

**Post Driver | SAFE WORK METHOD STATEMENT (SWMS)**

**TASK OR ACTIVITY: Post Driver**

|                   |        |        |
|-------------------|--------|--------|
| 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 compliance of the SWMS as well as reviews and modifications of the SWMS.

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

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

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

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

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

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

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

|  |                |
|--|----------------|
| Client:                                | SCOPE OF WORKS |
| Project Name:                          |                |
| Project Address:                       |                |
| Project Manager:                       |                |
| Contact Phone:                         |                |
| Date SWMS supplied to Project Manager: |                |

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

|  |
|--|
|  |
|--|

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

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

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

| PERSONAL PROTECTIVE EQUIPMENT (PPE)   |   |   |  |  |   |   |   |   |   |  |  |
|---|---|---|--|--|---|---|---|---|---|--|--|
| Select the appropriate PPE (where suitable) for the equipment used or the job task being performed (if applicable). |   |   |  |  |   |   |   |   |   |  |  |
| FOOT PROTECTION<br>               | HAND PROTECTION<br> | HEAD PROTECTION<br> | HEARING PROTECTION<br> | EYE PROTECTION<br> | RESPIRATORY PROTECTION<br> | FACE PROTECTION<br> | HIGH-VIS CLOTHING<br> | PROTECTIVE CLOTHING<br> | FALL PROTECTION<br> | SUN PROTECTION<br> | HAIR/JEWELLERY SECURED<br> |
| <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 |
| 1. Preparation          | Slips, trips and falls, Manual handling injuries | 2M           | <ul style="list-style-type: none"> <li>- Conduct a thorough site inspection to identify any potential obstacles, uneven surfaces or slip hazards prior to commencing work.</li> <li>- Keep the designated work area clean and free from any unnecessary debris or clutter that may cause trips or falls.</li> <li>- Mark any identified hazards, such as slopes, drop-offs or wet areas, with high visibility signage or barriers.</li> <li>- Ensure all personnel have received appropriate training in manual handling techniques and are aware of their physical limitations.</li> <li>- Utilise mechanical lifting aids, such as trolleys, hoists or forklifts, whenever possible to minimise the risk of manual handling injuries.</li> <li>- Enforce proper PPE usage, including slip-resistant footwear, to mitigate the risk of slips and falls.</li> <li>- Implement a buddy system for heavy or awkward objects to ensure adequate support and reduce strain during manual handling tasks.</li> <li>- Encourage regular stretch breaks and warm-ups for workers engaged in repetitive or physically demanding tasks.</li> <li>- Practice good housekeeping by ensuring cables, hoses or other trip hazards are properly secured or stored away when not in use.</li> <li>- Establish clear communication channels among team members, ensuring they're aware of potential hazards and their roles in mitigating them.</li> <li>- Designate specific walkways and access points within the work area to maintain an organised and safe environment.</li> <li>- Clearly define and communicate the location of emergency exits and first-aid facilities, along with the protocol for reporting incidents or injuries.</li> <li>- Frequently review and update the SWMS as necessary to address any new hazards or control measures that become apparent throughout the project's duration.</li> </ul> | 1L            |
