

Joinery and Shaping Machinery Operation | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Joinery and Shaping Machinery Operation

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:
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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:
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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 2m 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

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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	
Elimination Remove the hazard.	
Substitution Replace the hazard.	
Isolation Isolate People from the hazard	
Engineering Isolate the hazard.	
Administrative Change the work.	
PPE	

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 setup	<ul style="list-style-type: none"> Unclear work sequencing Incompatible materials or tooling Unsuitable work area layout Blocked access and egress Inadequate lighting Electrical overloading Inadequate dust extraction capacity 	3H	<ul style="list-style-type: none"> Review relevant WHS legislation, Codes of Practice and manufacturer instructions before commencing any joinery or shaping machinery operation Develop and brief a task-specific SWMS or SOP for bobbin turning, routing, shaping, planing, morticing, tenoning and boring operations before work starts Identify all machines to be used, including lathes, routers, spindle moulders, thicknessers, jointers, planers, morticers, tenoners, edge banders, postformers, multi borers, vertical borers, router tables and power feeders, and confirm each is within its intended design use Lay out the workshop so that infed and outfed zones for long stock on thicknessers, jointers, planers and moulders are kept clear of walkways and emergency exits Maintain a minimum clear space around each machine as specified in the manufacturer manual, and mark the exclusion zone on the floor using high-visibility tape or paint Confirm lighting levels are adequate for detailed joinery and shaping work, particularly at cutting edges, measurement locations and machine control panels Check all general power outlets and three-phase outlets for damage, test tags and load rating before plugging in electric planes, routers and other portable equipment DO NOT daisy-chain power boards or use coiled extension leads for high-load machinery Match dust extraction capacity and ducting size to the connected machines, including lathes, spindle moulders, thicknessers, jointers and routers, and verify airflow in accordance with manufacturer guidance Plan timber flow from storage racks to machines to assembly areas so materials can be moved without manual handling over long distances or through congested aisles Allocate a designated, well-ventilated area for pyrography work that is separate from high-dust machining zones and flammable storage Confirm first aid kit, fire extinguishers and emergency stops are accessible and identified in the pre-start briefing Record the pre-start planning outcomes and responsibilities in the site diary or workshop log 	2M
Machine inspection and isolation	<ul style="list-style-type: none"> Unexpected machine start-up Damaged guards and interlocks Defective emergency stop controls Exposed live electrical components Worn or loose blades and cutters Incorrect spindle or arbor speed settings 	4A	<ul style="list-style-type: none"> Isolate each fixed machine at the main isolator before conducting inspections, using lockout and tagout devices in accordance with AS/NZS 4024 where applicable Verify that spindle moulders, shapers, thicknessers, jointers, tenoners, morticers, borers, postformers, edge banders and routers are at a complete stop before opening any guard or access panel Inspect all fixed and adjustable guards, including tunnel guards, hood guards and chip guards, and repair or replace any that are cracked, missing or do not fully cover the cutting zone Test emergency stop buttons on each machine to ensure they latch and stop the machine within the manufacturer-specified distance 	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"> • Check electrical cables, plugs and switches on portable routers, electric planes, pyrography pens and hand-held tools for cuts, exposed conductors, damaged insulation or loose connections • DO NOT operate any machine with bypassed interlocks, jammed guards or taped-over emergency stops • Confirm spindle speeds, feed speeds and rotation directions for routers, spindle moulders, shapers, lathes and boring machines match the tool manufacturer's specifications and the material being used • Inspect planer, jointer and thicknesser cutter heads, tenoner and morticer tooling, router bits, shaper cutters and boring bits for cracks, excessive wear, imbalance or loose fixing screws • Check that the power feeders, where fitted, is firmly clamped, correctly aligned and has compliant guarding over nip points • Verify dust extraction hoses and fittings are intact, securely clamped and not obstructing access to emergency stops or walkways • Record all pre-operation checks in the workshop maintenance or pre-start inspection register 	
Tooling selection and setup	<ul style="list-style-type: none"> • Incorrect cutter or tool selection • Overspeed of cutting tools • Tool breakage under load • Unbalanced cutter heads • Improper tool clamping • Sharp edge contact during handling 	4A	<ul style="list-style-type: none"> • Select router bits, shaper cutters, spindle moulder blocks, lathe tools, mortice chisels, boring bits, tenon cutters and planer blades in accordance with the manufacturer's recommendations for speed, material and cutter block type • Confirm all tooling is rated above the maximum spindle or arbor speed of the router, shaper, spindle moulder, tenoner, borer or lathe to prevent overspeed failure • DO NOT fit high-speed steel or carbide tools to machines where the maximum permissible RPM would be exceeded at full speed • Balance cutter heads and blocks for moulding, shaping and tenoning operations and replace any tooling that shows signs of imbalance, vibration or uneven wear • Fit only tooling that is compatible with the specific cutter block system (e.g. limiters and profile cutters for spindle moulders) and compliant with relevant AS/NZS or EN safety standards • Use manufacturer-supplied spanners, collet wrenches and torque specifications when tightening router collets, spindle nuts and blade clamps • Shield sharp cutting edges with protective sleeves or guards when transporting planer blades, router bits, chisels and lathe tools around the workshop • Store cutters, boring bits and blades in labelled, secure racks or cases to prevent damage and inadvertent contact with sharp edges • Set router table fences, shaper fences and spindle moulder fences so that minimal cutter projection is exposed while still achieving the required profile • Fit limiters or chip-limiting cutters to spindle moulders and shapers where available to reduce the risk of kickback • Document cutter types, profiles and maximum RPMs used for critical operations such as edge profiling, rabbet cuts, dadoes, grooves and shaping tasks 	2M
Guarding and safety device adjustment	<ul style="list-style-type: none"> • Access to rotating cutters 	4A		2M

