

## Brush Cutter | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Brush Cutter

Business Name: [Company Name]

ABN: [ABN]

SWMS#

Business Address: [Company Address]

Contact Person:

Phone: [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 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 AND DATED SIGNATURE 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 communicate those hazards and then to further take steps to either eliminate or control each hazard.

NAME

SIGNATURE

DATE

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  Provide a detailed description of the specific work being carried out (otherwise known as scope of works).
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Project Manager Signature:	
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

<input type="checkbox"/> Forklift	<input type="checkbox"/> Crane/s	<input type="checkbox"/> Hoist/s	<input type="checkbox"/> Excavator	<input type="checkbox"/> Backhoe/Loader	<input type="checkbox"/> Boom Lift	<input type="checkbox"/> EWP	<input type="checkbox"/> Genie Lift
<input type="checkbox"/> Trencher	<input type="checkbox"/> Drilling Rig	<input type="checkbox"/> Trucks	<input type="checkbox"/> Formwork	<input type="checkbox"/> Bobcat	<input type="checkbox"/> Flammable Gas	<input type="checkbox"/> Fuel	<input type="checkbox"/> Dozer
<input type="checkbox"/> High Voltage	<input type="checkbox"/> Mulcher	<input type="checkbox"/> Tilt-up Panels	<input type="checkbox"/> Roller	<input type="checkbox"/> Scissor Lift	<input type="checkbox"/> Tractor	<input type="checkbox"/> Other -	

## RISK MATRIX

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

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"/>

Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).

**Note:** A SWMS must be reviewed regularly to make sure it remains effective. A SWMS 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 subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When a SWMS has been revised, the person conducting a business or undertaking must ensure all:

