

## Slotter | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Slotter

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

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, then to communicate those hazards and then to further take steps to either eliminate or control each hazard.

NAME

SIGNATURE

DATE

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<br><br>Provide a detailed description of the specific work being carried out (otherwise known as scope of works). |
| Project Name:                          |  |
| Project Address:                       |  |
| Project Manager:                       |  |
| Contact Phone:                         |  |
| Project Manager Signature:             |  |
| Date SWMS supplied to Project Manager: |  |

## ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT













|   |   |
|---|---|
| <input type="checkbox"/> involves a risk of a person falling more than 2 meters.  | <input type="checkbox"/> is carried out on or near pressurised gas mains or piping.                                     |
| <input type="checkbox"/> is carried out on a telecommunication tower.   | <input type="checkbox"/> is carried out on or near chemical, fuel or refrigerant lines.                                 |
| <input type="checkbox"/> involves demolition of an element of a structure that is load-bearing.                           | <input type="checkbox"/> is carried out on or near energised electrical installations or services.                      |
| <input type="checkbox"/> involves demolition of an element related to the physical integrity of a structure.              | <input type="checkbox"/> is carried out in an area that may have a contaminated or flammable atmosphere.                |
| <input type="checkbox"/> involves, or is likely to involve, disturbing asbestos.  | <input type="checkbox"/> involves tilt-up or precast concrete.  |
| <input type="checkbox"/> involves structural alteration or repair that requires temporary support to prevent collapse.    | <input type="checkbox"/> is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor. |
| <input type="checkbox"/> is carried out in or near a confined space.  | <input type="checkbox"/> is carried out in an area of a workplace where there is any movement of powered mobile plant.  |
| <input type="checkbox"/> is carried out in/near a shaft or trench deeper than 1.5m or tunnel involving use of explosives. | <input type="checkbox"/> is carried out in areas with artificial extremes of temperature.                               |
| <input type="checkbox"/> is carried out in or near water or other liquid that involves a risk of drowning.                | <input type="checkbox"/> involves diving work.  |

## ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

|                                       |                                       |   |                                    |   |  |                                  |                                     |
|---------------------------------------|---------------------------------------|---|------------------------------------|---|--|----------------------------------|-------------------------------------|
| <input type="checkbox"/> Forklift     | <input type="checkbox"/> Crane/s      | <input type="checkbox"/> Hoist/s        | <input type="checkbox"/> Excavator | <input type="checkbox"/> Backhoe/Loader | <input type="checkbox"/> Boom Lift     | <input type="checkbox"/> EWP     | <input type="checkbox"/> Genie Lift |
| <input type="checkbox"/> Trencher     | <input type="checkbox"/> Drilling Rig | <input type="checkbox"/> Trucks         | <input type="checkbox"/> Formwork  | <input type="checkbox"/> Bobcat         | <input type="checkbox"/> Flammable Gas | <input type="checkbox"/> Fuel    | <input type="checkbox"/> Dozer      |
| <input type="checkbox"/> High Voltage | <input type="checkbox"/> Mulcher      | <input type="checkbox"/> Tilt-up Panels | <input type="checkbox"/> Roller    | <input type="checkbox"/> Scissor Lift   | <input type="checkbox"/> Tractor       | <input type="checkbox"/> Other - |                                     |

| RISK MATRIX    |               |            |            |         |              |             |                                   |  |  |
|----------------|---------------|------------|------------|---------|--------------|-------------|-----------------------------------|--|--|
| LIKELIHOOD     | INSIGNIFICANT | MINOR      | MODERATE   | MAJOR   | CATASTROPHIC | SCORE       | ACTION                            | HEIRARCHY OF CONTROLS                              |  |
| ALMOST CERTAIN | 3 HIGH        | 3 HIGH     | 4 ACUTE    | 4 ACUTE | 4 ACUTE      |             |                                   | <b>Elimination</b><br>Remove the hazard.           |  |
| LIKELY         | 2 MODERATE    | 3 HIGH     | 3 HIGH     | 4 ACUTE | 4 ACUTE      | 4A ACUTE    | DO NOT PROCEED                    | <b>Substitution</b><br>Replace the hazard.         |  |
| POSSIBLE       | 1 LOW         | 2 MODERATE | 3 HIGH     | 4 ACUTE | 4 ACUTE      | 3H HIGH     | Review before work starts.        | <b>Isolation</b><br>Isolate People from the hazard |  |
| UNLIKELY       | 1 LOW         | 1 LOW      | 2 MODERATE | 3 HIGH  | 4 ACUTE      | 2M MODERATE | Ensure control measures in place. | <b>Engineering</b><br>Isolate the hazard.          |  |
| RARE           | 1 LOW         | 1 LOW      | 2 MODERATE | 3 HIGH  | 3 HIGH       | 1L LOW      | Monitor and keep records          | <b>Administrative</b><br>Change the work.          |  |
|                |               |            |            |         |              |             |                                   | <b>PPE</b>   |  |

