

# Safe work method statement (SWMS) template for high-risk construction work (HRCW)

## DUTIES:

- 1) A SWMS must be prepared if proposed works involve any of the HRCW activities listed below and that work poses a risk to the health and safety of any person.
- 2) Affected employees and their HSRs must be consulted in the preparation of the SWMS.
- 3) Once a SWMS has been developed and implemented, the HRCW to which it relates must be performed in accordance with the SWMS.
- 4) Work must stop immediately or as soon as it is safe to do so if the SWMS is not being complied with. The HRCW must not resume until the SWMS is complied with or reviewed and revised as necessary.
- 5) The SWMS must be reviewed and if necessary, revised whenever the HRCW changes, or after any incident that occurs during HRCW, or if there is any indication that risk control measures are not adequately controlling the risks.
- 6) A copy of the SWMS must be saved with the work order.

Direct employer:				Direct employer's company name:				Date SMWS provided to PC:			
Principal Contractor (PC):						Work supervisor:				Site location / address:	
Email:				Phone:				Email:			
								Work activity:			

## High-risk construction work:

<input type="checkbox"/> There is a risk of a person falling more than 2m	<input type="checkbox"/> Work is on or adjacent to roadway or railways used by road or rail traffic	<input type="checkbox"/> Work is in, over or adjacent to water or other liquids where there is a risk of drowning
<input type="checkbox"/> There is movement of powered mobile plant	<input type="checkbox"/> There are structural alterations that require temporary support to prevent collapse	<input type="checkbox"/> Work is in an area where there are artificial extremes of temperature
<input type="checkbox"/> Work is on or near energised electrical installations or services	<input type="checkbox"/> Work involves a trench or shaft if the excavated depth is more than 1.5m	<input type="checkbox"/> Work is on or near pressurised gas distribution mains or piping
<input type="checkbox"/> Work involving demolition	<input type="checkbox"/> Work involves a confined space	<input type="checkbox"/> Work is on or near chemical, fuel or refrigerant lines
<input type="checkbox"/> Work involves tilt-up or precast concrete	<input type="checkbox"/> Work on telecommunication towers	<input type="checkbox"/> Work involves diving
<input type="checkbox"/> Work involves removal or likely disturbance of asbestos (Note: preparation of an asbestos control plan is taken to be preparation of a SWMS)	<input type="checkbox"/> Work is in an area that may have a contaminated or flammable atmosphere	<input type="checkbox"/> Work involving the use of explosives
		<input type="checkbox"/> Work involving a tunnel

Person responsible for ensuring compliance with SWMS:				Date SWMS received:			
What measures are in place to ensure compliance with the SWMS (e.g. direct supervision, regular spot checks)							
How will the SWMS control measures be reviewed?				Review date:			
				Reviewer's signature:			

What are the tasks involved?		What are the hazards and risks?		What are the risk control measures?	
List the HRCW work tasks	List the hazards and risks of the task	List the risk control measures	List how the control measure will be implemented	List who is responsible for the control measure being implemented	
<b>EXAMPLE:</b> <ul style="list-style-type: none"> <li>Roof tiling</li> </ul>	<b>EXAMPLE:</b> <ul style="list-style-type: none"> <li>Slipping or falling from the roof</li> </ul>	<b>EXAMPLE:</b> <ul style="list-style-type: none"> <li>Scaffold with catch platform and or guard rail system</li> <li>Fall restraint system installed such as harness and appropriate anchor point</li> </ul>	<b>EXAMPLE:</b> <ul style="list-style-type: none"> <li>Scaffold or guardrail supplied and erected by supplier or competent person</li> <li>Fall restraint system installed and used by appropriately trained persons</li> </ul>	<b>EXAMPLE:</b> <ul style="list-style-type: none"> <li>Principal contractor / builder</li> <li>Roofer/roofing supervisor</li> </ul>	

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Anyone who is involved in the HRCW should sign this SWMS after they have:

- Been consulted in the development, or content, of the SWMS
- Read and completed the SWMS
- Understand the hazards that have been identified and the controls in place
- Know what they must do to safely complete the HRCW tasks

Name of worker	Signature	Date
		
		