

SAFE WORK METHOD STATEMENT (TEMPLATE)

SS-WHS-SAF-000

Authorised By:
Rev 1 29/09/2023



COMPANY DETAILS		
Name:	ABN:	Address:

TASK NAME / ACTIVITY	
SITE / PROJECT NAME	

APPLICABLE LEGISLATION, CODES OF PRACTICE OR OTHER GUIDANCE MATERIAL		

PERSONAL PROTECTIVE EQUIPMENT				
<input type="checkbox"/> Hard Hat	<input type="checkbox"/> High Vis Clothing	<input type="checkbox"/> Safety Glasses	<input type="checkbox"/> Respiratory Protection	<input type="checkbox"/> Face Shield
<input type="checkbox"/> Safety Boots	<input type="checkbox"/> Safety Gloves	<input type="checkbox"/> Hearing Protection	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

REQUIRED LICENCES, CERTIFICATES OR COMPETENCIES	

HIGH RISK CONSTRUCTION WORK			
<input type="checkbox"/> Risk of a person falling more than 2 metres	<input type="checkbox"/> Work on a telecommunication tower	<input type="checkbox"/> Demolition of load-bearing structure	<input type="checkbox"/> Likely to involve disturbing asbestos
<input type="checkbox"/> Work on or near pressurised gas mains or piping	<input type="checkbox"/> Work in or near a confined space	<input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5m or a tunnel	<input type="checkbox"/> Use of explosives
<input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs	<input type="checkbox"/> Work in or near water or liquid that involves a risk of drowning	<input type="checkbox"/> Work on or near energised electrical installations or services	<input type="checkbox"/> Work that may have a contaminated or flammable atmosphere
<input type="checkbox"/> Tilt-up or precast concrete elements	<input type="checkbox"/> Diving work	<input type="checkbox"/> Work in an area with movement of powered mobile plant	<input type="checkbox"/> Work in areas with artificial extremes of temperature
<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	<input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians		

MONITORING FOR COMPLIANCE
Ongoing monitoring and review of control measures to be done by (name and signature):
Ongoing supervision to ensure compliance with SWMS to be done by (name and signature):

PERSON AUTHORISING USE OF SWMS		
Name:	Signature:	Date:

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JOB / TASK STEP	HAZARDS / RISKS	RISK (I)	CONTROL MEASURES	RISK (R)	RESPONSIBILITY

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Risk Matrix		Consequences				
		Negligible (1) Minimal injuries / no injuries	Minor (2) Minor injuries / first aid	Significant (3) Moderate injuries / medical treatment	Severe (4) Serious injuries / hospitalisation	Catastrophic (5) Death / permanent impairment
Likelihood	Certain (5) 100% likely / almost 100% likely	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	Likely (4) Will probably happen / is likely to happen	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	Possible (3) Could happen or plausible	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely (2) Improbable but could happen / not expected	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	Very Unlikely (1) Rare / not expected but remotely possible	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)