| 2. Equipment inspection | Faulty equipment, Electrical hazards             | 3H           | <ul style="list-style-type: none"> <li>- Perform a thorough visual inspection of the equipment before each use, checking for any signs of wear, cracks, or damage that may affect its performance.</li> <li>- Ensure all electrical connections and wiring are in good condition, with no exposed wires or frayed cables, to reduce the risk of electrocution.</li> <li>- Check that all safety guards and features on the equipment are functioning correctly and securely in place, to prevent accidents caused by faulty protective devices.</li> <li>- Implement a regular maintenance schedule for the post driver, including routine checks and servicing as recommended by the manufacturer.</li> </ul>  | 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 |
|                     |                                      |              | <ul style="list-style-type: none"> <li>- Follow proper procedures for disconnecting and isolating the post driver from electrical power sources when performing inspections, maintenance, or repairs.</li> <li>- Test any safety switches and emergency stop buttons on the equipment regularly, to ensure their correct operation and effectiveness in case of an emergency.</li> <li>- Provide appropriate training to all employees involved in using the post driver, to ensure they are familiar with its correct operation and the potential hazards associated with its use.</li> <li>- Keep the equipment clean and free from debris, build-up, and obstructions, which can contribute to malfunctions and increased risks during operation.</li> <li>- Utilise appropriate personal protective equipment (PPE) for individuals involved in the inspection, maintenance, and use of the post driver, such as gloves, eye protection, and hearing protection.</li> <li>- Encourage open communication and reporting among employees about any potential hazards, concerns, or issues related to the equipment, fostering a proactive approach to workplace health and safety.</li> <li>- Report any equipment defects immediately to a supervisor and remove the faulty equipment from service until necessary repairs or replacements have been made.</li> <li>- Assign only qualified and authorised personnel to perform equipment inspections, maintenance, and repairs, ensuring that these tasks are carried out competently and safely.</li> <li>- Regularly review and update the Safe Work Method Statement (SWMS) for the post driver, incorporating any new hazards, risks, or controls identified through ongoing risk assessments and workplace safety reviews.</li> </ul> |               |
| 3. Site setup       | Falling objects, Inadequate lighting | 3H           | <ul style="list-style-type: none"> <li>- Implement a restricted access zone around the worksite to prevent unauthorised personnel from entering the area, reducing the risk of injury from falling objects.</li> <li>- Ensure all workers undergo site-specific induction training and are aware of the potential hazards involved in post driving operations.</li> <li>- Set up temporary fencing or barricades with clear signage around the work area to clearly mark the boundary, reducing the chance of people inadvertently walking into the danger zone.</li> <li>- Utilise a designated spotter during post driving operations to monitor the work area for any potential falling objects or hazards, ensuring they communicate effectively with the operator.</li> <li>- Prioritise the use of Personal Protective Equipment (PPE) such as hard hats, gloves, and steel-toed boots to safeguard against potential injuries from falling objects.</li> <li>- Inspect tools and equipment regularly, including inspecting chains, slings, and other lifting devices for damage or wear that could result in dropping loads or failure.</li> <li>- Secure loose materials and tools when not in use, storing them in designated areas away from the potential work zone of a falling object.</li> <li>- Implement a proper lighting plan within the work area, ensuring sufficient illumination for staff to clearly see any potential hazards and perform their tasks safely.</li> <li>- Avoid working during poor weather conditions such as heavy rain, strong winds, or low visibility, which can exacerbate inadequate lighting.</li> </ul>  | 2M            |



