Bridge Construction | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Bridge Construction

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

THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE 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 and 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, 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:	

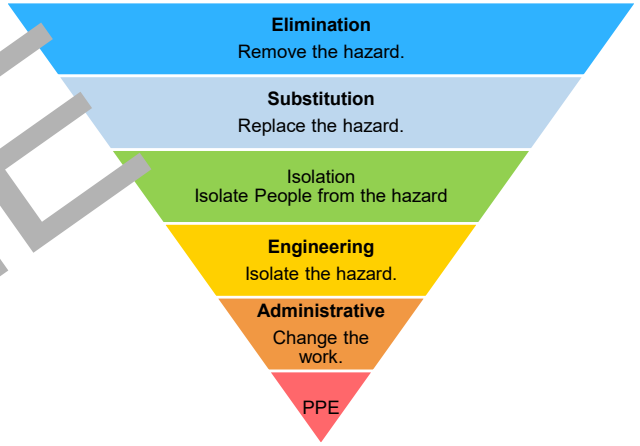
ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT	
☐ involves a risk of a person falling more than 2 meters	☐ is carried out on or near pressurised gas mains or piping
☐ is carried out on a telecommunication tower	☐ is carried out on or near chemical, fuel or refrigerant lines
☐ involves demolition of an element of a structure that is load-bearing	☐ is carried out on or near energised electrical installations or services
☐ involves demolition of an element related to the physical integrity of a structure	☐ is carried out in an area that may have a contaminated or flammable atmosphere
☐ involves, or is likely to involve, disturbing asbestos	☐ involves tilt-up or precast concrete
☐ involves structural alteration or repair that requires temporary support to prevent collapse	☐ is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor
☐ is carried out in or near a confined space	☐ is carried out in an area of a workplace where there is any movement of powered mobile plant
☐ is carried out in/near a shaft or trench deeper than or tunnel involving use of explosives	☐ is carried out in areas with artificial extremes of temperature.
☐ is carried out in or near water or other liquid that involves a risk of drowning.	☐ 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 PROCEE
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befo 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	nitor and k records

HEIRARCHY OF CONTROLS



Notes on Hierarchy of Controls: Elimination methods are the most effective and preferre en co lli a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the ost ef ve, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Eq ment) he least effective method.

PERS AL P TECTIVE EQUIPMENT (PPE)

Select the appropriate PPE abo uitable or the equipment used or the job task being performed (if applicable).

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING TECTION	EY CTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
											
