

SAFE WORK METHOD STATEMENT FOR STRUCTURAL ALTERATIONS AND REPAIR WORK

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:	All persons involved in the work scope
SWMS Date:	Insert date	Review:	Add 12 months required
Person(s) responsible for implementing, monitoring and compliance to the SWMS:	Insert person(s)	Approval (Permit to Work):	Insert person's name and number
Work Scope Description:	Work involving structural alterations or repairs that require temporary support and bracing systems. This task is classified as a 'high risk' construction work under the Work Health and Safety Regulation.		
List the qualifications and training requirements for this activity:	<ul style="list-style-type: none"> The ability to read and interpret structural drawings and work sequence plan. The ability to understand the manufacturer's recommendations with any equipment used. The ability to understand the manufacturer's recommendations with any equipment used. The ability to understand the manufacturer's recommendations with any equipment used. 		
Details of instructions and maintenance checks required for this activity:	<ul style="list-style-type: none"> Pre-start checks to be carried out on tools and equipment. Pre-start checks to be carried out on tools and equipment. Pre-start checks to be carried out on tools and equipment. 		
Are there any other safety considerations that may affect the work?	<ul style="list-style-type: none"> Pre-start checks to be carried out on tools and equipment. Pre-start checks to be carried out on tools and equipment. Pre-start checks to be carried out on tools and equipment. 		
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 Managing Risks of Hazardous Chemicals in the Workplace Code of Practice Work Health and Safety Consultation, Co-Operation and Co-Ordination Code of Practice Steel Construction Code of Practice Australian Standard 1170 – Structural Design Actions - General Principles 		

SAMPLE

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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. • Unprepared personnel. • Unqualified personnel. • Bad weather event. • Failure to follow instructions. 	<ul style="list-style-type: none"> • Risk of not understanding procedures. • Sudden failure of equipment. • Risk of not understanding procedures. • Sudden failure of equipment. • Risk of not understanding procedures. • Sudden failure of equipment. 	1	2	6 Med	<ul style="list-style-type: none"> • Ensure that consultation with the Principal Contractor and/or Client has been undertaken and that any calculations, testing, analysis or examination of the structure and hazardous conditions. • Consider the presence of any underground or overhead utilities. • Ensure that all personnel must assess the structure before any work is undertaken. • Ensure that the sequence to be followed for all hazards, risks and control measures is clearly defined. • Where structural support is required, an engineer (or other competent person's) assessment is required, as to the type, number, method of installation, and location of structural supports. • Ensure that training and instruction is provided to all personnel whose job involves structural alterations and repair work. • Where assessed that a structure may collapse, the area must be isolated by 	1	2	2 Low	Manager Supervisor Workers