Safe Work Method Statement (SWMS) Checklist

| Where ‘no’ has been marked it is recommended the SWMS be updated | Check | Comments |
| --- | --- | --- |
| Yes | No |
|  | Does the SWMS include your company name, company address and contact information? | **[ ]**  | **[ ]**  |  |
|  | Does the SWMS include the project details and a description of the work (e.g. scope of works)? | **[ ]**  | **[ ]**  |  |
|  | Does the SWMS include an area to record the data and review date? | **[ ]**  | **[ ]**  |  |
|  | Does the SWMS identify who the person(s) is that’s responsible for ensuring compliance with SWMS? | **[ ]**  | **[ ]**  |  |
|  | Does the SWMS include the details of the inspections and maintenance checks that is required for the work activities? | **[ ]**  | **[ ]**  |  |
|  | Does the SWMS identify what qualifications, training and/or instructions are to be given to those conducting the work? | **[ ]**  | **[ ]**  |  |
|  | Does the SWMS define the actual job step-by-step method of doing the work? | **[ ]**  | **[ ]**  |  |
|  | Does the SWMS identify the hazards and risks associated with each step of the work? | **[ ]**  | **[ ]**  |  |
|  | Does the SWMS consider the risk levels associated with each job step and the risks are assessed using a risk assessment matrix? | **[ ]**  | **[ ]**  |  |
|  | Does the SWMS define the control measures to manage the risks associated with each job step? | **[ ]**  | **[ ]**  |  |
|  | Does the SWMS implement the hierarchy of controls? (i.e. elimination, isolation, engineering, administrative, or personal protective equipment)? | **[ ]**  | **[ ]**  |  |
|  | Does the SWMS record the persons who have been consulted in the development of the SWMS? | **[ ]**  | **[ ]**  |  |
|  | Does the SWMS define the safety legislation requirements, such as WHS ACT, Regulation, Codes of Practice and Australian Standards? | **[ ]**  | **[ ]**  |  |
|  | Is there a section for personnel to sign off on the SWMS, to confirm that they have read, understood and have had sufficient training to carry out the work safely? | **[ ]**  | **[ ]**  |  |

It is important for a SWMS to reflect the 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.

One SWMS can be prepared to cover a variety of tasks if it considers the changing nature of the work environment. Alternatively, a separate SWMS can be prepared for each work activity.

**Please click on this link below for further information on safe work method statements.**

<https://www.worksafe.qld.gov.au/construction/health-and-wellbeing-at-work/safe-work-method-statements>