Setting Up of Load-Bearing S	tructures SAFE WORK M	ETHOD STATEMENT (SWM	S)
TASK OR AC	TIVITY: Setting Up of Load-Bear	ing Structures	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E ail:	
THIS SAFE WORK METHOD	STATEMENT IS APPRO	THE PC. OF TPT ROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person conductive proposed work starts.	icting a business or under thing (Purel) is	required to en the that a safe work method	statement (SWMS) is prepared before
Full Name:			
Signature:		Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitorin	compliance of the SWI, was well as re	eviews and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS WMS	NA OF ALL RELEVANT PERSON	NEL WHO HAVE BEEN CONSULTED AND	COMMUNICATED TO IN THE
Safety meetings or toolbox talks will be scheduled in accouncy with regislative requirements to first identify any site hazards, and the to control the those hazards and then to further take steps to either eliminate or control leach hazard.			
If an incident or a near miss occurs, all work must successful adiately. 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
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date SWMS supplied to Project Manager:	
☐ involves a risk of a person falling more than 2 meters	d is carried out on or near pressurised gas mains or piping
□ is carried out on a telecommunication tower	carried out on or near chemical, fuel or refrigerant lines
□ involves demolition of an element of a structure that is load-bearing	□ is carried out on or near energised electrical installations or services
□ involves demolition of an element related to the physical integritystructure	\Box is carried out in an area that may have a contaminated or flammable atmosphere
□ involves, or is likely to involve, disturbing as the set of the	☐ involves tilt-up or precast concrete
involves structural alteration or repair the requires to prary support to prevent collapse	\Box is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor
□ is carried out in or near a confined space	\Box is carried out in an area of a workplace where there is any movement of powered mobile plant
□ is carried out in/near a shaft or trench deeper the first or tunnel involving use of explosives	\Box is carried out in areas with artificial extremes of temperature.
\Box is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.
ANY HIGH-RISK MACHINER	RY OR EQUIPMENT NEARBY



	RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	20005			HEIRARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	ACTION		Elimination Remove the bazard	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCE		Substitution	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befo work starts.		Replace the hazard.	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.		Isolate People from the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and ke recorde		Engineering Isolate the hazard.	
Notes on Hiera is the second m Controls by cha method.	RARE I									

PERS NAL TECTIVE EQUIPMENT (PPE)											
	1	Select the ap	propriate PPL		or the equil	oment used or	the Job task	being pertori	neo (ir applica	ibie).	i.
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	TEARING TION	F' P CTION	R⊾⊸PIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE F	Required:										
	Р	ermit or Lice	nses Requiren	nents			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	Inadequate planning, Insufficient safety briefing	ЗН	 Conduct a comprehensive risk assessment to identify potential hazards and implement appropriate controls. Develop a detailed work plan outlining each tak of the setup process, including roles and responsibilities. Provide a thorough safety is bring to all workers or obta mighlighting specific risks and control measures. Ensure all performed are brined but competence understanding the safety procedures relevant to their tasks. Use the ckin to contron that all necessary safety equipment and resources are available before common gived. Designate superior to oversee the preparation phase and ensure compliance with safety protocols. Establish clear communication channels for reporting hazards or safety concerns immediately. whedda regula safety meetings to discuss progress and address any issues arising from the ongoing preparatin. Verify that emergency response plans are in place and understood by all workers onsite. Insure appropriate signage is displayed to warn of potential risks and safety requirements in the area. Implement a permitting system for ensuring that all safety checks are completed before work begins. Review and update all Safe Work Method Statements (SWMS) to reflect current safety standards and practices. Monitor weather conditions and adjust planning accordingly to mitigate risks associated with adverse weather. Maintain a log of any incidents or near misses during the preparation phase to facilitate continual improvement. 	2М
2. Site Assessment	Uneven ground, Presence of overhead power lines	4A	 Conduct a pre-work site inspection to identify any uneven ground conditions and mark hazardous areas. Utilise ground-levelling equipment to ensure even surfaces where possible before beginning work. Clearly mark and barricade areas with significant unevenness to prevent accidental entry. Use appropriate signage to warn workers of the risks associated with uneven ground and overhead power lines. Ensure that all personnel are trained in recognizing and responding to site-specific hazards, including uneven terrain and electrical hazards. Employ the use of elevated platforms or scaffolding when working in proximity to overhead power lines to maintain safe distances. 	ЗН



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
			- Implement a spotter system to guide machinery and workers around uneven ground and near overhead hazards safely.	
			- Schedule work during ideal weather conditions a veduce the risk of slips, trips, and falls on uneven surfaces.	
			- Engage a qualified electrician to de-energies or insulate verhead power lines if work must be conducted within the exclusion zone.	
			- Regularly review and update risk assessment of control measures based on changing site conditions and learnings from incident ports.	
			- Ensure all vehicles and mach. Ty are fitted with her transiters to prevent contact with overhead power lines.	
			- Establish count communication proceeds for an workers on-site to report new hazards or changes in existing ones comptly.	
			- Imply in the transmustation of the term of t	
	Traffic congestion consecured loads	зн	- Designate cific vivery times during low-traffic periods to alleviate congestion.	
			Use signage inclearly direct traffic flow and delivery vehicles on-site.	
			- The fail, ersonnel involved in delivery operations on safe loading and unloading procedures.	
			Incorporte pedestrian exclusion zones to keep workers separated from vehicle areas.	
			- Induct regular inspections of load restraints prior to transport to ensure security.	
3. Delivery Control			Employ certified traffic controllers to direct vehicular movement safely.	2M
			- Utilise barriers or fencing to create clear boundaries for delivery areas.	
			- Require delivery drivers to adhere to speed limits and follow site-specific rules.	
			- Utilise banksmen or spotters to assist drivers with manoeuvring in tight spaces.	
			- Ensure all loads are securely fastened using appropriate chains, straps, or covers.	
			- Regularly review and update the traffic management plan based on current conditions.	
			- Provide appropriate Personal Protective Equipment (PPE) for workers managing deliveries.	
			- Maintain communication devices such as radios to facilitate clear instructions between workers and drivers.	
4. Equipment Inspection	Malfunctioning tools, Lack of proper maintenance	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
6. Foundation Check	Weak soil conditions, Misalignment of base points	4A		ЗН
7. Component Sorting	Misplacement of components, Tripping hazards	2M		1L













