SAFE WORK METHOD STATEMENT (SWMS)

For high-risk construction work. Prepare it before the work starts, consult the workers who will do it, give a copy to the principal contractor, and keep it on site.

1. Details

Business (PCBU)		ABN	
Principal contractor		Contact	
Work site		Date prepared	
Prepared by		SWMS no. / version	

2. The high-risk construction work

Describe the work, then tick each type of high-risk construction work it involves. This list follows the model WHS Regulations; check the list in your state or territory's regulations, as it differs in some places (Victoria has its own OHS Regulations).

Work description	
☐ Risk of a person falling more than 2 metres	☐ Work on a telecommunication tower
☐ Demolition of a load-bearing element, or one related to the physical integrity of the structure	☐ Likely to involve disturbing asbestos
☐ Temporary support for a structural alteration or repair	☐ In or near a confined space
☐ In or near a shaft or trench deeper than 1.5 m, or a tunnel	☐ Use of explosives
☐ On or near pressurised gas mains or piping	☐ On or near chemical, fuel or refrigerant lines
☐ On or near energised electrical installations or services	☐ Where there may be a contaminated or flammable atmosphere
☐ Tilt-up or precast concrete elements	☐ On, in or next to a road, railway, shipping lane or other traffic corridor in use
☐ Where there is movement of powered mobile plant	☐ In an area with artificial extremes of temperature
☐ In or near water or other liquid with a risk of drowning	☐ Diving work

3. Steps, hazards and controls

Step of the work	Hazards and risks	Risk before controls (H/M/L)	Control measures	Who is responsible

4. How the controls will be put in place, monitored and reviewed

Put in place	[e.g. pre-start briefing, equipment checked before use, permits obtained]

Monitored	[e.g. supervisor checks at set times, who stops the work if a control fails]
Reviewed	[When this SWMS will be reviewed: if the work or site changes, after an incident, or if a control is not working]

5. Equipment, PPE, licences and emergency

Plant and equipment	
PPE required	
Licences / tickets needed	
Emergency procedure and nearest first aid	

6. Workers: read, understood and consulted

Name	Signature	Date	Licence / ticket no.

7. Reviews

Date	What changed	Reviewed by

Free template from Avro AI (avro-ai.com). A template is a starting point only: fill it in for the actual job, site and workers. This is general information, not legal or safety advice; check your state or territory regulator.