# Joinery And Cabinet Making | SAFE WORK METHOD STATEMENT (SWMS)

**TASK OR ACTIVITY: Joinery And Cabinet Making**

| | | |
|---|---|---|
| Business Name: [Company Name] | ABN: [ABN] | SWMS# |
| Business Address: [Company Address] | | |
| Contact Person: | Phone: [Phone] | Email: |

## THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

| | | |
|---|---|---|
| Full Name: | | |
| Signature: | Title: | Date: |

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS as well as reviews and modifications of the SWMS.

| | | |
|---|---|---|
| Full Name: | Title: | Phone: |

| ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED | NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS | | |
|---|---|---|---|
| | NAME | SIGNATURE | DATE |
| Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard. | | | |
| If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity. | | | |
| Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel. | | | |
| The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident. | | | |

| CLIENT OR PRINCIPAL CONTRACTOR DETAILS | |
|---|---|
| Client: | SCOPE OF WORKS |
| Project Name: | Provide a detailed description of the specific work being carried out (otherwise known as a scope of works). |
| Project Address: | |
| Project Manager: | |
| Contact Phone: | |
| Project Manager Signature: | |
| Date SWMS supplied to Project Manager: | |

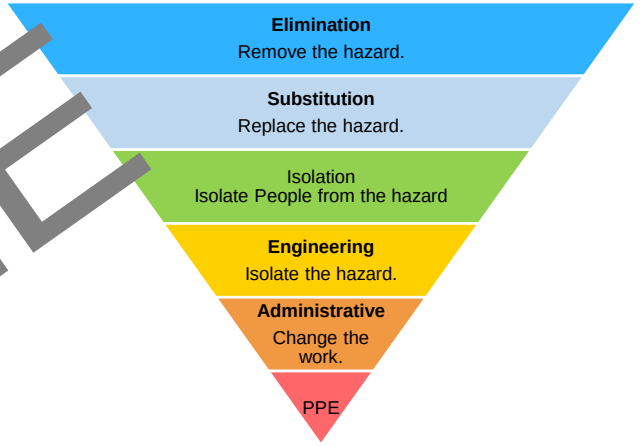
| ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT | |
|---|---|
| ☐ involves a risk of a person falling more than 2 meters. | ☐ is carried out on or near pressurised gas mains or piping. |
| ☐ is carried out on a telecommunication tower. | ☐ is carried out on or near chemical, fuel or refrigerant lines. |
| ☐ involves demolition of an element of a structure that is load-be | ☐ is carried out on or near energised electrical installations or services. |
| ☐ involves demolition of an element related to the physical integrit of a stru | ☐ is carried out in an area that may have a contaminated or flammable atmosphere. |
| ☐ involves, or is likely to involve, disturbing as stos. | ☐ involves tilt-up or precast concrete. |
| ☐ involves structural alteration or repair that re mporar upp to prevent collapse. | ☐ is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor. |
| ☐ is carried out in or near a confined space. | ☐ is carried out in an area of a workplace where there is any movement of powered mobile plant. |
| ☐ is carried out in/near a shaft or trench deeper than 1.5m or tunnel involving use of explosives. | ☐ is carried out in areas with artificial extremes of temperature. |
| ☐ is carried out in or near water or other liquid that involves a risk of drowning. | ☐ involves diving work. |

| ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY | | | | | | | |
|---|---|---|---|---|---|---|---|
| ☐ Forklift | ☐ Crane/s | ☐ Hoist/s | ☐ Excavator | ☐ Backhoe/Loader | ☐ Boom Lift | ☐ EWP | ☐ Genie Lift |
| ☐ Trencher | ☐ Drilling Rig | ☐ Trucks | ☐ Formwork | ☐ Bobcat | ☐ Flammable Gas | ☐ Fuel | ☐ Dozer |
| ☐ High Voltage | ☐ Mulcher | ☐ Tilt-up Panels | ☐ Roller | ☐ Scissor Lift | ☐ Tractor | ☐ Other - | |

