

## Trucks and Heavy Vehicles | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Trucks and Heavy Vehicles

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.

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			<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	Slips, trips, and falls, Manual handling injuries	2M	<ul style="list-style-type: none"> <li>- Conduct a thorough site inspection before starting work to identify potential hazards, such as uneven surfaces or obstacles that may cause slips, trips, and falls.</li> <li>- Maintain clear walkways and work areas by promptly removing or relocating any obstacles, debris, or materials that pose a risk to workers.</li> <li>- Install appropriate safety signage around the work area to warn workers of potential hazards and remind them of safe work practices.</li> <li>- Provide workers with suitable personal protective equipment (PPE), such as non-slip footwear, safety gloves, and high-visibility clothing, to reduce the risk of injury.</li> <li>- Implement a buddy system for manual handling tasks that require heavy lifting or awkward positioning, ensuring that workers have assistance when needed.</li> <li>- Review and update risk assessments regularly to ensure all hazards are identified and adequately addressed.</li> <li>- Ensure workers have received proper training in manual handling techniques and are aware of the risks associated with their tasks.</li> <li>- Encourage workers to practice good housekeeping habits, keeping their work area tidy and free from potential hazards.</li> <li>- Monitor weather conditions closely; take steps to address potentially slippery surfaces caused by rain or other wet conditions, such as using absorbent materials and/or providing appropriate footwear.</li> <li>- Establish a procedure for reporting hazards and near misses, ensuring that all workers are aware of their responsibilities in maintaining a safe environment.</li> <li>- Schedule regular breaks for workers engaged in physically demanding tasks, allowing time for rest and recovery to prevent overexertion injuries.</li> <li>- Limit the amount of time workers spend on repetitive tasks that can lead to manual handling injuries; rotate tasks among workers to avoid excessive strain on muscles and joints.</li> <li>- Maintain all equipment, tools, and vehicles according to manufacturer recommendations, ensuring they're in good working order and capable of supporting required loads.</li> <li>- Create and implement an emergency response plan that provides guidance for workers in the event of an accident or injury, ensuring that prompt medical attention is available when needed.</li> </ul>	1L	
2. Vehicle Inspection	Struck by moving vehicle, Fluid leaks or spills	2M	<ul style="list-style-type: none"> <li>- Implement a designated vehicle inspection area, ensuring it is clearly marked and free from obstructions to reduce the risk of moving vehicle-related accidents during inspection.</li> <li>- Ensure all workers involved in the vehicle inspection process are adequately trained and competent, including having a good understanding of company safety procedures and relevant safety legislation.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Conduct toolbox talks or safety briefings before starting the inspection process to discuss potential hazards and control measures, reinforcing the importance of working safely.</li> <li>- Limit access to the vehicle inspection area for unauthorised personnel, minimising the risk of struck-by incidents.</li> <li>- Develop and enforce a traffic management plan, incorporating speed limits, signage, and one-way systems to assist in reducing the risk of being struck by a moving vehicle.</li> <li>- Utilise high-visibility vests or clothing for workers conducting vehicle inspections, increasing their visibility to other workers and vehicle operators.</li> <li>- During inspection, the vehicle should be secured with wheel chocks, parking brake, or another form of immobilisation to limit the risk of unexpected movement.</li> <li>- Implement an ongoing maintenance schedule to reduce the likelihood of fluid leaks or spills from vehicles, ensuring any identified issues are promptly addressed.</li> <li>- Regularly inspect and maintain onboard spill kits within trucks and heavy vehicles, so they are readily available for emergency clean-ups when required.</li> <li>- Follow the company's standard operating procedures (SOPs) for handling hazardous materials (if applicable), which could include proper storage, disposal, and transportation spill response.</li> <li>- If a fluid leak or spill is detected, immediately cordon off the affected area and follow appropriate cleanup procedures as outlined by site-specific and regulatory guidelines.</li> <li>- Implement double-checking protocols where a second qualified individual reviews the inspection results, further mitigating the potential for overlooked safety issues.</li> <li>- Establish and reinforce regular communication between vehicle inspectors, operators, and supervisors, providing opportunities for open discussion, feedback, and reporting of potential risks or hazards associated with the vehicle inspection process.</li> </ul>		
3. Plan Vehicle Route	Collision with other vehicles, Getting lost	2M	<ul style="list-style-type: none"> <li>- Conduct a thorough route assessment before starting the journey, including identifying high-traffic areas, roadworks, and narrow roads to minimise the chances of collisions.</li> <li>- Ensure proper training for all drivers on route planning, traffic regulations, and defensive driving techniques, to enhance their abilities in navigating safely among other vehicles on the road.</li> <li>- Provide up-to-date maps or use GPS devices with real-time traffic updates to prevent getting lost and guide drivers through alternative routes when necessary.</li> <li>- Consider adjusting work schedules to avoid peak traffic times to reduce the risk of collisions with other vehicles.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Utilise two-way communication systems such as walkie-talkies or mobile phones to maintain constant contact with drivers and monitor their progress throughout their route.</li> <li>- Incorporate hazard recognition and avoidance as part of the ongoing driver training programme, addressing potential issues that can arise while navigating a specific route.</li> <li>- Implement vehicle maintenance checks focusing on the brakes, tires, lights, and mirrors to ensure optimal functioning and performance for safe navigation.</li> <li>- Require mandatory rest breaks during long-distance journeys to prevent driver fatigue which could lead to decreased reaction time and difficulty making quick judgments when dealing with hazards.</li> <li>- Develop detailed contingency plans for emergencies such as breakdowns, accidents, and extreme weather events, ensuring drivers know how to follow these plans effectively.</li> <li>- Encourage an open reporting culture for any safety concerns from drivers or staff concerning specific routes, so corrective actions can be taken promptly.</li> <li>- Establish a well-defined system to restrict unauthorised personnel from operating the heavy vehicle, ensuring only competent and qualified individuals are allowed to do so.</li> <li>- Collaborate with local authorities and communities when applicable for improved understanding of local traffic patterns, potential hazards, and preferred routes.</li> <li>- Regular review and update of route plans based on new information regarding construction projects, road conditions, and other relevant factors to continually improve the safety of planned routes.</li> <li>- Promote a safety-first mindset among all employees, especially drivers, by emphasising the importance of cautious and defensive driving throughout their route planning and execution.</li> </ul>		
4. Load Heavy Equipment	Falling objects, Strain from lifting	3H	<div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div>	2M	



