bluesafe.

Order Online
Powered by stripe VISA PayPal

General Concreting Pouring and Footings | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: General Concreting Pouring and Footings

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.	

SAMPLE

bluesafe.

Order Online
Powered by stripe VISA PayPal

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

SAMPLE

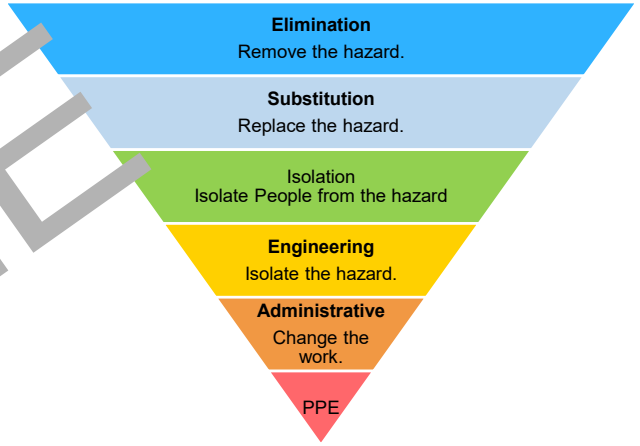
bluesafe.

Order Online
Powered by stripe VISA PayPal

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

SAMPLE

bluesafe.

Order Online
Powered by stripe VISA PayPal

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 documentation	• Unidentified underground services • Inadequate traffic management • Incompatible plant operating areas • Incorrect mix specification • Unclear roles and supervision • Extreme weather conditions	3H	• Review project plans, Dial Before You Dig (DBYD) reports and service authority plans before any ground disturbance and mark all known underground services on site • Conduct a pre-start risk assessment and toolbox talk with all workers and subcontractors and record attendance • Prepare a Job Safety Analysis (JSA) / SWMS specific to the concreting pour and footings scope and have it reviewed and signed by all workers • Confirm concrete mix design, slump, air content, fibre type and dosage, and any admixtures with the engineer and concrete supplier before ordering • Develop and implement a site-specific traffic management plan (TMP) covering concrete trucks, pumps, utes and pedestrians in accordance with local road authority requirements • Nominate a competent site supervisor to coordinate the pour, manage interfaces between trades and authorise any changes to methods • Check weather forecast for hot, cold, wet and windy conditions and plan start times, curing methods, accelerators or retarders accordingly • Plan emergency procedures for medical incidents, concrete burns, lime exposure, crush injuries and plant incidents and brief all workers on response steps • DO NOT commence work until required permits (excavation, hot works, after-hours, confined space if applicable) are issued and displayed • Verify all workers hold relevant high-risk work licences (e.g., concrete pump, dogging, forklifts) and plant VOCs prior to operating equipment	2M
Site establishment and traffic control	• Unplanned vehicle movement • Unauthorised access to work area • Poor lighting conditions • Noise exposure from plant • Dust generation from ground prep	3H	• Install temporary fencing, lockable gates and signage to establish exclusion zones around slab prep, footings and pour areas • Set up designated entry and exit points for concrete trucks and delivery vehicles using cones, bollards and signage in accordance with the TMP • Appoint a trained traffic controller to manage vehicle movements during deliveries and pouring where exposure to public roads exists • Provide adequate task lighting to achieve at least 160 lux in general work areas and 320 lux in detailed finishing areas for early morning or evening works • Position spotters to guide plant and vehicles when reversing or operating in tight areas and maintain continuous line-of-sight or radio contact • Apply water mist or use dust-suppression systems when trimming, compacting or sweeping dry material to minimise airborne dust • Restrict pedestrian access to plant operating envelopes with barricades and clear ‘No Entry – Concreting in Progress’ signs	2M

SAMPLE

bluesafe.