**Notes on Hierarchy of Controls:** Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.

| PERSONAL PROTECTIVE EQUIPMENT (PPE)  |  |  |  |  |   |  |  |  |  |  |  |
|--|--|--|--|--|---|--|--|--|--|--|--|
| FOOT PROTECTION  | HAND PROTECTION  | HEAD PROTECTION  | HEARING PROTECTION   | EYE PROTECTION   | RESPIRATORY PROTECTION  | FACE PROTECTION  | HIGH-VIS CLOTHING  | PROTECTIVE CLOTHING  | FALL PROTECTION  | SUN PROTECTION   | HAIR/JEWELLERY SECURED   |
|  |  |  |  |  |  |  |  |  |  |  |  |
| <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>   |

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:

- persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;
- 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,
- 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 | 3H           | <ul style="list-style-type: none"> <li>- Implement a thorough housekeeping programme to ensure that all work areas, walkways, and access points are free from debris, spills, and obstacles, reducing the risk of slips, trips, and falls.</li> <li>- Conduct a site inspection at the beginning of each shift and after any significant changes in the work environment to identify any potential slip, trip, or fall hazards and address them immediately.</li> <li>- Ensure that appropriate Personal Protective Equipment (PPE), including slip-resistant footwear, is used by workers to minimise the risk of slips, trips, and falls.</li> <li>- Provide adequate training on proper lifting techniques and manual handling procedures to reduce the risk of injury during material handling tasks.</li> <li>- Utilise mechanical aids, such as trolleys, pallet jacks, or dollies, whenever possible when moving materials to minimise physical exertion and thus reduce the risk of manual handling injuries.</li> <li>- Schedule regular breaks to prevent worker fatigue and allow workers the opportunity to rest and recover, minimising the risk of accidents due to exhaustion or other physical strain.</li> <li>- Design workstations and storage areas ergonomically to allow for efficient movement and minimise unnecessary bending, lifting, or reaching, reducing the risk of manual handling injuries.</li> <li>- Clearly mark any changes in elevation (such as steps or ramps) and install handrails where necessary to assist workers in maintaining balance and avoiding falls.</li> <li>- Ensure that appropriate lighting is provided in all workspaces so that workers can clearly see their surroundings, reducing the risk of potential hazards resulting from low visibility.</li> <li>- Encourage a culture of open communication and reporting within the workplace, allowing workers to promptly report any hazards, near misses, or incidents without fear of reprisal, contributing to a safer, more aware working environment overall.</li> </ul> | 2M            |                    |
| 2. Inspection       | Electrical hazards, Moving equipment             | 2M           | <ul style="list-style-type: none"> <li>- Regular inspection and maintenance of all electrical equipment to ensure they are in good working condition.</li> <li>- Proper labeling and colour-coding of electrical wires to avoid confusion and prevent accidents with electrical hazards.</li> <li>- Installation of ground-fault circuit interrupter (GFCI) outlets in areas where water or moisture could be present, to prevent electrical shock.</li> <li>- Provision of appropriate personal protective equipment (PPE), such as insulated gloves, safety goggles, and earplugs, for individuals working near moving equipment or exposed to electrical hazards.</li> </ul>   | 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     |
|                     |   |              | <ul style="list-style-type: none"> <li>- Implementing lock-out/tag-out (LOTO) procedures to prevent unauthorised access or operation of the slotter machine during maintenance, cleaning, or troubleshooting.</li> <li>- Ensuring that all employees are trained in recognising potential electrical hazards and in implementing safe work practices around electrical equipment.</li> <li>- Enforcing strict adherence to clearance boundaries around the moving parts of the slotter machine to reduce the risk of physical injury or entanglement with moving equipment.</li> <li>- Periodically reviewing and updating SWMS to take into account any changes in processes, new equipment, or lessons learned from incident investigations related to workplace health and safety.</li> <li>- Establishing clear communication protocols among workers, supervisors, and the WHS consultant, especially during the inspection phase, concerning the status of the machine and identified hazards.</li> <li>- Adequate housekeeping measures should be employed regularly to prevent accumulation of dirt, grease, and debris around the slotter machine that can cause hazardous conditions.</li> <li>- Installing barriers and visible warning signs around the work area to warn others in proximity about the presence of moving equipment and electrical hazards.</li> <li>- Developing an emergency response plan, including evacuation routes and muster points, in case an incident involving the slotter machine occurs.</li> <li>- Promoting a safety-conscious culture through regular toolbox talks, safety meetings, and ongoing WHS training programs to raise awareness on hazard identification, risk assessment, and the importance of precautionary measures.</li> </ul> |               |                    |
| 3. Equipment Setup  | Incorrect installation, Falling objects | 3H           | <ul style="list-style-type: none"> <li>- Ensure all equipment components are properly secured and aligned during installation, following manufacturer guidelines to avoid incorrect installations and potential accidents.</li> <li>- Conduct thorough equipment inspections prior to setup, checking for any signs of wear or damage that may contribute to the hazards present.</li> <li>- Provide adequate training for staff responsible for setting up the slotter equipment, emphasising correct installation procedures and handling techniques to minimise the risk of injury.</li> <li>- Enforce a strict policy of having only authorised personnel perform and oversee equipment setup to ensure proper procedures are followed and reduce the risk of human error.</li> <li>- Implement a clear signage system in the workspace showing designated safe zones free from falling objects, such as covers installed above the work area where equipment is being set up.</li> </ul>  | 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     |
|                     |  |              | <ul style="list-style-type: none"> <li>- Require workers to wear appropriate personal protective equipment (PPE), such as hard hats and steel-toed boots, to protect against potential injuries from falling or improperly installed equipment.</li> <li>- Encourage open communication between workers and management, fostering an environment where potential risks can be identified and addressed promptly.</li> <li>- Establish routine maintenance schedules for the slot equipment to ensure optimal performance, reducing the likelihood of malfunctions or falling objects during operation.</li> <li>- Assign a safety officer or team leader to every shift responsible for supervising equipment setup processes, ensuring proper precautions and practices are followed through the duration of the shift.</li> <li>- Continually review and update safety work method statements (SWMS) for equipment setup procedures, staying abreast of best practices in workplace health and safety to mitigate potential risks associated with the identified hazards effectively.</li> </ul> |               |                    |
| 4. Material Loading | Manual handling injuries Mechanical pinch points | 3H           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>  | 1L            |                    |