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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
Site establishment and set out	• Unstable ground conditions • Unmarked underground services • Unauthorised public access • Plant and light vehicle collision • Manual handling strain • UV radiation exposure • Noise from mobile plant	3H	• Engage surveyor to set out bridge alignment and verify coordinates against approved design drawings before commencing excavation • Obtain and review Dial Before You Dig (DBYD) plans and service authority drawings prior to any ground penetration • Use a competent locator to scan for underground services and mark exclusion zones with paint and flagging • Install temporary fencing, lockable gates and signage to establish a secure site boundary separating the public from work areas • Provide designated pedestrian walkways and clearly signposted plant operating zones within the site • Develop and brief traffic management plan in accordance with local road authority requirements for plant and delivery vehicle movements • Install site signage including speed limits, PPE requirements, emergency contacts and restricted access notices at all entry points • Level and compact access tracks and lay geofabric or road base where required to prevent bogging and loss of vehicle control • Use spotters to guide plant movements in congested areas and when reversing trucks or Utes • Provide mechanical aids such as trolleys or pallet jacks for moving survey equipment, formwork components and small plant • Rotate tasks and limit manual lifting by planning delivery drop points close to point-of-use • Provide shade structures or shelters in crib areas and schedule high-exertion tasks outside peak UV hours where practicable • Require workers to wear wide-brim hats, long sleeves, long trousers and apply SPF 50+ sunscreen in accordance with manufacturer instructions • Require workers to wear hearing protection meeting AS/NZS 1270 when working near operating plant above 85 dB(A) • Conduct site-specific induction covering hazards, emergency procedures, first aid locations and reporting requirements before allowing work • DO NOT allow uninducted persons or visitors to enter active work areas without escort and appropriate PPE	2M
Traffic control and crane delivery	• Uncontrolled public traffic • Reversing vehicle collision • Struck by moving plant • Loading bay collapse	3H	• Develop a traffic guidance scheme in accordance with the Austroads Guide to Temporary Traffic Management and relevant state road authority requirements • Deploy trained traffic controllers with current qualifications and appropriate stop/slow bats and two-way radios	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
	• Unstable crane setup • Overhead powerline contact • Dust and diesel fumes		• Install advance warning signs, taper cones, bollards and barriers to delineate work zones and traffic lanes as per approved plan • Position plant and delivery vehicles so that reversing is minimised and use spotters where reversing cannot be eliminated • Construct level, compacted and drained hardstand areas for crane and delivery vehicle setup in accordance with geotechnical advice • Verify crane hardstand bearing capacity against crane outrigger loads and document confirmation in lift plan • Identify and mark overhead powerlines, communication cables and other obstructions on the lift plan and on site • Maintain minimum approach distances to overhead powerlines as specified by the relevant electrical safety regulator • Install physical barriers or delineation (e.g., tiger tail, bunting) under powerlines to highlight no-go zones for boom and load • Use wheel chocks and engage park brakes on parked trucks and trailers during loading and unloading • Locate loading/unloading areas away from live traffic lanes and pedestrian routes wherever practicable • Instruct drivers to shut down engines during extended waiting periods to reduce fumes and noise • Wet down dusty areas with water carts or hoses to control airborne dust when traffic volumes are high • Require workers in vehicle interaction zones to wear high visibility clothing in accordance with AS/NZS 4602.1 • DO NOT permit members of the public or unauthorised personnel to pass through active loading or crane setup zones	
Earthworks and excavation	• Trench wall collapse • Plant rollover on batter • Striking underground services • Flying debris from excavation • Uncontrolled stockpile movement • People and plant interaction • Vibration affecting nearby structures	4A	• Engage a competent engineer to design excavations and shoring systems where depth or ground conditions present collapse risk • Bench, batter or shore excavations in accordance with engineer's design and relevant codes of practice • Prohibit personnel from working in unshored trenches deeper than 1.5 m unless protected by engineered systems • Maintain spoil piles at least 1 m back from the edge of excavations and shape to prevent slumping • Conduct pre-start checks on excavators, loaders and rollers, focusing on ROPS, FOPS, brakes, steering and warning devices • Segregate excavation areas with barriers and signage and restrict access to authorised operators and spotters only • Use a dedicated spotter to maintain exclusion zones between plant and workers, ensuring no one enters swing radius of the excavator • Locate all underground services using DBYD information and electronic locators before excavating	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
			• Use non-destructive digging (vacuum excavation) when working within the specified tolerance zones of known services • Install edge protection such as handrails or barrica[illegible]s where there is a risk of falls into excavations • Provide safe access and egress to excavatio[illegible]using secured ladders or stair units at prescribed spacings • Monitor vibration levels using suitable instru[illegible]nts [illegible]en working near sensitive structures and adjust methods as required • Slope ramps and access tra[illegible] for plant within m[illegible]ufactu[illegible]limits and maintain with suitable traction material • DO NOT allow p[illegible]sonne[illegible] work[illegible]stand bene[illegible]th suspended buckets or within the immediate swing area of operat[illegible]g excavato[illegible]	
Formwork and falsework erection	• Formwork collapse • Falling objects fr[illegible] height • Falls from incomp[illegible] • Pinch points during assembly • Unstable access scaffol[illegible] • Incorrect propping layout • Manual handling of formwork	4A	[redacted]	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]	
Reinforcement fixing and post-tensioning	• Trips on reo starter bars • Impaling on exposed bars • Hand and finger lacerations • Musculoskeletal strain • Working near open edges • Post-tensioning tendon failure • Noise from stressing jacks	3H	[redacted]	2M
Concrete placement and curing	• Formwork overloading • Concrete blowout at joints • Struck by concrete pump boom • Concrete splashes to eyes • Slips on wet surfaces • Vibration-induced hand injury	3H	[redacted]	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
	• Exposure to cement dust		[redacted]	
Scaffolds and working platforms	• Falls from height • Platform collapse • Falling tools and materials • Access ladder failure • Overloading platforms • Unsecured mobile scaffolds	4A	[redacted]	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]	
Placing girders for bridges	• Girder drop during lift • Crane overload or overturn • Sling or shackle failu • Struck by suspen ed load • Uncontrolled gird win • Working at height on girders • Collision with existing structure	4A	[redacted]	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]	
Girder alignment and fixing	• Falls from girders • Pinch points at bea gs • Crushing betwee girders • Use of hand tools • Unstable temporary supports • Bonding agent fumes	4A	[redacted]	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
Deck construction and edge protection	• Falls from bridge edges • Trips on deck penetrations • Falling objects to road or rail • Contact with live traffic below • Working near overhead services • Weather exposure on open deck	4A	[redacted]	2M
Services installation and finishing works	• Electrical shock from services • Cuts from sharp edges • Silica dust from cutting • Noise from power tools • Slips on wet surface treatments • Exposure to solvents and paints	3H	[redacted]	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]	
Demobilisation and site handover	• Residual trip hazards • Unsecured temporary works • Public access to incomplete areas • Vehicle and pedestrian interaction • Leftover hazardous substances • Unmarked changes in road levels	2M	[redacted]	1L

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]	

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

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-of-codes-of-practice

Northern Territory
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011
Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws
Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/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

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.

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

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

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

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

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 process should 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 represented 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.	☒	
All relevant personnel consulted during the development of the SWMS.	☒	
Name, signature, position and date signed of the person approving the SWMS.	☐	
Specific personnel and qualifications, experience is noted in the SWMS.	☒	
Provides a step-by-step process of tasks required to carry out the activity or task.	☒	
Adequate risk assessment of any identified hazards has been completed.	☒	
Foreseeable hazards are identified and documented for each step.	☒	
Any hazards listed in any site risk assessments have been added to the SWMS.	☒	
SWMS initial risk (IR) column as well as residual risk (RR) column completed.	☒	
Check control measures added to the SWMS are the most effective selection.	☒	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	☒	
Permit or licenses requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	☒	
SWMS identifies plant and equipment to be used.	☒	
Details of inspection checks required for any equipment listed are noted on the SWMS.	☒	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	☒	
Applicable personal protective equipment is selected on the SWMS.	☒	
Reflects and documents any legislative references and/or Australian Standards.	☒	
Identifies any hazardous substances used with specific control measures in line with any SDS.	☒	

REVIEWED BY		**DATE REVIEWED**	
SIGNATURE		**DATE COMPLETED**	