| JOB STEP            | POTENTIAL HAZARDS                  | IR           | CONTROL MEASURES   | RR            |
|---------------------|------------------------------------|--------------|--|---------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE             | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
|                     |                                    |              | [REDACTED]   |               |
| 5. Pre-start checks | Incorrect setup, Untrained workers | 3H           | [REDACTED]   | 2M            |
|                     |                                    |              | [REDACTED]   |               |

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]   |               |
| 6. Operation of post driver | Entanglement, Impact injury | 4A           | [REDACTED]   | 3H            |

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]   |               |
| 7. Working at heights | Falls from height, Dropped tools or equipment | 4A           | [REDACTED]   | 2M            |

SAMPLE

| JOB STEP            | POTENTIAL HAZARDS                          | IR           | CONTROL MEASURES   | RR            |
|---------------------|--|--------------|--|---------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE                     | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
|                     |  |              | [REDACTED]   |               |
| 8. Noise exposure   | Hearing damage, Communication difficulties | 3H           | [REDACTED]   | 1L            |

SAMPLE

| JOB STEP                    | POTENTIAL HAZARDS   | IR           | CONTROL MEASURES   | RR            |
|-----------------------------|---|--------------|--|---------------|
| SPECIFIC WORK STEPS         | HAZARDS THAT MAY ARISE  | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| 9. Vibration exposure       | Hand-arm vibration syndrome, Loss of control of the post driver | 3H           | [REDACTED]   | 1L            |
| 10. Maintenance and repairs | Inadequate maintenance, Pinch points, Sharp edges               | 3H           | [REDACTED]   | 1L            |

SAMPLE







**EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES**

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

**LEGISLATIVE REFERENCES**

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

**Queensland & Australian Capital Territory**

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

**Victoria**

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

**New South Wales**

Work Health and Safety Act 2011  
 Work Health and Safety Regulations 2017  
 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>

**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) Regulations 2011  
 Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplaces-and-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**

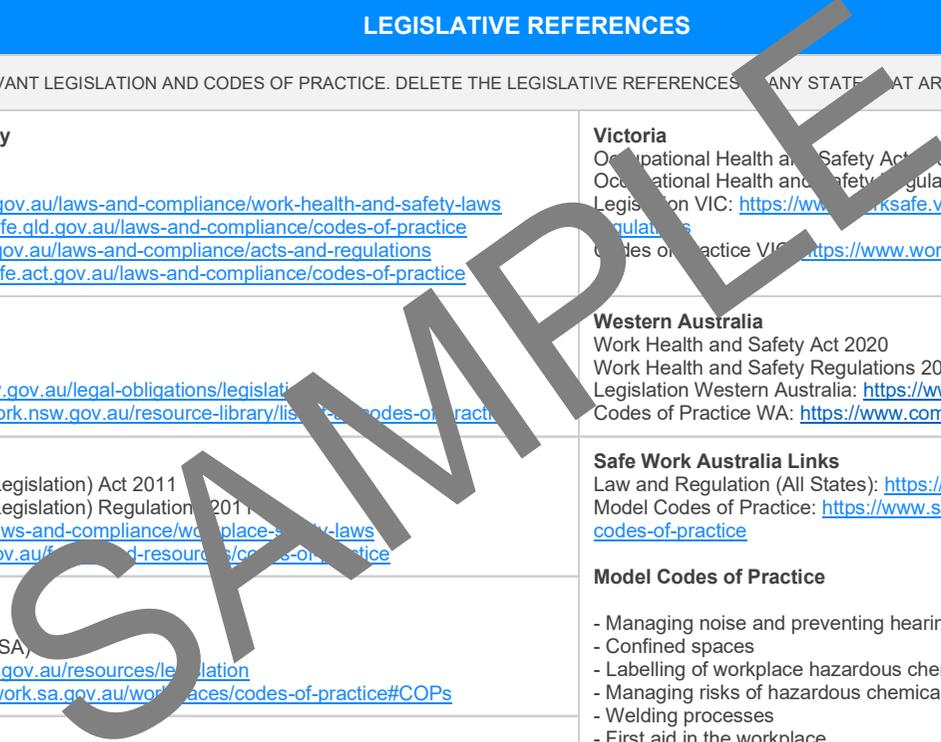
- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing 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 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 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 as noted on the SWMS.                 | <input checked="" type="checkbox"/> |                       |
| Describes any mandatory qualifications, experience, training or skills required to perform the work. | <input checked="" type="checkbox"/> |                       |
| Applicable personal protective equipment is selected on the SWMS.                                    | <input checked="" type="checkbox"/> |                       |
| Reflects and documents any legislative references and/or Australian Standards.                       | <input checked="" type="checkbox"/> |                       |
| Identifies any hazardous substances used with specific control measures in line with any SDS.        | <input checked="" type="checkbox"/> |                       |
| <b>REVIEWED BY</b>   |                                     | <b>DATE REVIEWED</b>  |
| <b>SIGNATURE</b>   |                                     | <b>DATE COMPLETED</b> |