








Safe Work Method Statement Template

A Safe Work Method Statement (SWMS) or equivalent must be completed by the contractor prior to the commencement of any high-risk work.

Name of Contractor responsible for compliance with SWMS:		Date:	
Company name:		Workplace location:	
High risk job description		Completion of Confined Space Entry Permit?	Yes <input type="checkbox"/> N/A <input type="checkbox"/> (n/a should only be selected when not working in a confined space)
Personal Protective Equipment (PPE) required to complete the job			
 Gloves <input type="checkbox"/>	 Face mask <input type="checkbox"/>	 Eye protection <input type="checkbox"/>	 Welding mask <input type="checkbox"/>
 Appropriate footwear <input type="checkbox"/>	 Hearing protection <input type="checkbox"/>	 Protective clothing <input type="checkbox"/>	
What are the tasks involved? Describe the steps required to perform the task in the sequence they are carried out.	What are the hazards and risks? Against each step list the potential hazards that could cause injury/damage when the task step is performed.		How will hazards and risks be controlled? List the control measure required to eliminate or minimise the risk of injury arising from the identified hazard, see Contractor Hazard Identification and Control Table .

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Sign off	Name	Signature	Date
I have provided site specific risk controls to manage the hazards identified above and will comply with the controls listed above.			
Contractor:			
I understand the risk controls listed above to be implemented to manage the identified hazards associated with the works to be undertaken.			
Workplace Manager and/or Management OHS Nominee:			

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Steps for filling out SWMS

1. Contractor to determine the tasks, and associated hazards, risks and controls.
2. In the 'What are the tasks involved?' column, list the work tasks in sequence to how they will be carried out.
3. In the 'What are the hazards and risks?' column, list the hazards and risks for each work task.
4. In the 'How will the hazards and risks be controlled?' column, select the hazard or risk and then work through the control levels 1 – 4 from top to bottom, as seen below. Choose a control measure (and how it is to be used) that is as close to level 1 as is reasonably practicable.

Control levels

1. **Eliminate** any risk to health or safety.
2. **Reduce** the risk to health or safety by any one or any combination of the following:
 - **Substituting** a new activity, procedure, plant, process or substance
 - **Engineering controls**, such as mechanical or electrical devices.
3. **Use administrative controls**, such as changing the way the work is done.
4. **Provide appropriate personal protective equipment.**
5. All contractors should be briefed on the SWMS before commencing work. Ensure all contractors know that work is to immediately stop if the SWMS is not being followed.
6. Observe work being carried out. If controls are not adequate, stop the work, review the SWMS, adjust as required and re-brief the team.
7. Retain this SWMS for the duration of the high-risk work.