

Fire Prevention | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Fire Prevention

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 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

SIGNATURE

DATE

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			Elimination Remove the hazard.
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	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. PPE

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	Slip and fall hazards, Inadequate PPE	2M	<ul style="list-style-type: none"> - Ensure that the worksite is free of unnecessary debris, obstacles or liquids that could cause individuals to slip and fall. - Clearly mark any areas where slip and fall hazards may be present, such as uneven surfaces or wet materials. - Encourage all workers to wear appropriate footwear that has non-slip soles and offers ample support. - Provide training to workers on how to properly navigate the worksite while minimising the risk of slip and fall accidents. - Regularly inspect the worksite for potential slip and fall hazards and take appropriate corrective action when needed. - Develop an emergency response plan specifically for slip and fall incidents, ensuring that all workers are aware of the proper procedures to follow in case of an accident. - Require that all workers wear appropriate Personal Protective Equipment (PPE) at all times, including hard hats, safety glasses, gloves, and high-visibility clothing as required by the specific job tasks. - Conduct regular toolbox talks to discuss the importance of wearing PPE and maintain awareness of one's surroundings to prevent accidents. - Check that all PPE is in good working condition and replace any damaged or worn-out items immediately. - Implement a strict policy against horseplay, running on site, or engaging in any behaviour that increases the risk of slip and fall accidents. - Ensure that adequate lighting is provided throughout the worksite to minimise shadows and dark spots that could obscure potential hazards. - Establish clear communication channels between workers at different workstations so they can alert each other to new or changing hazards as they arise. - Utilise signage, barriers, or floor markings to designate safe walking paths and separate them from areas where work is being performed, reducing the likelihood of accidental slips or falls. 	1L	
2. Fire Safety Training	Information overload, Misunderstanding instructions	2M	<ul style="list-style-type: none"> - Develop clear and concise training materials: To prevent information overload, ensure that the content of fire safety training materials is well-organised, clearly presented, and understandable for all employees. - Break down complex topics: Divide fire safety training into smaller, more manageable sections to make it easier for employees to absorb and understand the material without becoming overwhelmed. - Use a variety of teaching methods: To cater to different learning styles and help participants retain information, consider using a combination of visual aids, hands-on demonstrations, written materials, and interactive activities. 	1L	

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			<ul style="list-style-type: none"> - Allow ample time for questions and clarification: During training sessions, provide regular opportunities for employees to ask questions and seek clarification on any aspects that they may find confusing or unclear. - Emphasise key points: Ensure that the most important fire prevention and response measures are emphasised and repeated throughout the training to reinforce their significance. - Provide additional resources: Offer supplementary materials such as manuals, handbooks, and online resources where employees can easily access additional information and guidance on safety procedures. - Encourage open communication: Foster a workplace atmosphere where employees feel comfortable discussing their understanding of fire safety practices and sharing any concerns or suggestions they may have. - Regularly evaluate and update training materials: Periodically review fire safety training materials to ensure that they are up-to-date, accurate, and relevant, making improvements as needed based on employee feedback and industry best practices. - Conduct periodic refresher training: Schedule refresher courses at regular intervals to keep employees' knowledge current and to address any skills gaps that might emerge over time due to changes in job responsibilities or workplace conditions. - Provide clear, step-by-step instructions: When covering specific fire safety procedures, break them down into simple steps, using plain language and avoiding jargon whenever possible. - Use real-life scenarios and case studies: Help employees better understand the importance of fire prevention and proper response by using examples and stories from real incidents to illustrate the potential consequences of failing to follow safety procedures. - Assess comprehension and retention: At the end of the training, administer quizzes or knowledge checks that require employees to demonstrate their understanding of the material covered during the session. Provide feedback and additional support as needed to address any misunderstandings or knowledge gaps. 		
3. Equipment Inspection	Faulty equipment, Inaccessibility to inspection points	3H	<ul style="list-style-type: none"> - Regular Scheduled Inspections: Conduct routine and thorough inspections of all equipment at predefined intervals to ensure they are in good working condition and comply with safety regulations. - Proper Training: Make sure that employees handling the equipment are adequately trained in its usage, maintenance, and inspection procedures. - Documentation and Recordkeeping: Maintain detailed records of all equipment inspections, including any identified issues and corrective actions taken to address them. - Certified Equipment: Ensure that all equipment purchased or rented meets the required safety certifications and standards relevant to the industry and work environment. 	2M	