## RISK MATRIX

| LIKELIHOOD | INSIGNIFICANT | MINOR | MODERATE | MAJOR | CATASTROPHIC | SCORE | ACTION |
|---|---|---|---|---|---|---|---|
| ALMOST CERTAIN | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4 ACUTE | | |
| LIKELY | 2 MODERATE | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4A ACUTE | DO NOT PROCEE |
| POSSIBLE | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 4 ACUTE | 3H HIGH | Review befo work starts. |
| UNLIKELY | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 2M MODERATE | Ensure control measures in place. |
| RARE | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 3 HIGH | 1L LOW | nitor and k records |

HEIRARCHY OF CONTROLS




**Notes on Hierarchy of Controls:** Elimination methods are the most effective and preferre en co lli d hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the ost e ve, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Eq ment) he least effective method.

## PERS NAL TECTIVE EQUIPMENT (PPE)

| FOOT PROTECTION | HAND PROTECTION | HEAD PROTECTION | HEARING PROTECTION | E PROTE | SPIRATORY PROTECTION | FACE PROTECTION | HIGH-VIS CLOTHING | PROTECTIVE CLOTHING | FALL PROTECTION | SUN PROTECTION | HAIR/JEWELLERY SECURED |
|---|---|---|---|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |  |  |  |  |
| ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).

**Note:** A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When a SWMS has been revised, the person conducting a business or undertaking must ensure all:

1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;
2. persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and,
3. workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|---|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| 1. Preparation | Slips, trips and falls, Manual handling injuries | 2M | - Regular inspection and housekeeping: Ensure the workplace is clean, well-lit, and free from obstructions or debris to minimise slipping, tripping, and falling hazards.<br>- Proper footwear: Encourage workers to wear slip-resistant footwear with proper grip and support to help prevent slips and falls.<br>- Adequate training: Provide training to employees on proper lifting techniques, carrying and moving loads to prevent manual handling injuries.<br>- Use of mechanical aids: Encourage workers to use equipment such as trolleys, dollies, or hoists to move heavy loads and reduce manual handling efforts.<br>- Accessible storage: Organise materials and equipment in designated storage areas, keeping frequently used items within easy reach to minimise strain.<br>- Anti-fatigue mats: Place these in workplaces where employees stand for long periods to help reduce fatigue and discomfort.<br>- Ergonomic workspace: Arrange workstations in a way that allows employees to perform tasks without strain, bending, twisting, or overreaching.<br>- Clear signage: Install warning signs in areas prone to slipping, tripping, or other potential hazards to remind workers to be cautious.<br>- Pre-task planning: Discuss job requirements, risks, and potential hazards before starting the work step, ensuring everyone knows their role and responsibility.<br>- Emergency protocols: Establish and familiarise workers with emergency procedures in case accidents do occur during the preparation stage.<br>- Reporting system: Implement an accessible hazard reporting system to encourage employees to report any unsafe conditions or incidents promptly and without fear of reprisal.<br>- Regular toolbox talks: Conduct regular discussions about workplace safety, reinforcing good practices and discussing potential hazards associated with the specific job.<br>- Teamwork and communication: Encourage open communication between workers when performing tasks, especially when coordinating team lifts and moving large items.<br>- Continuous improvement: Review and revise control measures periodically to ensure they remain effective in addressing the hazards associated with the preparation work step in joinery and cabinet making. | 1L | |
| 2. Material Acquisition | Falling materials, Unsafe loading | 3H | - Conduct a pre-acquisition inspection of materials to ensure they are in good condition and free from defects.<br>- Make sure that all workers involved in the material acquisition process have obtained proper training and licensing for operating handling equipment, such as forklifts and pallet jacks. | 2M | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|---|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| | | | - Establish designated loading and unloading zones that are clearly marked and separate from pedestrian areas to minimise the risk of accidents.<br>- Assess the weight and dimensions of the materials before loading and ensure the appropriate lifting equipment is used to handle them safely.<br>- Implement a system for securing and stabilising materials during transportation to prevent movement and falls, such as using straps or ropes.<br>- Regularly check and maintain handling equipment (e.g., forklifts, pallet jacks) to ensure it is working correctly and safely.<br>- Utilise personal protective equipment (PPE), including hard hats, gloves, and steel-capped boots, when lifting and moving materials to minimise the risk of injury.<br>- Adhere to proper manual handling techniques when lifting, carrying, and moving materials to avoid causing injuries to the back and other body parts.<br>- Develop a communication system among team members, such as hand signals or radios, to communicate effectively during the material acquisition process.<br>- Conduct regular toolbox talks to remind workers of safe work procedures, control measures, and potential hazards related to material acquisition.<br>- Create and enforce clear policies for reporting any accidents or near misses that occur during the material acquisition process to ensure corrective actions can be taken.<br>- Assign someone to monitor and supervise the material acquisition process to help identify potential risks and ensure control measures are being followed consistently.<br>- Establish an emergency action plan with steps to follow in case of a material-related accident, including providing first aid treatment and contacting emergency services if necessary.<br>- Regularly review and update the Safe Work Method Statement (SWMS) to ensure it remains current and continues to address potential hazards and control measures for joinery and cabinet making projects. | | |
| 3. Tool Selection | Incorrect tool usage, Electrical hazards | 2M | - Ensure all workers are properly trained and competent in the use of tools required for joinery and cabinet making tasks, minimising the risk of incorrect tool usage.<br>- Regularly inspect tools for wear, damage or malfunction, and repair or replace any faulty equipment before using it on the job site.<br>- Adopt a colour code system to clearly identify which tools have been inspected and are safe to use, ensuring only approved tools are utilised during operations.<br>- Utilise a proper lockout/tagout system to prevent accidental activation of electrical tools or devices during maintenance, handling, or transport.<br>- Clearly label and store all power tools according to their type, brand, and usage to avoid confusion and ensure the right equipment is being used for each task. | 1L | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|---|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| | | | - Equip each work area with appropriate and well-maintained power outlets and extension cords meant for industrial use to minimise electrical hazards.<br>- Provide all workers with adequate personal protective equipment (PPE) such as safety goggles, ear protection, and gloves to reduce the risks associated with tool usage and electrical hazards.<br>- Implement a "start slow and build up" approach during the initial use of power tools to ensure the correct technique and control is established.<br>- Keep workspaces clean, tidy and free from trip hazards such as loose cables or clutter to minimise the risk of accidents related to tool handling.<br>- Develop a culture of open communication and encourage workers to report any issues or concerns related to tool use so that corrective actions can be taken immediately.<br>- Conduct regular toolbox talks to discuss potential hazards and share best practices for using specific tools or completing certain tasks, thereby raising awareness and promoting a safer work environment.<br>- Establish emergency protocols and first-aid measures to quickly address any injuries that may occur due to incorrect tool usage or electrical hazards.<br>- Assign experienced team members to supervise and mentor less experienced workers, helping them establish good habits and proper tool-handling techniques.<br>- Regularly evaluate and update the SWMS as needed based on changes in equipment, work procedures, or new hazards identified during ongoing risk assessments. | | |
| 4. Cutting & Shaping | Flying debris, Noise pollution | 3H | [redacted] | 2M | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|---|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| | | | [redacted] | | |
| 5. Assembly | Pinch points, Ergonomics | 2M | [redacted] | 1L | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|---|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| | | | [redacted] | | |
| 6. Sanding | Dust inhalation, Repetitive motion injuries | 2M | [redacted] | 1L | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|---|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| | | |  | | |
| 7. Finishing | Chemical exposure, Inflammable materials | 3H |  | 2M | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|---|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| | | |  | | |
| 8. Inspection | Sharp edges, Faulty products | 2M | | 1L | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|---|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|---|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| | | | [redacted] | | |
| 9. Cleanup | Housekeeping issues, Chemical spills | 2M | [redacted] | 1L | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|---|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| | | | [redacted] | | |
| 10. Packaging | Manual handling injuries, Crush hazards | 2M | [redacted] | 1L | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|---|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| | | | [redacted] | | |
| 11. Loading for Transport | Fall from heights, Vehicle accidents | 3H | [redacted] | 2M | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|---|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| | | | [redacted] | | |
| 12. Unloading at Site | Falling materials, Uneven surfaces | 3H | [redacted] | 2M | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|---|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| | | | [redacted] | | |
| | | | | | |

## EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

## LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES FOR ANY STATE THAT ARE NOT APPLICABLE

**Queensland & Australian Capital Territory**
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws
Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice
Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations
Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice

**New South Wales**
Work Health and Safety Act 2011
Work Health and Safety Regulations 2017
Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-codes-of-practice

**Northern Territory**
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011
Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws
Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice

**South Australia**
Work Health and Safety Act 2012 (SA)
Work Health and Safety Regulations 2012 (SA)
Legislation for SA: https://www.safework.sa.gov.au/resources/legislation
Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs

**Tasmania**
Work Health and Safety Act 2012
Work Health and Safety (Transitional and Consequential Provisions) Act 2012
Work Health and Safety Regulations 2012
Work Health and Safety (Transitional) Regulations 2012
Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations
Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

**Victoria**
Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2017
Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations
Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice

**Western Australia**
Work Health and Safety Act 2020
Work Health and Safety Regulations 2022
Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation
Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice

**Safe Work Australia Links**
Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation
Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice

**Model Codes of Practice**

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

## SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

| Worker Name | Position | Signature | Date | Time | Supervisor |
|---|---|---|---|---|---|
| | | | Date: | | |
| | | | Date: | | |
| | | | Date: | | |
| | | | Date: | | |
| | | | Date: | | |
| | | | Date: | | |
| | | | Date: | | |

## SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

**The SWMS must be reviewed regularly** to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are changed. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

**The SWMS must be monitored regularly** for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

| REVIEW NUMBER | ☐ 1 | ☐ 2 | ☐ 3 | ☐ 4 | ☐ 5 | ☐ 6 | ☐ 7 |
|---|---|---|---|---|---|---|---|
| NAME | | | | | | | |
| INITIALS | | | | | | | |
| DATE | | | | | | | |

## SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

| ITEMS WHICH MUST BE INCLUDED IN THE SWMS | COMPLETED | TO BE DONE | COMMENTS |
|---|---|---|---|
| The company details have been entered, including the project name and address. | ☐ | ☐ | |
| Names and signatures of all relevant personnel consulted during the development of the SWMS. | ☐ | ☐ | |
| Name, signature, position and date signed of the person approving the SWMS. | ☐ | ☐ | |
| Specific personnel and qualifications, experience is noted in the SWMS. | ☐ | ☐ | |
| Provides a step-by-step process of tasks required to carry out the activity or task. | ☐ | ☐ | |
| Adequate risk assessment of any identified hazards has been completed. | ☐ | ☐ | |
| Foreseeable hazards are identified and documented for each step. | ☐ | ☐ | |
| Any hazards listed in any site risk assessments have been added to the SWM | ☐ | ☐ | |
| SWMS initial risk (IR) column as well as residual risk (RR) columns completed. | ☐ | ☐ | |
| Check control measures added to the SWMS are the most effecti[illegible]ions. | ☐ | ☐ | |
| Responsible person is assigned and listed on the SWMS for the im[illegible]of cont[illegible]measures. | ☐ | ☐ | |
| Permit requirements specified, such as Hot Wor[illegible]Electrical Work, W[illegible]t Heights etc. | ☐ | ☐ | |
| SWMS identifies plant and equipment to be u[illegible]. | ☐ | ☐ | |
| Details of inspection checks required for any equipment listed a[illegible]noted on the SWMS. | ☐ | ☐ | |
| Describes any mandatory qualifications, experience, training[illegible]skills required to perform the work. | ☐ | ☐ | |
| Applicable personal protective equipment is selected on the SWMS. | ☐ | ☐ | |
| Lists any required permits or licenses. | ☐ | ☐ | |
| Reflects and documents any legislative references and/or Australian Standards. | ☐ | ☐ | |
| Identifies any hazardous substances used with specific control measures in line with any SDS. | ☐ | ☐ | |

| | | | |
|---|---|---|---|
| **REVIEWED BY** | | **DATE REVIEWED** | |
| **SIGNATURE** | | **DATE COMPLETED** | |