[illegible]

| 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     |
|                           |   |              | <div></div> <div></div> <div></div>   |               |                    |
| 6. Monitoring & Adjusting | Contact with machinery, Equipment malfunction | 3H           | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> | 2M            |                    |





[illegible]

[illegible]

| 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     |
|                          |                                |              |  |               |                    |
|                          |                                |              |  |               |                    |
|                          |                                |              |  |               |                    |
|                          |                                |              |  |               |                    |
| 10. Emergency Procedures | Fire and Smoke, Chemical spill | 2M           |  | 1L            |                    |
|                          |                                |              |  |               |                    |
|                          |                                |              |  |               |                    |
|                          |                                |              |  |               |                    |
|                          |                                |              |  |               |                    |
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|                          |                                |              |  |               |                    |
|                          |                                |              |  |               |                    |
|                          |                                |              |  |               |                    |

[illegible]

[illegible]

| 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     |
|                     |                        |              |  |               |                    |
|                     |                        |              |  |               |                    |
|                     |                        |              |  |               |                    |
|                     |                        |              |  |               |                    |
|                     |                        |              |  |               |                    |
|                     |                        |              |  |               |                    |
|                     |                        |              |  |               |                    |
|                     |                        |              |  |               |                    |
|                     |                        |              |  |               |                    |

SAMPLE

## 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 IF 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>

### 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>

### 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-codes-of-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>

### 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/laws-and-compliance/codes-of-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

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.



## 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 needed. 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 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 | <input type="checkbox"/> 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.                     | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Names and signatures of all relevant personnel consulted during the development of the SWMS.       | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Name, signature, position and date signed of the person approving the SWMS.                        | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Specific personnel and qualifications, experience is noted in the SWMS.                            | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Provides a step-by-step process of tasks required to carry out the activity or task.               | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Adequate risk assessment of any identified hazards has been completed.                             | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Foreseeable hazards are identified and documented for each step.                                   | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Any hazards listed in any site risk assessments have been added to the SWMS.                       | <input type="checkbox"/> | <input type="checkbox"/> |          |
| SWMS initial risk (IR) column as well as residual risk (RR) columns completed.                     | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Check control measures added to the SWMS are the most effective solutions.                         | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Responsible person is assigned and listed on the SWMS for the implementation of control measures.  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.             | <input type="checkbox"/> | <input type="checkbox"/> |          |
| SWMS identifies plant and equipment to be used.  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Details of inspection checks required for any equipment listed are noted on the SWMS.              | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Describes any mandatory qualifications, experience, training, skills required to perform the work. | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Applicable personal protective equipment is selected on the SWMS.                                  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Lists any required permits or licenses.  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Reflects and documents any legislative references and/or Australian Standards.                     | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Identifies any hazardous substances used with specific control measures in line with any SDS.      | <input type="checkbox"/> | <input type="checkbox"/> |          |
|  |                          |                          |          |
| REVIEWED BY  |                          | DATE REVIEWED            |          |
| SIGNATURE  |                          | DATE COMPLETED           |          |