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			<ul style="list-style-type: none"> - Access to Inspection Points: Identify and make accessible all critical inspection points on the equipment by providing ladders, platforms, or other means for safely reaching these areas. - Comprehensive Pre-use Checks: Establish and enforce a mandatory pre-use checklist for operators to follow before each use of equipment, ensuring its safe operation and identifying potential hazards in advance. - Visual Inspections: Promote regular visual inspections by operators during equipment use, encouraging them to report any signs of wear, damage, or malfunction immediately. - Regular Maintenance: Implement a predictive and preventative maintenance schedule, addressing potential faults before they become hazards by replacing worn or defective parts promptly. - Emergency Stop Devices: Install and maintain emergency stop devices on equipment where appropriate, allowing for the quick shutdown of machinery in case of a hazardous situation. - Clear Signage: Post clear and appropriate signage near equipment, indicating inspection points, hazards, and safe operating procedures. - Corrective Action Protocols: Develop and implement protocols for taking swift corrective action when faulty equipment is discovered, including quarantining the equipment until repairs can be made and reporting the issue to relevant parties. - Encourage Incident Reporting: Foster a culture of open communication and encourage employees to report equipment-related hazards or incidents without fear of retaliation, contributing to a safer workplace overall. 		
4. Housekeeping	Clutter, Excessive dust or lint	2M	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	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>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>		
6. Fire Extinguisher Placement	Heavy lifting, Incorrect placement/positioning	2M	<div>REDACTED</div>	1L	

SAMPLE

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7. Fire Drill Execution	Poor coordination, Panic in emergency situations	2M		1L	

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8. Emergency Exit Maintenance	Blocked access points, Lack of visibility	3H		1L	

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			<div></div> <div></div> <div></div> <div></div> <div></div>		
10. Electrical System Maintenance	Electrocution, Overloading circuits	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M	

14A

Systems, Difficulty
onents

3H

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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>		
14. Contractor Coordination	Miscommunication, Contractor non-compliance	2M	<div></div> <div></div> <div></div> <div></div>	1L	

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15. Evacuation Plan Communication	Information not reaching all employees Language barriers		<div>1. All employees must be trained in the evacuation procedure.</div> <div>2. Evacuation routes must be clearly marked and unobstructed.</div> <div>3. Employees must be instructed to remain calm and follow the instructions of the designated evacuation officer.</div> <div>4. Employees must be instructed to use the nearest exit and not use lifts.</div> <div>5. Employees must be instructed to assemble at the designated assembly point.</div> <div>6. Employees must be instructed to remain at the assembly point until further notice.</div> <div>7. Employees must be instructed to report any injuries or illnesses to the designated first aid officer.</div> <div>8. Employees must be instructed to report any fire or other emergency to the designated fire officer.</div> <div>9. Employees must be instructed to report any other emergency to the designated emergency services.</div> <div>10. Employees must be instructed to report any other emergency to the designated emergency services.</div> <div>11. Employees must be instructed to report any other emergency to the designated emergency services.</div> <div>12. Employees must be instructed to report any other emergency to the designated emergency services.</div> <div>13. Employees must be instructed to report any other emergency to the designated emergency services.</div> <div>14. Employees must be instructed to report any other emergency to the designated emergency services.</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
16. Incident Reporting & Documentation	Incomplete reports, Lost/forgotten incidents	3H	<div>1. All incidents must be reported immediately to the supervisor.</div> <div>2. A written report must be completed for all incidents, regardless of severity.</div> <div>3. Reports must be filed in the designated incident logbook.</div> <div>4. All reports must be reviewed and signed off by the supervisor.</div> <div>5. Lost or forgotten reports must be reported as soon as they are discovered.</div> <div>6. Reports must be kept for a minimum of 12 months.</div> <div>7. All reports must be stored in a secure location.</div> <div>8. Reports must be made available to all staff.</div> <div>9. Reports must be made available to the relevant authorities.</div> <div>10. Reports must be made available to the relevant insurers.</div>	1L	
17. Health and Safety Meetings	Lack of engagement, Inadequate follow-up	2M	<div>1. All staff must attend all health and safety meetings.</div> <div>2. All staff must participate in all health and safety meetings.</div> <div>3. All staff must follow up on all action points from health and safety meetings.</div> <div>4. All staff must report back on all action points from health and safety meetings.</div> <div>5. All staff must be encouraged to raise any concerns or issues during health and safety meetings.</div> <div>6. All staff must be encouraged to contribute to the discussion during health and safety meetings.</div> <div>7. All staff must be encouraged to take responsibility for their own health and safety.</div> <div>8. All staff must be encouraged to take responsibility for the health and safety of others.</div> <div>9. All staff must be encouraged to take responsibility for the health and safety of the organisation.</div> <div>10. All staff must be encouraged to take responsibility for the health and safety of the community.</div>	1L	

SAMPLE

SAMPLE

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18. Lessons Learned Sharing	Failure to enforce changes, Knowledge gaps	3H		2M	

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19. Ongoing Compliance Monitoring	Non-compliance, airborne hazards or material build-up	2M		1L	

range, insufficient

3H

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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

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	