

Security Work | SAFE WORK METHOD STATEMENT (SWMS)**TASK OR ACTIVITY: Security Work**

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:

Title:

Date:

Signature:

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, 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		SCOPE OF WORKS
Client:		
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 a telecommunication tower <input type="checkbox"/> involves demolition of an element of a structure that is load-bearing <input type="checkbox"/> involves demolition of an element related to the physical integrity of a structure <input type="checkbox"/> involves, or is likely to involve, disturbing asbestos <input type="checkbox"/> involves structural alteration or repair that requires temporary support to prevent collapse <input type="checkbox"/> is carried out in or near a confined space <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 or near water or other liquid that involves a risk of drowning.		
<input type="checkbox"/> is carried out on or near pressurised gas mains or piping <input type="checkbox"/> is carried out on or near chemical, fuel or refrigerant lines <input type="checkbox"/> is carried out on or near energised electrical installations or services <input type="checkbox"/> is carried out in an area that may have a contaminated or flammable atmosphere <input type="checkbox"/> involves tilt-up or precast concrete <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 an area of a workplace where there is any movement of powered mobile plant <input type="checkbox"/> is carried out in areas with artificial extremes of temperature. <input type="checkbox"/> involves diving work.		
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY		
<input type="checkbox"/> is carried out on or near pressurised gas mains or piping <input type="checkbox"/> is carried out on or near chemical, fuel or refrigerant lines <input type="checkbox"/> is carried out on or near energised electrical installations or services <input type="checkbox"/> is carried out in an area that may have a contaminated or flammable atmosphere <input type="checkbox"/> involves tilt-up or precast concrete <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 an area of a workplace where there is any movement of powered mobile plant <input type="checkbox"/> is carried out in areas with artificial extremes of temperature. <input type="checkbox"/> involves diving work.		

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

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	FACE 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	Improper personal protective equipment, Lack of training	3H	<ul style="list-style-type: none"> - Implement intensive training sessions and workshops to educate security personnel about the significance of safety protocols and work procedures. - Proper, functioning personal protective equipment such as gloves, hard hats, safety glasses or goggles should be used by each worker during tasks that might involve risk. - Regular inspections should be conducted to ensure that protective equipment are in good condition. - All employees should undergo thorough training on correctly using their personal protective equipment. - Encourage security personnel to participate actively in hazard identification activities and develop a deep understanding of the work environment. - Develop detailed procedures to ensure effective response in case of emergencies or unexpected situations. - Ensure that there is clear communication between all team members especially during shift changes. - Ensure strict enforcement of guidelines regarding workplace health and safety. - Promote regular servicing and maintenance of any machinery or tools used during the job. - Make certain that all necessary preventive measures are taken to minimise risks associated with any hazardous materials or substances in the workplace. - Develop safe work methods outlines for specific tasks; these can act as visual reminders for workers about the procedures to follow when performing those duties. 	2M
2. Arrival at Site	Traffic accident, stranger confrontation	3H	<ul style="list-style-type: none"> - Implement a journey management plan, including route planning, to minimize the risk of traffic accidents during transit. - Ensure all security personnel are trained in safe and defensive driving techniques. - Conduct regular vehicle checks to ensure optimal function and safety. - Use high-visibility clothing or a uniform to be easily identifiable as a security guard. - Practice active situational awareness at all times to identify and respond to potential risks promptly. - Establish clear protocols for engaging with strangers and unauthorised individuals. - Utilise communication devices such as radios or mobile phones to maintain contact with other team members or emergency services if needed. - Carry non-lethal self-defence equipment, where applicable and sanctioned by law. - Follow established procedures for reporting incidents or suspicious activity. - Regularly review and update safety procedures and protocols to reflect the current situation and possible changes in hazards. 	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"> - Provide regular training and refreshers on dealing with confrontations in a professional and non-violitive manner. 	
3. Access Control	Unauthorised access, Assault	4A	<p>Absolutely, here are 12 detailed control measures that could help manage the risks involved in the work step 'Access Control':</p> <ul style="list-style-type: none"> - Provide comprehensive training to security personnel on access control procedures to enhance awareness and capabilities. - Install surveillance systems such as CCTV at strategic points to monitor and prevent unauthorised access. - Enforce strict identification verification before allowing access to restricted areas. - Implement badge or pass systems for easy identification of authorised individuals within premises. - Arrange regular security patrols around the perimeter to deter potential unauthorised access. - Establish communication protocols between security guards and building management or law enforcement for effective incident response. - Develop an efficient incident reporting system to address any breaches promptly. - Encourage guards to always work in pairs or teams wherever possible to minimise the risk of an assault. - Equip all security personnel with appropriate protective gear like batons, pepper spray, or tasers after providing proper training on their use. - Regularly review and update physical barriers like fences, locks, and access gates to maintain the integrity of secured areas. - Ensure psychological support is available for security staff who may experience distressing situations during their work. - Create an emergency alert system for rapidly escalating situations that need immediate attention from higher authorities or emergency services. 	2M
4. Regular Patrols	Slips, trips and falls, Aggressive behavior by public	3H	[REDACTED]	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
5. Report Writing	Incorrect information, Missing information	2M		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. Conflict Management	Physical harm, Verbal abuse	MA	[REDACTED]	3H
7. Breaks	Food hygiene, Social distancing breach	2M	[REDACTED]	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
				
8. Emergency Response	Panic, Unclear procedures	4A		3H

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. End of Shift Review	Missed information, Fatig	3H		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
				
10. Equipment Check	Faulty tools, Inadequate supplies			2M
11. Custodial Duties	Property damage, Physical injury	3H		2M

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
12. Surveillance Monitoring	Eye strain, Data breach	3H		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
13. Vehicle Patrols	Traffic accidents, Vehicle malfunctions	4A		3H
14. Training	Inadequate skills, Information overload	3H		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. Incident Reporting	Delayed reporting, Inaccuracies	3H		2M

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
16. Alarm Response	False alarms, Panic	4A	<p>Large grey watermark reading "SAMPLE" diagonally across the row.</p> <ul style="list-style-type: none"> Control Measure 1: [Redacted] Control Measure 2: [Redacted] Control Measure 3: [Redacted] Control Measure 4: [Redacted] Control Measure 5: [Redacted] Control Measure 6: [Redacted] Control Measure 7: [Redacted] Control Measure 8: [Redacted] Control Measure 9: [Redacted] Control Measure 10: [Redacted] 	2M

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
17. First Aid Provision	Incorrect treatment, further injury	4A		3H
18. Communication with Police	Miscommunication, Delayed response	3H		2M

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
				
19. Use of Force	Excessive use of force, Injuring oneself or others	4A		3H

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
20. Dismissal from Site	Trespassing, Aggressive clients	3H		2M

This image shows a sample page from a document. The page features a light blue background with several horizontal white lines spaced evenly across it. A large, semi-transparent watermark reading "SAMPLE" is oriented diagonally from the bottom-left towards the top-right. The text is in a bold, dark gray sans-serif font.

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 TO ANY STATES 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-of-codes-of-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/resources-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

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 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		
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 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		
SIGNATURE		
	DATE REVIEWED	
	DATE COMPLETED	