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			[REDACTED]	
Jointers, planers and thicknessers	<ul style="list-style-type: none"> • Contact with rotating cutter heads • Workpiece kickback • In-running nip point • Noise exposure • Projectile ejection of chips or offcuts 	4A	[REDACTED]	2M
Routing, boring and drilling tasks	<ul style="list-style-type: none"> • High-speed cutter contact • Snagging of workpieces • Bit breakage during boring • Dust and fine particle inhalation 	4A	[REDACTED]	2M

SAMPLE

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	<ul style="list-style-type: none"> Entanglement in rotating tools 		[REDACTED]	
Shaping, moulding and profiling	<ul style="list-style-type: none"> Severe laceration from large cutters Kickback from shaping blocks Workpiece snagging on cutters Noise and vibration exposure Contact with power feeder nip points 	4A	[REDACTED]	2M

SAMPLE

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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]	
Lathe and turning operations	<ul style="list-style-type: none"> • Workpiece dislodgement at speed • Contact with rotating work and tools • Entanglement in rotating stock • Flying chips and debris • Tool kickback or dig-in 	4A	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	2M
Edge banding and postforming	<ul style="list-style-type: none"> • Contact with cutting and trimming units • Entanglement in drive rollers • Exposure to hot adhesive • Inhalation of fumes and fine dust • Noise from automated machinery 	3H	[REDACTED] [REDACTED] [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]	
Morticing, tenoning and multi boring	<ul style="list-style-type: none"> • Crushing at moving table • Contact with rotating cutters • Workpiece kickback or movement • Noise and vibration during cutting • Chip and debris ejection 	4A	[REDACTED]	2M
Portable electric planers and routers	<ul style="list-style-type: none"> • Kickback from hand tools • Contact with exposed blades • Cable damage and trip hazards • Loss of control on start-up 	3H	[REDACTED]	1L

SAMPLE

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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"> Dust exposure at close range 		<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
Pyrography and fine detailing	<ul style="list-style-type: none"> Burns from heated tips Fire from smouldering timber Inhalation of smoke and fumes Eye irritation from fumes Electrical fault in pens or power units 	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> <p>[REDACTED]</p>	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]	
Blade and cutter change procedures	<ul style="list-style-type: none"> • Laceration from sharp edges • Unexpected machine energisation • Dropped heavy cutter blocks • Incorrect blade installation • Exposure to unguarded cutter heads 	4A	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	2M
Housekeeping and shutdown	<ul style="list-style-type: none"> • Slip and trip on offcuts and dust • Uncontrolled machine restart • Fire from accumulated dust • Residual energy in rotating parts • Exposure during cleaning near cutters 	3H	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	1L

SAMPLE

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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]	
			[REDACTED]	
			[REDACTED]	
			[REDACTED]	
			[REDACTED]	
			[REDACTED]	

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"/>	
REVIEWED BY		DATE REVIEWED
SIGNATURE		DATE COMPLETED