Order Online
Powered by stripe VISA PayPal

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
			• DO NOT allow parking or standing behind reversing trucks or within concrete pump swing radius • Provide workers with Class 5 hearing protection where noise from pumps, compactors or trucks exceeds 85 dB(A)	
Excavation and footing preparation	• Ground collapse in excavations • Contact with underground services • Manual handling of shovels and formwork • Uneven and unstable ground • Mobile plant interaction	4A	• Locate, pothole and positively identify underground services using non-destructive digging before machine excavation near indicated service corridors • Slope, bench or shore excavation sides for footings in accordance with WHS Regulations and engineer's requirements where depths exceed 1.5 m • Install physical barriers, edge protection and warning tape around open footings and pits to prevent falls into excavations • Provide safe pedestrian access to footing areas using firm ramps, steps or walkways with slip-resistant surfaces • Use mechanical aids such as mini-excavators, loaders or vacuum excavation to minimise manual digging where practicable • Rotate manual tasks such as shovelling, raking and barrowing to reduce repetitive strain and provide micro-breaks • Inspect excavation edges, access and spoil placement at the start of each shift and after heavy rain or vibration and rectify any instability immediately • Position spoil heaps at least 1 m back from excavation edges and away from service alignments • Keep workers out of the swing radius of excavators and install plant exclusion zones with visual barriers • DO NOT allow workers to enter unsupported excavations deeper than 1.5 m or beneath suspended loads	2M
Formwork and ground slab preparation	• Formwork collapse • Trips on formwork edges • Nail and tie-wire puncture risks • Manual handling of formwork components • Incorrect slab on ground levels	3H	[redacted]	2M

SAMPLE

bluesafe.

Order Online
Powered by stripe VISA PayPal

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 and fibre placement	• Rebar impalement hazard • Cuts from sharp steel edges • Trip hazards over mesh and bars • Incorrect reinforcement cover • Fibre-reinforced concrete handling risks	3H	[redacted]	2M
Handling cement, lime and aggregates	• Cement dust inhalation • Hydrated lime exposure risks • Eye contact with alkaline material • Musculoskeletal strain from lifting bags • Slips on spilled powder	4A	[redacted]	2M

SAMPLE

bluesafe.

Order Online
Powered by stripe VISA PayPal

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]	
Manual and mechanical mixing of concrete	• Entanglement in mixer moving parts • Electric shock from powered mixers • Noise from mixers and vibrators • Splash of wet concrete and grout • Strain from shovelling and barrowing	3H	[redacted]	2M
Receiving concrete from trucks and pumps	• Struck by moving concrete truck • Concrete splatter during discharge • Hose whip from concrete pump • Uncontrolled slurry run-off • Hot or cold weather concreting risks	4A	[redacted]	2M

SAMPLE

bluesafe.

Order Online
Powered by stripe VISA PayPal

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]	
Concrete placement and vibrating	• Over-exertion pushing and raking • Vibrating of wet concrete noise • Vibration-induced hand-arm effects • Trips on tools and reinforcement • Formwork blowout from overloading	3H	[redacted]	2M
Finishing, slab and path concreting	• Kneeling on wet concrete • Slips on wet surfaces • Musculoskeletal strain from trowelling • Exposure to UV radiation • Inhalation of finishing dust	3H	[redacted]	2M

SAMPLE

bluesafe.

Order Online
Powered by stripe VISA PayPal

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]	
Cold and hot weather concreting practices	• Thermal cracking of concrete • Delayed or rapid set • Worker heat stress • Worker cold stress • Inadequate curing conditions	3H	[redacted]	2M
Blanket laying and curing protection	• Slips on wet or curing compound surfaces • Trips over curing blankets and edges • Strains from handling heavy blankets • Entrapment under large sheets • Exposure to curing chemicals	3H	[redacted]	1L

SAMPLE

bluesafe.

Order Online
Powered by stripe VISA PayPal

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]	
Pouring footings and ground slabs	• Falls into footing excavations • Drowning in wet concrete in deep pits • Foot entrapment in reinforcement • Concrete burns to lower limbs • Structural instability around foundations	4A	[redacted]	2M
Site cleaning and concrete washout	• Contact with wet concrete waste • Slips on slurry and offcuts • Uncontrolled washout to environment • Flying debris during chipping • Manual handling of waste materials	3H	[redacted]	1L

SAMPLE

bluesafe.

Order Online
Powered by stripe VISA PayPal

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
General engaging in concreting tasks	• Fatigue from extended pours • Inadequate supervision of new workers • Use of incorrect tools or plant • Communication failures during pour • Psychosocial stress from time pressure	3H	[redacted]	2M

SAMPLE

bluesafe.

Order Online
Powered by stripe VISA PayPal

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 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

SAMPLE

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							

SAMPLE

bluesafe.

Order Online
Powered by stripe VISA PayPal

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 and 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**	

SAMPLE