li>Wasp or bee attacks</li> <li>Falling debris from eaves</li> <li>Dust and allergen release</li> <li>Uncontrolled pest dispersal</li> </ul> | 3H           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>   | 2M            |

| JOB STEP                                   | POTENTIAL HAZARDS   | IR           | CONTROL MEASURES   | RR            |
|--|---|--------------|--|---------------|
| SPECIFIC WORK STEPS                        | HAZARDS THAT MAY ARISE  | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS   | RESIDUAL RISK |
|  |   |              | [REDACTED]   |               |
| Accessing work area and working at heights | <ul style="list-style-type: none"> <li>• Falls from roof edges</li> <li>• Ladder overbalance</li> <li>• Fragile roofing materials</li> <li>• Unprotected skylights</li> <li>• Objects falling onto persons below</li> </ul>       | 4A           | [REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED] | 2M            |
| Tools, equipment and manual handling       | <ul style="list-style-type: none"> <li>• Musculoskeletal strain</li> <li>• Sharp edges on netting or spikes</li> <li>• Power tool contact</li> <li>• Uncontrolled cutting operations</li> <li>• Dropped handheld tools</li> </ul> | 3H           | [REDACTED]<br>[REDACTED]<br>[REDACTED]   | 2M            |

SAMPLE





| JOB STEP                                  | POTENTIAL HAZARDS   | IR           | CONTROL MEASURES   | RR            |
|---|---|--------------|--|---------------|
| SPECIFIC WORK STEPS                       | HAZARDS THAT MAY ARISE  | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
|   |   |              | [REDACTED]   |               |
| Unblocking and sealing pest entry points  | <ul style="list-style-type: none"> <li>• Exposure to contaminated debris</li> <li>• Inhalation of dust and spores</li> <li>• Working in confined roof spaces</li> <li>• Bites from hidden termites</li> <li>• Inadequate sealing of penetrations</li> </ul> | 3H           | [REDACTED]   | 2M            |
| Weather, environment and public interface | <ul style="list-style-type: none"> <li>• Heat stress and dehydration</li> <li>• UV radiation exposure</li> <li>• High wind uplift of materials</li> <li>• Public access to work zones</li> <li>• Noise disturbance to neighbours</li> </ul>                 | 3H           | [REDACTED]   | 1L            |

SAMPLE

| JOB STEP                        | POTENTIAL HAZARDS   | IR           | CONTROL MEASURES   | RR            |
|---------------------------------|---|--------------|--|---------------|
| SPECIFIC WORK STEPS             | HAZARDS THAT MAY ARISE  | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
|                                 |   |              | [REDACTED]   |               |
| Housekeeping and waste disposal | <ul style="list-style-type: none"> <li>• Trips on offcuts and debris</li> <li>• Injury from exposed spines</li> <li>• Contaminated waste handling</li> <li>• Unsecured waste during transport</li> <li>• Environmental contamination</li> </ul> | 2M           | [REDACTED]   | 1L            |

SAMPLE

| JOB STEP                          | POTENTIAL HAZARDS  | IR           | CONTROL MEASURES  | RR            |
|-----------------------------------|--|--------------|---|---------------|
| SPECIFIC WORK STEPS               | HAZARDS THAT MAY ARISE   | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS  | RESIDUAL RISK |
| Inspection, sign-off and handover | <ul style="list-style-type: none"> <li>• Unidentified installation defects</li> <li>• Residual sharp edges</li> <li>• Future maintenance access issues</li> <li>• Unclear client instructions</li> <li>• Incomplete documentation</li> </ul> | 2M           | <div style="background-color: black; height: 15px; width: 100%;"></div> | 1L            |
|                                   |  |              |   |               |

SAMPLE

**EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES**

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

**LEGISLATIVE REFERENCES**

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES FOR ANY STATE THAT ARE NOT APPLICABLE

**Queensland & Australian Capital Territory**

Work Health and Safety Act 2011  
 Work Health and Safety Regulations 2011  
 Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>  
 Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>  
 Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>  
 Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

**Victoria**

Occupational Health and Safety Act 2004  
 Occupational Health and Safety Regulations 2017  
 Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>  
 Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

