

## Tyre Repair Puncture Repair and Workshop Operations | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Tyre Repair Puncture Repair and Workshop Operations

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 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

**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.



**Elimination**  
Remove the hazard.

**Substitution**  
Replace the hazard.

**Isolation**  
Isolate People from the hazard

**Engineering**  
Isolate the hazard.

**Administrative**  
Change the work.

**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 	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 induction	<ul style="list-style-type: none"> <li>Unfamiliar emergency procedures</li> <li>Untrained plant operation</li> <li>Unidentified hazardous substances</li> <li>Congested workshop layout</li> <li>Inadequate first aid resources</li> </ul>	3H	<ul style="list-style-type: none"> <li>Confirm all workers hold current competency or manufacturer training for tyre changers, bead breakers, curing presses and other plant before authorising operation</li> <li>Conduct a pre-start toolbox talk to review job, site rules, tyre types, maximum inflation pressures and emergency shutdown procedures</li> <li>Verify Safety Data Sheets (SDS) are available and current for tyre cements, cleaning solvents, bead lubricants and patching compounds</li> <li>Walk the workshop and tyre bay to identify traffic routes, emergency exits, eyewash stations, fire extinguishers and first aid kit</li> <li>Rearrange work benches, racks and mobile equipment to maintain clear 1 metre minimum access ways and unobstructed paths</li> <li>Display SDS, safe operating procedures (SOPs) and emergency contact numbers at the workshop entry and tyre bay</li> <li>Brief workers on manual handling limits and two-person lift requirements for truck and heavy plant tyres</li> <li>DO NOT allow untrained visitors or customers to enter designated workshop and tyre work zones</li> <li>Record attendance at the toolbox talk and retain copies of licences and plant training records</li> </ul>	2M
Vehicle reception and isolation	<ul style="list-style-type: none"> <li>Unplanned vehicle movement</li> <li>Contact with moving traffic</li> <li>Hot components and exhausts</li> <li>Incorrect jacking points</li> <li>Vehicle roll away</li> </ul>	3H	<ul style="list-style-type: none"> <li>Direct vehicles into the workshop using designated entry points and clear hand signals, keeping pedestrians separated from vehicle paths</li> <li>Switch off engine, engage park brake and place automatic transmissions in 'Park' before commencing tyre work</li> <li>Chock wheels on the opposite side of the vehicle using rated wheel chocks appropriate for vehicle mass and wheel size</li> <li>Identify manufacturer-specified jacking points and lifting points for the vehicle before placing jacks or hoists</li> <li>Use only rated vehicle jacks and axle stands with safe working load (SWL) greater than the gross vehicle mass (GVM) of the vehicle section being raised</li> <li>Position axle stands on solid, level concrete, not on oil, mud, gravel or unstable surfaces</li> <li>DO NOT work under or beside a vehicle supported only by a jack; always support with axle stands or hoist locks</li> <li>Allow hot brakes, exhausts and wheels to cool where practicable before handling</li> <li>Post signage and barricades to prevent customers or other workers entering the immediate work area while wheels are removed</li> </ul>	2M
Wheel removal and manual handling	<ul style="list-style-type: none"> <li>Musculoskeletal strain</li> </ul>	3H		2M

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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"> <li>Crush injury from dropped wheel</li> <li>Pinch points at studs and hubs</li> <li>Sharp edges on rims</li> <li>Flying rust scale and debris</li> </ul>		<ul style="list-style-type: none"> <li>Assess wheel size and weight and plan mechanical assistance (wheel lifter, trolley, forklift) for light truck, bus and earthmoving tyres</li> <li>Loosen wheel nuts slightly while the wheel is still on the ground, maintaining correct wheel brace position to avoid sudden release</li> <li>Use impact wrenches with torque sticks calibrated to the settings according to manufacturer specifications</li> <li>Wear cut-resistant gloves and AS/NZS compliant safety glasses when handling wheels with rust, damage or sharp edges</li> <li>Lift wheels using a straight back and bent knees, keeping the load close to the body, and use a second person for heavy wheels and wheels</li> <li>Use wheel chocks or rollers to move heavy wheels instead of rolling them freely through pedestrian areas</li> <li>Store wheels upright in wheel stands or against stops to prevent rolling or toppling</li> <li>DO NOT exceed individual manual lifting limits or attempt to catch a falling wheel</li> <li>Blow down wheels and hubs with low-pressure air away from face and body to remove loose rust and debris</li> </ul>	
Tyre inspection and identification	<ul style="list-style-type: none"> <li>Hidden structural damage</li> <li>Exposed wires and steel belts</li> <li>Contact with oil and chemicals</li> <li>Incorrect tyre specification</li> <li>Misidentified run-flat or multi-piece rims</li> </ul>	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>	2M
Deflating tyres before work	<ul style="list-style-type: none"> <li>Sudden air release</li> <li>High pressure projection</li> <li>Valve core ejection</li> <li>Bead unseating unexpectedly</li> </ul>	3H	<p>[REDACTED]</p> <p>[REDACTED]</p>	1L

