



Driving SAF	E WORK METHOD STATE	MENT (SWMS)	
	TASK OR ACTIVITY: Driving		
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E jil:	
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY	THE PCL OF THE ROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.	cting a business or under a (PC 1) is	required to en that a safe work method s	statement (SWMS) is prepared before
Full Name:			
Signature:		Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring a	opliance the VMS a well as review	s and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS & MS MAY HAVE THE FOLLOWING COMMUNICATED	NA. 2 OF ALL RELEVANT PERSONNI EVELOPMENT AND APPROVAL OF	EL WHO HAVE BEEN CONSULTED AND COTHIS SWMS	OMMUNICATED TO IN THE
Safety meetings or toolbox talks will be sched ed in account with a gislative requirements to first identify any site hazards, and then to further take steps to either eliminate or continuous each hazard.			
If an incident or a near miss occurs, all work must sto, adately. 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 BIOK CONSTRUCTOR	NAME OF THE POLIT
ANY HIGH-RISK CONSTRUCTOR	N WC & BEIN C ARIED 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	carried out on or near chemical, fuel or refrigerant lines
☐ involves demolition of an element of a structure that is load-bearing	\square is carried out on or near energised electrical installations or services
☐ involves demolition of an element related to the physical integral of a functure	☐ is carried out in an area that may have a contaminated or flammable atmosphere
☐ involves, or is likely to involve, disturbing asb	☐ involves tilt-up or precast concrete
☐ involves structural alteration or repair that —quires term — v sup —rt 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 that. tunnel involving use of explosives	☐ is carried out in areas with artificial extremes of temperature.
\square is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.
ANY HIGH-RISK MACHINER	Y OR EQUIPMENT NEARBY



RISK MATRIX										
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS		
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE ACTION	Elimination Remove the hazard.			
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCE	Substitution		
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Replace the hazard.		
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Isolate People from the hazard		
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and	Engineering Isolate the hazard.		
is the second m	Administrative Change the work. Step on Hierarchy of Controls: Elimination methods are the most effective and preferrence and control to the second most effective method of controlling a hazard. Engineering by isolation is the fire post engineering by changing the work is the fourth most effective method. PPE (Personal Protective Equation). The least effective									

				PERS		TIVE EQUIPM					
		Select the app	propriate PPL	abo√ ≃uitab	ic or the equi	pment used or	the job task	being perforr	ned (if applica	ıble).	
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING ETION	P ECTION	R PIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE R	Required:										
	Pe	ermit or Licen	ses Requirem	ents			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
1. Preparation	Poor planning, Incomplete documentation	зн	 Conduct a thorough route assessment to it outify potential hazards and rest stops. Develop a travel plan that includes estimate departs and arrival times. Ensure all necessary permits and documental care current and readily accessible. Implement a check-in process where drivers regularly represented location to a supervisor. Equip vehicles with a strack a systems for real-transminitoring. Ensure all drives have completed elevant training, including fatigue management. Schedule regular vehicles spections a summenance checks to ensure roadworthiness. Presential ensure and complete contact list, including roadside assistance and medical services. Proving a cares who detailed maps or GPS devices to avoid navigation errors. Allocal summent time for rest breaks to manage driver fatigue. Informativers cany specific road conditions or construction zones they may encounter. Ensurabile phones are charged and equipped with hands-free devices for safe communication. Verify that load limits are adhered to and cargo is properly secured to prevent shifting during transit. 	2M
2. Conduct pre-start check	Mechanical failure, Fluid leaks	4A	Conduct a thorough inspection of the vehicle's tyres for adequate tread depth, proper inflation, and any visible damage. - Check all fluid levels, including engine oil, coolant, brake fluid, power steering fluid, and windshield washer fluid, and top up as necessary. - Inspect the vehicle's lights, indicators, and reflectors to ensure they are functioning correctly. - Test the brakes to ensure they respond properly and there are no unusual noises or vibrations. - Verify that the battery is secure and free from corrosion or other damage. - Examine belts and hoses for signs of wear, cracks, or leaks, and replace if needed. - Ensure that mirrors, windows, and windshields are clean and free of obstructions or damage. - Check that the horn, windshield wipers, and washers are in good working order. - Confirm that all emergency equipment, such as a first aid kit, fire extinguisher, and warning triangles, are present and in good condition. - Review the vehicle's logbook and service history to confirm that regular maintenance and required repairs have been performed.	2M
Check vehicle and trailer condition	Brake issues, Tyre problems	4A	- Perform a pre-start inspection of brakes, including testing brake responsiveness.	2M