**New South Wales**

Work Health and Safety Act 2011  
 Work Health and Safety Regulations 2025  
 Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>  
 Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

**Western Australia**

Work Health and Safety Act 2020  
 Work Health and Safety Regulations 2022  
 Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>  
 Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

**Northern Territory**

Work Health and Safety (National Uniform Legislation) Act 2011  
 Work Health and Safety (National Uniform Legislation) Regulation 2011  
 Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>  
 Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

**Safe Work Australia Links**

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>  
 Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

**South Australia**

Work Health and Safety Act 2012 (SA)  
 Work Health and Safety Regulations 2012 (SA)  
 Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>  
 Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

**Model Codes of Practice**

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

**Tasmania**

Work Health and Safety Act 2012  
 Work Health and Safety (Transitional and Consequential Provisions) Act 2012  
 Work Health and Safety Regulations 2012  
 Work Health and Safety (Transitional) Regulations 2012  
 Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>  
 Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

**SIGNATORIES OF THE SAFE WORK METHOD STATEMENT**

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

| Worker Name | Signature | Date |
|-------------|-----------|------|
|             |           |      |
|             |           |      |
|             |           |      |
|             |           |      |

**SAFE WORK METHOD STATEMENT MONITORING AND REVIEW**

**The SWMS must be reviewed regularly** to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review must be carried out in consultation with workers (including contractors and sub-contractors) who may be affected by the operation of the SWMS and their health and safety representatives who represent that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

**The SWMS must be monitored regularly** for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

| REVIEW NUMBER | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---------------|---|---|---|---|---|---|---|
| NAME          |   |   |   |   |   |   |   |
| INITIALS      |   |   |   |   |   |   |   |
| DATE          |   |   |   |   |   |   |   |

**SAFE WORK METHOD STATEMENT REVIEW CHECKLIST**

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

| ITEMS WHICH MUST BE INCLUDED IN THE SWMS   | COMPLETED                           | COMMENTS              |
|--|-------------------------------------|-----------------------|
| The company details have been entered, including the project name and address.                       | <input checked="" type="checkbox"/> |                       |
| All relevant personnel consulted during the development of the SWMS.                                 | <input checked="" type="checkbox"/> |                       |
| Name, signature, position and date signed of the person approving the SWMS.                          | <input type="checkbox"/>            |                       |
| Specific personnel and qualifications, experience is noted in the SWMS.                              | <input type="checkbox"/>            |                       |
| Provides a step-by-step process of tasks required to carry out the activity or task.                 | <input checked="" type="checkbox"/> |                       |
| Adequate risk assessment of any identified hazards has been completed.                               | <input checked="" type="checkbox"/> |                       |
| Foreseeable hazards are identified and documented for each step.                                     | <input checked="" type="checkbox"/> |                       |
| Any hazards listed in any site risk assessments have been added to the SWMS.                         | <input checked="" type="checkbox"/> |                       |
| SWMS initial risk (IR) column as well as residual risk (RR) column completed.                        | <input checked="" type="checkbox"/> |                       |
| Check control measures added to the SWMS are the most effective selected.                            | <input checked="" type="checkbox"/> |                       |
| Responsible person is assigned and listed on the SWMS for the implementation of control measures.    | <input checked="" type="checkbox"/> |                       |
| Permit or licenses requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.   | <input checked="" type="checkbox"/> |                       |
| SWMS identifies plant and equipment to be used.  | <input checked="" type="checkbox"/> |                       |
| Details of inspection checks required for any equipment listed are noted on the SWMS.                | <input checked="" type="checkbox"/> |                       |
| Describes any mandatory qualifications, experience, training or skills required to perform the work. | <input checked="" type="checkbox"/> |                       |
| Applicable personal protective equipment is selected on the SWMS.                                    | <input checked="" type="checkbox"/> |                       |
| Reflects and documents any legislative references and/or Australian Standards.                       | <input checked="" type="checkbox"/> |                       |
| Identifies any hazardous substances used with specific control measures in line with any SDS.        | <input checked="" type="checkbox"/> |                       |
| <b>REVIEWED BY</b>   |                                     | <b>DATE REVIEWED</b>  |
| <b>SIGNATURE</b>   |                                     | <b>DATE COMPLETED</b> |