

## Preventing Back Injuries | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Preventing Back Injuries

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

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.

### NAME OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS

### 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

| RISK MATRIX    |               |               |               |            |              |                |                                   |  |  |
|----------------|---------------|---------------|---------------|------------|--------------|----------------|-----------------------------------|--|--|
| LIKELIHOOD     | INSIGNIFICANT | MINOR         | MODERATE      | MAJOR      | CATASTROPHIC | SCORE          | ACTION                            | HEIRARCHY OF CONTROLS  |  |
| ALMOST CERTAIN | 3<br>HIGH     | 3<br>HIGH     | 4<br>ACUTE    | 4<br>ACUTE | 4<br>ACUTE   |                |                                   |  <p><b>Elimination</b><br/>Remove the hazard.</p> <p><b>Substitution</b><br/>Replace the hazard.</p> <p><b>Isolation</b><br/>Isolate People from the hazard</p> <p><b>Engineering</b><br/>Isolate the hazard.</p> <p><b>Administrative</b><br/>Change the work.</p> <p><b>PPE</b></p> |  |
| LIKELY         | 2<br>MODERATE | 3<br>HIGH     | 3<br>HIGH     | 4<br>ACUTE | 4<br>ACUTE   | 4A<br>ACUTE    | DO NOT PROCEED                    |  |  |
| POSSIBLE       | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH     | 4<br>ACUTE | 4<br>ACUTE   | 3H<br>HIGH     | Review before work starts.        |  |  |
| UNLIKELY       | 1<br>LOW      | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH  | 4<br>ACUTE   | 2M<br>MODERATE | Ensure control measures in place. |  |  |
| RARE           | 1<br>LOW      | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH  | 3<br>HIGH    | 1L<br>LOW      | Monitor and keep records          |  |  |

**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 |
| 1. Preparation                   | Incorrect lifting posture, Unstable surface to work on                         | 3H           | <ul style="list-style-type: none"> <li>- Provide training on proper lifting technique and posture to all employees.</li> <li>- Use mechanically assisted devices such as trolleys, dollies, or hoists for heavy or awkward loads.</li> <li>- Divide heavy loads into smaller, manageable loads whenever possible.</li> <li>- Identify and mark safe pathways free of obstacles for transporting items.</li> <li>- Ensure that the work area is well lit to reduce the risk of trips and falls.</li> <li>- Assess the load's weight and size before lifting. Seek assistance if needed.</li> <li>- Reinforce the importance of keeping loads close to the body during lifting.</li> <li>- Encourage workers to bend at the knees and hips rather than the waist.</li> <li>- Inspect the work surface for stability and levelness before proceeding with tasks.</li> <li>- Use anti-slip mats or footwear when working on potentially unstable surfaces.</li> <li>- Organise work environments to minimise the need for excessive twisting or reaching.</li> <li>- Schedule regular rest breaks to prevent fatigue-related injuries.</li> <li>- Encourage open communication about any discomfort or pain experienced during lifting tasks.</li> <li>- Post information and reminders about safe lifting practices in visible areas.</li> </ul> | 2M            |
| 2. Tools and Equipment Gathering | Improper handling methods, Overexertion from carrying heavy tools or equipment | 3H           | <ul style="list-style-type: none"> <li>- Conduct training sessions on proper handling techniques to ensure all workers are aware of the correct methods to lift and move tools and equipment.</li> <li>- Implement a buddy system for lifting heavy or awkwardly shaped equipment to minimise the risk of overexertion.</li> <li>- Provide mechanical aids, such as trolleys, dollies, or hand trucks, to assist in the transportation of heavy tools and equipment.</li> <li>- Ensure proper placement of tools and equipment close to work areas to reduce the need for excessive carrying distances.</li> <li>- Limit the weight of individual loads by dividing equipment into smaller, manageable components wherever possible.</li> <li>- Perform regular ergonomic assessments to identify and address any issues with workstations or tool handling that may contribute to back strain.</li> <li>- Use adjustable shelving systems and storage units to position tools at waist height, reducing the need for bending or overreaching.</li> <li>- Encourage frequent breaks and rotation of tasks to prevent fatigue and reduce the likelihood of overexertion injuries.</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>- Require the use of personal protective equipment, such as back support belts, when necessary and appropriate.</li> <li>- Set-up clear pathways free from obstructions to facilitate safe and easy movement when transporting tools and equipment.</li> <li>- Monitor workloads and adjust assignments to ensure no individual is consistently overburdened with physically demanding tasks.</li> <li>- Develop and enforce rules against hazardous manual lifting practices, such as twisting movements or lifting with a jerking motion.</li> <li>- Implement a reporting system for employees to alert supervisors about any pain or discomfort related to lifting activities, allowing for timely intervention.</li> </ul>  |               |
| 3. Pre-Start Safety Inspection | Lack of safety gear, lack of knowledge of necessary pre-start inspection intent and methods | 3H           | <ul style="list-style-type: none"> <li>- Ensure all necessary personal protective equipment (PPE) is available and in good condition, including gloves, supportive footwear, and back support braces if needed.</li> <li>- Conduct training sessions to ensure all workers understand the importance of a thorough pre-start safety inspection and can identify potential hazards associated with their tasks.</li> <li>- Develop and distribute easy-to-follow checklists for pre-start inspections to assist workers in identifying and addressing potential hazards before commencing work.</li> <li>- Post on clear visual aids and signage around the workplace highlighting key steps in the pre-start inspection process to reinforce knowledge and awareness.</li> <li>- Assign a trained supervisor or team leader to oversee pre-start inspections, ensuring adherence to protocols and providing guidance where necessary.</li> <li>- Implement an internal audit system that regularly reviews and updates the pre-start inspection processes and checklists to reflect current best practices and compliance requirements.</li> <li>- Encourage a culture where workers feel confident reporting any lack of equipment or understanding regarding the pre-start inspection without fear of reprimand.</li> <li>- Schedule routine refresher courses or toolbox talks covering the rationale and methodology behind pre-start inspections to maintain high levels of competency across the workforce.</li> <li>- Establish open communication channels where workers can discuss pre-start inspection challenges and share suggestions for improvements with management.</li> <li>- Utilise technology such as mobile apps that workers can use during inspections to track issues instantly, report deficiencies, and receive immediate feedback and solutions.</li> <li>- Engage third-party safety consultants periodically to review and enhance existing pre-start inspection procedures, offering an external perspective on efficacy and improvement areas.</li> </ul> | 2M            |
| 4. Manual Handling Training    | Inadequate or incorrect training, Miscommunication or misunderstanding of instructions      | 3H           | <div></div> <div></div>   | 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 |
|                             |   |              |  |               |
| 6. Communication Procedures | Inadequate communication, Mixed signals in communication between team members | 4M           |  | 1L            |
| 7. Lifting Operation        | Poor body mechanics, Fatigue from repeated lifting                            | 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 |
|                        |   |              | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> |               |
| 8. Load Transportation | Tripping hazards, Obstructed view while carrying load | 3H           | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>   | 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. Job Execution    | Not enough rest time, continued physical exertion   | 3H           |  | 1L            |
| 10. Break Time      | Prolonged sitting, Poor nutrition during break time | 2M           |  | 1L            |