SPECIFIC WORK STEPS HAZARDS THAT MAY ARISE Oheck type pressure and inflate to recommended levels if necessary. Check type pressure and inflate to recommended levels if necessary. Inspect types for cuts, pructures, or other dange and replace if needed. Ensure all lights (headlights, brake lights, indire up are secure.) Check dud levels, including trake fluid, englar gate replace if needed. Check underwels, including trake fluid, englar and replace if needed. Check underwels, including trake fluid, englar gate replace if needed. Check underwels, including trake fluid, englar gate replace if needed. Check underwels, including trake fluid, englar gate replace if needed. Check underwels, including trake fluid, englar gate replace if needed. Conduct a visual inspection of the vehicle and user for any virible leaks. Test the handbrake to ensure, is functioning prix, by. Inspect wing and wipers a weak of replace went if needed. Ensure the privace recent service requirements have been met. Look if r. unusity rounds or vibrations during a short test drive. Audion by the load on the trailer is balanced and securely fastened to prevent shifting while driving. All and the light of the later service requirements have been met. Look if r. unusity rounds or vibrations during a short test drive. All and the light of the later and the light of the light of the later and the light of the light of the later and the light of the later and the	JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
- Check tyre pressure and inflate to recommended levels if necessary. - Inspect tyres for cuts, punctures, or other damage and replace if needed. - Ensure all lights (headights, brake lights, indices) are operational. - Verify the condition of the trailer connector, and hitch esturing they are secure. - Check fluid levels, including brake fluid, ergs, or joil waints, and transmission fluid. - Conduct a visual inspection of the vehicle and user for any varietie leaks. - Test the handbrake to ensure is a functioning prox. by. - Confirm that mirm leans a adjusted for opens visibility. - Inspect wins sold wipers in wear, or replace visibility. - Inspect wins sold wipers in wear, or replace visibility. - Ensure the pice and visual interaction log to ensure recent service requirements have been met. - Look virial, numes records or vibrations during a short test drive. - Make in this load of use trailer is balanced and securely fastened to prevent shifting while driving. 4. Ensure all loads are secure. 4. Ensure all loads are before the description of the trailer is balanced and securely fastened to prevent shifting while driving.	SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE		SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
- Ensure all loads are secure - Load shifting, Load falling - Ensure all loads are secure - Load shifting, Load falling - Ensure all loads are secure - Ensure all loads are secure - Load shifting, Load falling - Ensure all loads are secure - Ensure all loads are secure and a securely fastened to prevent shifting. - Ensure all loads are secure and a securely fastened to prevent shifting. - Ensure all loads are secure and a securely fastened to prevent			1,101,1	- Check tyre pressure and inflate to recommended levels if necessary.	111011
Verify the condition of the trailer connection and hitch enturing they are secure. Check fluid levels, including brake fluid, ens. To all parant, and transmission fluid. Conduct a visual inspection of the vehicle arror, are for any vide le leaks. Test the handbrake to ensure us is functioning pror, by: Confirm that mirror or lean handbrake to ensure statistic arror are for any vide level leaks. Test the handbrake to ensure us is functioning pror, by: Confirm that mirror or lean handbrake to ensure recent service requirements have been met. Look I as unusual recommendation of the vehicle and securely frastened to prevent shifting while driving. Asked for to hand only the trailer is balanced and securely frastened to prevent shifting while driving. Asked for to hand only the trailer is balanced and securely frastened to prevent shifting while driving. The secure 4. Ensure all loads are secure. Load shifting, Load falling. 3. Hand and the end of the trailer connection and hitch entire in a read of the control of the trailer is balanced and securely frastened to prevent shifting while driving. The secure are the view of the control of the trailer is balanced and securely frastened to prevent shifting while driving.				- Inspect tyres for cuts, punctures, or other damage and replace if needed.	
- Check fluid levels, including brake fluid, eng. coll a want, and transmission fluid Conduct a visual inspection of the vehicle and or for any virial levels Test the handbrake to ensure is functioning prior by Confirm that minimal counts is displaced for optin, visibility Inspect wind all diversity wear and replace with received Ensure the popular want in needed Ensure the popular want in needed Ensure the popular want in several end replace want from the several end replace was a spare tyre, jack, and emergency kit Reverse events unaintenance log to ensure recent service requirements have been met Look tra, unus, rounds or vibrations during a short test drive Make fire to road on see trailer is balanced and securely fastened to prevent shifting while driving. 4. Ensure all loads are secure 4. Ensure all loads are load shifting, Load falling. 3. Hand and transmission fluid Conduct a visual inspection of fire vehicle and use for for any virial levels Test the handbrake to ensure is feet for early vivibility Inspect with a special content of the vehicle and use for other vivibility Inspect with a special content of the vehicle and use for other vivibility Inspect with a special content of the vehicle and use for only vivibility Inspect with a special content of the vehicle and use for only vivibility Inspect with a special content of the vehicle and use for other vivibility Inspect with a special content of the vehicle and use for other vivibility Inspect with a special content of the vehicle and use for other vivibility Inspect with a special content of the vehicle and use for other vivibility Inspect with a special content of the vehicle and use for other vivibility Inspect with a special content of the vehicle and use for other vivibility Inspect with a special content of the vehicle and use for other vivibility Inspect with a special content of the vehicle and use for other vivibility Inspect with a special content of the vehicle				- Ensure all lights (headlights, brake lights, indicates) are operational.	