1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;
2. 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; and,
3. workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Manual handling injuries, struck by flying debris	2M	<ul style="list-style-type: none"> <li>- Provide proper training: Ensure all workers handling the brush cutter are trained and competent in using the equipment safely, including correct techniques for lifting and carrying.</li> <li>- Use appropriate PPE: Workers must wear appropriate Personal Protective Equipment (PPE) such as gloves, safety boots, goggles, and long-sleeve shirts to minimise the risk of injury from flying debris or handling accidents.</li> <li>- Inspect equipment before use: Before starting work, perform a thorough inspection on the brush cutter to identify any potential faults, damage or wear that may increase the risk of hazards occurring.</li> <li>- Maintain a clear worksite: Keep the working area clean, clear of unnecessary obstacles, and well lit to reduce tripping hazards or other related risks.</li> <li>- Utilise safe lifting techniques: Train workers to use proper lifting techniques when handling the brush cutter to avoid musculoskeletal injuries, such as bending at the knees or using mechanical aids where possible.</li> <li>- Reduce repetitive motions: Schedule regular rest breaks or rotate tasks among workers to minimise the risk of repetitive strain injuries or fatigue.</li> <li>- Store equipment securely: Ensure the brush cutter is stored securely and safely when not in use to prevent unintended contact with the cutting blade, which could lead to significant injuries.</li> <li>- Implement a buddy system: If possible, have workers carry out tasks in pairs or teams so they can assist each other in case of an emergency, helping to prevent injuries and ensure overall workplace safety.</li> <li>- Set up exclusion zones: Clearly demarcate areas where brush cutting is taking place with signs or barriers to keep pedestrians or unauthorised persons at a safe distance from flying debris or other hazards.</li> <li>- Regular maintenance checks: Conduct regular maintenance and servicing on the brush cutter, keeping records of any issues and rectifying them promptly to ensure the equipment remains safe and efficient to use.</li> <li>- Encourage open communication: Foster an environment where workers feel comfortable reporting any concerns or hazards they encounter, helping to prevent accidents and maintain a high level of safety in the workplace.</li> <li>- Conduct risk assessments: Carry out regular risk assessments to identify potential hazards and implement necessary control measures to mitigate risks associated with the preparation and use of brush cutters in the workplace.</li> </ul>	1L	
2. Pre-Start Inspection	Contact with sharp edges, slips and trips	3H	<ul style="list-style-type: none"> <li>- Ensure all workers have undergone appropriate safety training for the use and inspection of brush cutters, as well as understanding basic hazard identification techniques.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Maintain a clean and clutter-free workspace by ensuring proper housekeeping procedures are in place to prevent slips and trips associated with a messy environment.</li> <li>- Wear suitable Personal Protective Equipment (PPE), such as gloves and safety boots, to protect against contact with sharp edges or objects found in the work area.</li> <li>- Regularly inspect the brush cutter and its components for signs of wear or damage. This includes checking for loose, worn or missing parts, as well as any other visible defects that could pose potential hazards during operation.</li> <li>- Establish a thorough pre-use inspection checklist as part of your company's Standard Operating Procedures (SOPs) for operating brush cutters, outlining necessary maintenance steps and ensuring compliance with manufacturer guidelines.</li> <li>- Remove any excessive debris, obstructions or obstacles in the work area prior to starting the brush cutter to minimise the chances of slips and trips occurring while the equipment is in use.</li> <li>- Use non-slip mats where appropriate, particularly around areas where the brush cutter will be used, to help minimise the risk of slips and trips.</li> <li>- Set up designated walkways or sections within the work area where access to the brush cutter is restricted to authorised personnel only, further reducing the chance of accidents.</li> <li>- Regularly communicate and enforce safe working practices for operating brush cutters, such as never applying force or excessive pressure when using the equipment, always being aware of the cutter's position, and taking breaks when necessary to minimise fatigue-related hazards.</li> <li>- Incorporate visual aids, such as warning signs or hazard tape, to clearly identify high-risk areas surrounding the brush cutter, ensuring heightened awareness among workers to avoid potential slips, trips and encounters with sharp edges.</li> <li>- Conduct ongoing hazard assessments in the work environment, documenting any changes and implementing appropriate preventative measures where necessary.</li> <li>- Implement a consistent review and feedback process for workers to communicate any concerns, suggestions or incidents related to the use of brush cutters, promoting a strong safety culture and fostering cooperation in maintaining a safe workspace.</li> </ul>		
3. Starting Brush Cutter	Burns from hot surfaces, hearing damage due to noise	2M	<ul style="list-style-type: none"> <li>- Proper Training: Ensure all operators receive adequate training on operating brush cutters safely, including the correct starting procedures and understanding potential hazards involved.</li> <li>- Check Engine Temperature: Before starting the brush cutter, touch the engine with your hand to ensure it is not hot. If the engine is hot, allow it to cool down before proceeding.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Wear Appropriate PPE: Operators should wear appropriate personal protective equipment (PPE) while using the brush cutter, including hearing protection, safety glasses, gloves, and closed-toe shoes.</li> <li>- Inspect Brush Cutter: Before starting, inspect the brush cutter for any visible issues, such as loose parts, fuel leaks, or damaged components. If you identify any problems, resolve them before using the cutter.</li> <li>- Clear Surrounding Area: Make sure the area around the brush cutter is clear of debris and other obstacles before starting to minimize any risk of injury from flying objects during operation.</li> <li>- Follow Manufacturer's Guidelines: Always follow the manufacturer's guidelines and instructions for starting the brush cutter. This may involve using a specific starting technique or positioning your body correctly when pulling the starter cord.</li> <li>- Maintain Safe Distances: When starting the brush cutter, make sure you maintain a safe distance from others in the vicinity. Alert nearby workers of your intention to start the machine so they can also take necessary precautions.</li> <li>- Use Earplugs or Earmuffs: Wear earplugs or earmuffs to protect your ears from the high noise levels produced by the brush cutter. Ensure that the hearing protection meets the necessary safety standards.</li> <li>- Regular Maintenance: Perform regular maintenance on the brush cutter to ensure it remains in good working condition. This includes checking fuel levels, air filters, and spark plugs regularly.</li> <li>- Noise Reduction Measures: If possible, implement noise reduction measures, such as working during hours with less human activity and using the brush cutter in less noise-sensitive areas. Also, consider using brush cutters with lower noise levels.</li> <li>- Emergency Procedures: Make sure all operators are aware of the proper emergency procedures in case of an accident or injury related to the brush cutter. This includes having a first-aid kit readily available and knowing the contact information for emergency services.</li> </ul>		
4. Cutting/Trimming	Machinery entanglement, eye injuries from debris	3H	<div></div> <div></div> <div></div> <div></div>	2M	