Version 2.5



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. Electrical Layout	Electrocution risk, Short circuits	4A		3Н



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
14. Scaffold Erection	Scaffold collapse, Inadequation platform	4A		ЗH
	0120			

Version 2.5



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. Barrier Placement	Inadequate dust control, Insufficient public warnings	2М		1L
16. Weather Adaptation	Heavy rain, Strong winds	4A		ЗН







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
18. PPE Utilisation	Improper use of PPE, Failure to wear necessary protective gear	ЗН		2М
19. Signage Setup	Insufficient visibility of signs, Misinterpretation of instructions	2M		1L





Version 2.5



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
22. Debriefing	Failure to document incidents, Incomplete feedback	2М		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
23. Dismantling	Collapse risk, Damage to component	4A		3Н
24. Cleanup	Slips and falls, Exposure to hazardous materials	2M		1L

Version 2.5



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			1

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 REFERENCE. N ANY STOCHAT 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.gld.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 Anacood Occupational Health and Safety Acacood Legis bion VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- rulations design fractice VIcourtips://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/legis/ Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legis/	Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: <u>https://www.commerce.wa.gov.au/worksafe/legislation</u> Codes of Practice WA: <u>https://www.commerce.wa.gov.au/worksafe/codes-practice</u>				
Northern Territory Work Health and Safety (National Uniform Legislation) Act 201 Work Health and Safety (National Uniform Legislation) Regulations 26 Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance, prkplate fety-late Codes of Practice NT: https://worksafe.nt.gov.au/laws-and-reso	Safe Work Australia Links Law and Regulation (All States): <u>https://www.safeworkaustralia.gov.au/law-and-regulation</u> Model Codes of Practice: <u>https://www.safeworkaustralia.gov.au/resources-publications/model- codes-of-practice</u>				
South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (Sale Legislation for SA: https://www.safework.sa.gov.au/resources.gislation Codes of Practice for SA: https://www.safework.sa.gov.au/w_cplaces/codes-of-practice#COPs	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				
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/acts-and-regulations	 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, connection and coordination 				
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.	 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 THE S ATEM AT MONITORING AND REVIEW The SWMS must be reviewed regularly to make sure it remain effect. and mu be reviewed (and The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are revised if necessary) if relevant control measures are revised. The s should be carried out in effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The view consultation with workers (including contractors nay be cted by the operation person responsible for monitoring the effectiveness of the Safe Work Method Statement should ntractors of the SWMS and their health and safety representatives who rep sented that work group at the employ a multi-faceted approach which includes but is not limited to: workplace. 1. Spot Checks. When the SWMS has been revised the PCBU must ensure the all versons involved with the work are 2. Consultation with workers, contractors and sub-contractors. advised that a revision has been made and how they can acce the revised SWMS, including all persons 3. Internal audits on a continual basis who will need to change a work procedure or system as a reof the review are advised of the changes in a way that will enable them to implement their duties ntly with the revised SWMS. All workers that An approach of continuous improvement, promptly recording inconsistencies or deficiencies, will be involved in the work must be provided with the relevant information and instruction that will assist followed up by immediate corrective action and consultation with all relevant personnel ensures them to understand and implement the revised SWMS. 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.		
All relevant personnel consulted during the development of the SWMS.		
Name, signature, position and date signed of the person approving the SWMS.		
Specific personnel and qualifications, experience is noted in the SWMS.		
Provides a step-by-step process of tasks required to carry out the activity or task.		
Adequate risk assessment of any identified hazards has been completed.	\square	
Foreseeable hazards are identified and documented for each step.		
Any hazards listed in any site risk assessments have been added to the SN $$ S.	\boxtimes	
SWMS initial risk (IR) column as well as residual risk (RR) column completed.	\square	
Check control measures added to the SWMS are the most effective sections.	\boxtimes	
Responsible person is assigned and listed on the spherental of control measures.	\square	
Permit or licenses requirements specified, so n as Hot Work, Electrical Work, Work at Heights etc.	\boxtimes	
SWMS identifies plant and equipment to be	\square	
Details of inspection checks required for any equipment lister are noted on the SWMS.	\boxtimes	
Describes any mandatory qualifications, experience, ung or skills required to perform the work.	\square	
Applicable personal protective equipment is selected on the SWMS.	\boxtimes	
Reflects and documents any legislative references and/or Australian Standards.	\boxtimes	
Identifies any hazardous substances used with specific control measures in line with any SDS.	\square	
REVIEWED BY	DATE RE	VIEWED
SIGNATURE	DATE CO	MPLETED