

SAFE WORK METHOD STATEMENT FOR GENERAL WORK ONSITE

SAFE WORK METHOD STATEMENT INCORPORATES RISK ASSESSMENT

Client/Principal Contractor	Insert client and/or PC name	Project Address:	Insert the project's address
Company Address:	Insert your company address	Phone Number:	Insert your business number
SWMS Prepared By:	Insert person	In Consultation With:	Refer to Consultation and Sign-Off Record
SWMS Approved By:	Insert person	Distribution To:	Persons involved in the work scope
SWMS Date:	Insert date	Review:	2 years or as required
Person(s) responsible for implementing, monitoring and compliance to the SWMS:	Insert person(s)	Consultation Number(s)	Insert the person's number
Work Scope Description:	General work activities and tasks to be undertaken at the site.		
List the qualifications and training requirements for this activity:	<ul style="list-style-type: none"> • A session of a general construction induction. • A worksite specific induction on the day of the statement. • A qualification(s) and/or other training to enable safe work. • On-site competent supervision of plant and activities, as defined by legislation. 		
Details of inspections and maintenance checks required for this activity:	Checks and maintenance of plant and equipment.		
Are there any other safety considerations that may apply to this activity?	Comply with all additional safe work procedures, plans, rules and instructions given by the person in control of the workplace.		
Legislative References:	<ul style="list-style-type: none"> • Work Health and Safety Act • Work Health and Safety Regulation • How to Manage Work Health and Safety Risks Code of Practice • Hazardous Manual Tasks Code of Practice • Managing Noise and Preventing Hearing Loss at Work Code of Practice • Work Health and Safety Consultation, Co-Operation and Coordination Code of Practice 		

JOB STEP		POTENTIAL HAZARDS Identify the hazards relating to health and safety with each step	RISKS Identify the risks to health and safety related to each step	LIKELIHOOD	CONSEQUENCE	INITIAL RISK SCORE	CONTROL MEASURES, CHECKS AND MONITORING Decide on what actions are necessary to eliminate, or minimise risk to a reasonably practical level	LIKELIHOOD	CONSEQUENCE	REVISED RISK SCORE	PERSON(S) RESPONSIBLE
1.	Planning and preparation	<ul style="list-style-type: none"> Uncoordinated work plan. Personnel not fit for work. Unprepared personnel. Unqualified personnel. Uninformed personnel. 	<ul style="list-style-type: none"> Risk of being unorganised and unprepared. Risk of an incident. Not understanding the nature of the work. Not being aware of the risks and control measures. Not having the necessary resources available. Risk of having unqualified personnel. Misinformation. 	3		6	<ul style="list-style-type: none"> Ensure consultation with the Principal Contractor and/or Client has been undertaken to identify all risks and hazards associated with the work. Personnel must assess and consult on the work and decide on the necessary control measures. All personnel must be fit for work (not impaired by alcohol, drugs, fatigue, etc.) and be ready to undertake the allocated tasks. Obtain all appropriate permits, licences, and supplies. Plan and schedule the work. Ensure all personnel are qualified, trained, and competent to carry out their assigned tasks. All personnel must possess a general construction induction card (white card) when working on a construction site. All personnel must complete a site-specific induction before commencing work. Assess the conditions on site and complete risk assessments for any medium to high-level risks. 	1	2	2 Low	Manager Supervisor Workers



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