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	<ul style="list-style-type: none"> <li>Noise-induced hearing damage</li> </ul>		<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
Breaking bead on tyre	<ul style="list-style-type: none"> <li>Pinch points at bead breaker</li> <li>Rim or bead fracture</li> <li>Flying fragments from damaged rims</li> <li>Hand and finger crush injury</li> <li>Tyre movement during operation</li> </ul>	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>	2M
Cutting tyre beads and casing	<ul style="list-style-type: none"> <li>Contact with sharp cutting tools</li> <li>Flying steel bead wires</li> <li>Blade snap or disc shatter</li> <li>Noise and vibration exposure</li> <li>Burns from hot cut surfaces</li> </ul>	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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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
			<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	
Operating tyre changers and removal machines	<ul style="list-style-type: none"> <li>• Caught in moving parts</li> <li>• Crush injury between rim and tools</li> <li>• Machine ejection of tyre or rim</li> <li>• Hydraulic or pneumatic failure</li> <li>• Electrical shock from plant</li> </ul>	4A	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	2M
Tyre mounting and bead seating	<ul style="list-style-type: none"> <li>• Bead seating explosion</li> <li>• Rim failure under pressure</li> <li>• Pinched fingers between bead and rim</li> <li>• Tyre ejecting from rim</li> <li>• Contact with bead lubricants</li> </ul>	4A	<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
			[REDACTED]	
			[REDACTED]	
			[REDACTED]	
			[REDACTED]	
			[REDACTED]	
			[REDACTED]	
			[REDACTED]	
Inflating tyres to specification	<ul style="list-style-type: none"> <li>Tyre burst from over inflation.</li> <li>Flying debris from rim failure</li> <li>Whiplash from air hose failure</li> <li>Noise from rapid inflation</li> <li>High pressure air injection</li> </ul>	1A	[REDACTED]	2M
Tyre puncture repair and buffing	<ul style="list-style-type: none"> <li>Contact with rotating buffing tools</li> <li>Inhalation of rubber dust</li> <li>Exposure to repair chemicals</li> <li>Heat buildup in tyre carcass</li> </ul>	3H	[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
	<ul style="list-style-type: none"> <li>Incorrect repair compromising structure</li> </ul>		<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
Tyre curing press operations	<ul style="list-style-type: none"> <li>Crush injury in press</li> <li>Burns from hot moulds</li> <li>Steam and hot condensate</li> <li>Entrapment in moving platens</li> <li>Electrical or control failure</li> </ul>	4A	<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>	2M
Tyre stacking, storage and disposal	<ul style="list-style-type: none"> <li>Tyre stack collapse</li> <li>Pest harbourage in stored tyres</li> </ul>	3H	<p>[REDACTED]</p>	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"> <li>• Fire in rubber stockpiles</li> <li>• Manual handling strains</li> <li>• Contact with waste contaminants</li> </ul>		<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
Workshop housekeeping and traffic management	<ul style="list-style-type: none"> <li>• Slips on oil or tyre debris</li> <li>• Trips over hoses and tools</li> <li>• Collision with forklifts or vehicles</li> <li>• Poor lighting in work zones</li> <li>• Uncontrolled compressed air use</li> </ul>	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
Reinstallation, torquing and final checks	<ul style="list-style-type: none"> <li>• Wheel detachment in service</li> <li>• Incorrect torque of wheel nuts</li> </ul>	3H	<p>[REDACTED]</p>	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>• Cross-threaded studs</li> <li>• Residual leaks after repair</li> <li>• Unremoved tools or chocks</li> </ul>		<div>SAMPLE</div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	

## 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 IS 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/facts-and-resources/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>

### 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

### 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.

## 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 and 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	