quick return to  
ies post-break

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 |
| 12. End of Shift Cleanup | Rushed or careless cleanup procedures, neglecting cleaning duties introducing new hazards for next shift | 2M           | <div>SAMPLE</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> | 1L            |
| 13. Hazard Reporting     | Failure to report a hazard, Neglecting post-shift hazard checks  | 3H           | <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div>   | 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 |
|                             |   |              | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>   |               |
| 14. Regular Safety Meetings | Lack of safety culture, Complacency towards safety meetings | 2M           | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> | 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 |
|                                |   |              |  |               |
| 15. On-going Training          | Inadequate on-going training, failure to update knowledge and skills regularly  | 3H           |  | 1L            |
| 16. Regular Audits and Reviews | Failure to attend audits, Ignoring or neglecting feedbacks from previous audits | 2M           |  | 1L            |

[illegible]

Communication of emergency practice of emergency

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 |
|                     |                        |              |  |               |
|                     |                        |              |  |               |
|                     |                        |              |  |               |

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 IF 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 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-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/laws-and-compliance/codes-of-practice>

### South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>

Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

### Tasmania

Work Health and Safety Act 2012

Work Health and Safety (Transitional and Consequential Provisions) Act 2012

Work Health and Safety Regulations 2012

Work Health and Safety (Transitional) Regulations 2012

Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>

Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

### Victoria

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>

Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

### Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>

Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

### Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>

Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

### Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

## SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

| Worker Name | Signature | Date |
|-------------|-----------|------|
|             |           |      |
|             |           |      |
|             |           |      |
|             |           |      |
|             |           |      |

## SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

**The SWMS must be reviewed regularly** to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review 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 checked="" 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"/> |                |
|  |                                     |                |
| REVIEWED BY  |                                     | DATE REVIEWED  |
| SIGNATURE  |                                     | DATE COMPLETED |