4. Ensure all loads are secure Load shifting, Load falling A Harman A Ha				- Verify the condition of the trailer connection and hitch ensuring they are secure.	
Test the handbrake to ensure is functioning projectly. Confirm that minor consists a adjusted for optins visibility. Inspect within a full restriction in the restriction of replacement if needed. Ensure the pulsar of replacement is needed by the consistency of the restriction of t				- Check fluid levels, including brake fluid, eng oil ant, and transmission fluid.	
4. Ensure all loads are secure Load shifting, Load falling 3H - Confirm that mirror seans a adjusted for optin, a visibility Inspect wipin, slid wipers in wear, or prepla unem if needed Ensure the precease addition of a maid times such as a spare tyre, jack, and emergency kit Rev une verier unafintenance log to ensure recent service requirements have been met Look in a turusi secunds or vibrations during a short test drive Make use the load on se trailer is balanced and securely fastened to prevent shifting while driving. 4. Ensure all loads are secure 4. Ensure all loads are secure 1. Load shifting, Load falling 3. H 1. Land shifting the secure of the sec				- Conduct a visual inspection of the vehicle and veler for any viriale leaks.	
- Inspect wind weld wipers or wear and replace wiem if needed Ensure the pulson and all liters such as a spare tyre, jack, and emergency kit Rev more verification and items such as a spare tyre, jack, and emergency kit Rev more verification and only se trailer is balanced and securely fastened to prevent shifting while driving. 4. Ensure all loads are secure Load shifting, Load falling 3H 1L 1L 1L				- Test the handbrake to ensure his functioning property.	
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4. Ensure all loads are secure Load shifting, Load falling 3H - Rev rule verifies an alintenance log to ensure recent service requirements have been met Look in a funussus sounds or vibrations during a short test drive Make the full load drugs trailer is balanced and securely fastened to prevent shifting while driving. 1L 4. Ensure all loads are secure 5. Every the maintenance log to ensure recent service requirements have been met Look in a funussus sounds or vibrations during a short test drive Make the full load drugs trailer is balanced and securely fastened to prevent shifting while driving. 1L 1L				- Inspect wind meld wipers or weak and replacement if needed.	
4. Ensure all loads are secure Load shifting, Load falling 3H Load shifting, Load falling 4. Ensure all loads are secure Load shifting, Load falling 3H Load shifting, Load falling 4L Load s				- Ensure the presence are allidity of expand items such as a spare tyre, jack, and emergency kit.	
4. Ensure all loads are secure Load shifting, Load falling 3H 1L				- Rev to be vehicle maintenance log to ensure recent service requirements have been met.	
4. Ensure all loads are secure Load shifting, Load falling 3H				- Look or a runus sounds or vibrations during a short test drive.	
Secure Load shirting, Load falling 3H				- Make a re the load on the trailer is balanced and securely fastened to prevent shifting while driving.	
5. Use safety features Seatbelt not worn, Faulty airbags 3H 2M		Load shifting, Load falling	ЗН		1L
	5. Use safety features	Seatbelt not worn, Faulty airbags	3H		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
7. Establish journey management plan	Fatigue, Poor route			2M
8. Plan and take rest breaks	Driver fatigue, Overexertion	4A		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
9. Drive to conditions	Wet roads, Dirt roll s	4A		2M
10. Navigate traffic	Collisions, Traffic congestion	4A		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
11. Follow speed limits	Speeding, Abrupt stops	зн		2M
12. Maintain safe distance	Rear-end collisions, Sudden braking	3H		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
13. Use indicators	Signal not given, Confused motorist	ЗН		1L
14. Handle emergencies	Accidents, Vehicle breakdown	4A		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
				_
15. Park safely	Parking in unsafe area, Hit by passivehicles	ЗН		1L
16. Secure vehicle after				
use	Vehicle roll-away, Theft	3H		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
17. Inspect vehicle post-operation	Undetected damage, Fluid	ЗН		2M
18. Report incidents	Underreporting, Delayed reporting	3H		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
19. Refuel vehicle	Fuel spills, Fire hazards	ЗН		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
20. Conduct checks before next operation	Overlooked maintenance needs, Missed defects	ЗН		2M



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. ANY STATE OF AT 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 2017

Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislatide

Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/lis

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulation 201

Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/wo_place-

Codes of Practice NT: https://worksafe.nt.gov.au/f

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/work_aces/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 at Safety Act 34

Occupational Health and afety gulations 2017

Legis on VIC: https://www.csafe.vic.gov.au/occupational-health-and-safety-act-and-

gulat

des on actice VI autros://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 IN THE STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains a fective of must be reviewed (and revised if necessary) if relevant control measures are revised. The view process should be carried out in consultation with workers (including contractors 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 mast ensure that 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 rest of the review are advised of the changes in a way that will enable them to implement their duties and the 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:

- 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.	7	
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 pleted.		
Check control measures added to the SWMS are the most effective selective.		
Responsible person is assigned and listed on the part the improvention control measures.		
Permit or licenses requirements specified, sur as Hot Work, Electric Work, Work at Heights etc.		
SWMS identifies plant and equipment to be us		
Details of inspection checks required for any equipment listed a noted on the SWMS.		
Describes any mandatory qualifications, experience, 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 REVIEWE	D
SIGNATURE	DATE COMPLETE	ED .