

Safe Work Method Statement (SWMS)

A SWMS must be prepared before high risk construction work starts (WHS Regulations provision 299; s 299 in NSW; in Victoria, the OHS Regulations 2017 reg 327). Complete every field for the actual site, crew and equipment. An unreviewed, reused SWMS is the most common reason a principal contractor knocks one back.

1. Project and document details

Company (PCBU) name	
ABN	
Principal contractor / builder	
Site / project address	
Description of the work (high risk construction work)	
SWMS number	
Date prepared	
Review date	
Prepared by (name and position)	
Workers consulted in preparing this SWMS	

2. High risk construction work covered (WHS Regulations provision 291; s 291 in NSW)

Tick every category that applies to this work. Each ticked category must be addressed in the work method below.

☐ Risk of a person falling more than 2 metres	☐ Work on or near chemical, fuel or refrigerant lines
☐ Work on a telecommunication tower	☐ Work on or near energised electrical installations or services
☐ Demolition of a load-bearing structure	☐ Work in an area that may have a contaminated or flammable atmosphere
☐ Work likely to disturb asbestos	☐ Tilt-up or precast concrete work
☐ Structural alterations or repairs requiring temporary support	☐ Work on, in or adjacent to a road, railway or other traffic corridor in use
☐ Work in or near a confined space	☐ Work in an area with movement of powered mobile plant
☐ Work in or near a shaft or trench deeper than 1.5 m, or a tunnel	☐ Work in areas with artificial extremes of temperature
☐ Use of explosives	☐ Work in or near water with a risk of drowning
☐ Work on or near pressurised gas distribution mains or piping	☐ Diving work

3. Risk rating key

Likelihood	Consequence	Risk level
Almost certain	Catastrophic	Low
Likely	Major	Medium

Possible	Moderate	High
Unlikely	Minor	Extreme
Rare	Insignificant	

Rate each step before controls (initial risk) and again after controls (residual risk). Risk = Likelihood x Consequence. Controls must reduce the residual risk and must follow the hierarchy of controls: eliminate, substitute, isolate, engineering, administrative, then PPE last.

4. Work method

Step	Job step / task	Potential hazards	Initial risk (L x C)	Control measures (hierarchy of controls)	Residual risk	Responsible person
1						
2						
3						
4						
5						
6						
7						
8						

5. Supporting information

PPE required for this work	
Plant, equipment and materials	
Permits and high risk work licences	
Relevant legislation and Australian Standards (cite your state WHS Regulations, or the OHS Regulations 2017 in Victoria)	
Training and competencies (including white cards)	
Emergency procedures, first aid and site emergency contacts	

6. Worker sign-on

Every worker doing the work must read the SWMS, be given the chance to raise concerns, and sign on before starting.

Name	Company	Signature	Date

Approval	Name and signature	Date
SWMS prepared by		
Reviewed and approved by		