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			<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>		
5. Path Clearing	Struck by falling objects, uneven ground causing trips	2M	<div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div>	1L	

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			<div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div>		
6. Lifting and Handling	Musculoskeletal disorders, equipment falls	3H	<div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div>	1L	



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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	NAME OF PERSON
			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>		
7. Rest and Break Periods	Fatigue, exposure to harmful UV radiation	3H	<div></div> <div></div> <div></div> <div></div>	2M	

SAMPLE

SAMPLE

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<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>		
9. Blade Maintenance	Cutting accidents, crush injuries	3H	<div>REDACTED</div>	1L	

SAMPLE



SAMPLE

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
12. Personal Protective Equipment (PPE) Selection/Use	Inadequate PPE, allergies to materials		<div>1. Wear appropriate PPE (hard hat, safety glasses, gloves, etc.)</div> <div>2. Ensure PPE is in good condition and suitable for the task.</div> <div>3. Conduct a risk assessment for the task and select appropriate PPE.</div> <div>4. Train workers on the correct use and limitations of PPE.</div> <div>5. Provide regular maintenance and replacement of PPE.</div> <div>6. Monitor workers for signs of PPE-related issues (e.g., discomfort, irritation).</div> <div>7. Establish a clear protocol for reporting and addressing PPE concerns.</div> <div>8. Provide adequate ventilation and respiratory protection if necessary.</div> <div>9. Ensure workers are aware of the location and use of first aid kits.</div> <div>10. Implement a system for regular safety audits and inspections.</div>	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
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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>

### 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-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/workplace-safety-laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

### Safe Work Australia Links

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

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

### 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	Position	Signature	Date	Time	Supervisor
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			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 needed. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented 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	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 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	TO BE DONE	COMMENTS
The company details have been entered, including the project name and address.	<input type="checkbox"/>	<input type="checkbox"/>	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Name, signature, position and date signed of the person approving the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Specific personnel and qualifications, experience is noted in the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Provides a step-by-step process of tasks required to carry out the activity or task.	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate risk assessment of any identified hazards has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Foreseeable hazards are identified and documented for each step.	<input type="checkbox"/>	<input type="checkbox"/>	
Any hazards listed in any site risk assessments have been added to the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Check control measures added to the SWMS are the most effective solutions.	<input type="checkbox"/>	<input type="checkbox"/>	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	<input type="checkbox"/>	<input type="checkbox"/>	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS identifies plant and equipment to be used.	<input type="checkbox"/>	<input type="checkbox"/>	
Details of inspection checks required for any equipment listed are noted on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Describes any mandatory qualifications, experience, training, skills required to perform the work.	<input type="checkbox"/>	<input type="checkbox"/>	
Applicable personal protective equipment is selected on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Lists any required permits or licenses.	<input type="checkbox"/>	<input type="checkbox"/>	
Reflects and documents any legislative references and/or Australian Standards.	<input type="checkbox"/>	<input type="checkbox"/>	
Identifies any hazardous substances used with specific control measures in line with any SDS.	<input type="checkbox"/>	<input type="checkbox"/>	
REVIEWED BY	DATE REVIEWED		
SIGNATURE	DATE COMPLETED		