SAMPLE



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></div> <div></div> <div></div>		
8. Reversing Truck	Rear-end collision Blind spot Exposure to diesel	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	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	NAME OF PERSON
9. Park & Isolate Equipment	Unauthorised access, Vandalism	2M		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
10. Unload Heavy Equipment	Slips, trips, and falls, a Dropped load during removal	3M	1. Establish a safe work area around the equipment to be unloaded.                     2. Use proper lifting techniques.                     3. Use appropriate tools and equipment.                     4. Ensure that the load is stable and secure before attempting to move it.                     5. Communicate with the team to coordinate the unloading process.                     6. Use hand signals or verbal communication to ensure everyone is aware of the load's position and movement.                     7. Avoid standing directly in front of or behind the load.                     8. Use a spotter if available to assist with the unloading process.                     9. Ensure that the ground is firm and level.                     10. Use proper footing and balance when moving the load.                     11. Avoid rushing or taking shortcuts.                     12. Use proper body mechanics to lift and move the load safely.                     13. Communicate with the team to ensure everyone is aware of the load's position and movement.                     14. Use hand signals or verbal communication to ensure everyone is aware of the load's position and movement.                     15. Avoid standing directly in front of or behind the load.                     16. Use a spotter if available to assist with the unloading process.                     17. Ensure that the ground is firm and level.                     18. Use proper footing and balance when moving the load.                     19. Avoid rushing or taking shortcuts.                     20. Use proper body mechanics to lift and move the load safely.	2M	

Surfaces, Exposure to  
ials

2M

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
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12. Store Equipment Safely	Miscommunication, Damage to equipment	2M		1L	

SAMPLE

1L



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14. Communicate Job Completion	Failed communication, Misunderstanding between team members	1L		1L	

[illegible]

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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. Appropriate PPE	Inadequate or no Personal Protective Equipment (PPE)	3H		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
17. Conduct Safety Observation	mishandling hazards, inadequate hazard identification	2M		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
18. Safe Work Procedures	Unsafe work practices, Workers' ignorance of procedures	3H		1L	



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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> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div>		
20. Report Near Misses or Incidents	Failure to report near misses, Non-compliance with regulations	2M		1L	





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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	