

## SAFE WORK METHOD STATEMENT SUMMARY FORM

INSTRUCTIONS			
A Safe Work Method Statement (SWMS) is to be completed by competent personnel prior to a high risk job activity, which includes consultation with others completing the work. All persons involved in works must have the SWMS explained and communicated to them prior to starting work and confirm that this has been completed.			
<b>Person Managing the Work</b>		<b>Contact Details</b>	
<b>Other PCBU's at the Work Site</b>		<b>Contact Details</b>	
<b>Person Completing the SWMS</b>		<b>Contact Details</b>	
<b>Person Reviewing the SWMS</b>		<b>Contact Details</b>	
<b>Person Responsible for Compliance with SWMS</b>		<b>Contact Details</b>	
<b>Date SWMS Prepared</b>		<b>Review Date</b>	

REVISIONS TO SWMS			
Date	Changes Made	Made by	Communicated To

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WORK DETAILS	
<b>Location of Work</b>	
<b>Scope of the work</b>	
<b>What high risk work activities are covered by this SWMS?</b>	
<b>Who was consulted/involved in preparing this SWMS?</b>	
<b>References: Legislation, Australian Standards, Codes of Practice, MSDS &amp; SOP's</b>	
<b>Plant and equipment involved in the scope of work (must be suitable and in good order)</b>	
<b>What "high risk" licence classes, tickets or permits are required for the work?</b>	
<b>What hazardous chemicals will be used or on site? Safety data sheets must be available.</b>	
<b>What personal protective equipment must be worn?</b>	<div style="text-align: center;"> </div> <p style="text-align: center; color: red; font-weight: bold; margin-top: 10px;">Tick relevant pictures and add any other PPE necessary for safe working</p>

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	<b>Other PPE:</b>
<b>Emergency and first aid arrangements required for the work?</b>	
<b>Supervision arrangements for inexperienced or young workers?</b>	
<b>Other Information Important to Managing WHS for the Work?</b>	



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HAZARD AND RISK MANAGEMENT		
Hierarchy of Control	Examples of Controls	
<b>Level 1: Elimination</b>	<ul style="list-style-type: none"> <li>• Stop the activity / eliminate the risk</li> <li>• Change of process / methodology</li> </ul>	<b>HIGHEST LEVEL OF CONTROL</b>
<b>Level 2: Substitution</b>	<ul style="list-style-type: none"> <li>• Use safer substance/chemicals</li> </ul>	
<b>Level 2: Isolation</b>	<ul style="list-style-type: none"> <li>• Guards on power tools, use effective screens, barriers and edge protection</li> <li>• Enclose noisy machinery, environmental swales, booms or barriers, washout station</li> </ul>	
<b>Level 2: Engineering</b>	<ul style="list-style-type: none"> <li>• Use an Earth Leakage Device (safety switch) on electrical sources</li> <li>• Use a machine to lift heavy objects, use scaffold rather than ladder as a platform</li> </ul>	
<b>Level 3: Administration</b>	<ul style="list-style-type: none"> <li>• Change Work Practices and safe work method procedures</li> <li>• Tagging and testing procedures or Waste sorting</li> </ul>	
<b>Level 3: Personal Protective Equipment</b>	<ul style="list-style-type: none"> <li>• Hard hats, glasses, hearing protection, hi-viz vests, safety boots/shoes</li> <li>• (PPE should be the last option to protect people)</li> </ul>	

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## COMMUNICATION

By signing this record, I confirm that the SWMS above has been explained and I clearly understand. I confirm that any qualifications I need to undertake this activity are current. I also clearly understand the controls in this SWMS must be applied as documented, otherwise work is to cease immediately.

First Name	Surname	Work on Site	Certificate, Licence (Number, Expiry Date)	Employed by	Signature	Date of Induction