

Safe Work Method Statement Checklist

Where ' <u>no</u> ' has been marked it is recommended the SWMS be updated		Check		Comments
		Yes	No	
1.	Does the SWMS include your company name, company address and contact information?	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Does the SWMS include the project details and a description of the work (e.g. scope of works)?	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Does the SWMS include an area to record the data and review date?	<input type="checkbox"/>	<input type="checkbox"/>	



SAMPLE

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It is important that a SWMS is subject to specific circumstances of the workplace in which it will operate. That is the workplace where the work is to be carried out, the work environment and the workers carrying out the work.

A generic SWMS used at different workplaces may not meet the requirements of WHS laws unless it has first been reviewed to consider the hazards and risks at the specific workplace and amended as necessary.



SAMPLE

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