# Free Safe Work Method Statement Template

## Safe Work Australia

This Safe Work Method Statement (SWMS) has been transcribed from the [*Construction Work Code of Practice*](http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/696/Construction-Work-V2.pdf)on pages 46 and 47 of the linked document. It is recommended that you refer to this document from [*Safe Work Australia*](http://www.safeworkaustralia.gov.au/) as they are the authority that all states and territories adhere to. We have supplied this document for your convenience.



## SafeWorkPro

[*SafeWorkPro*](http://safeworkpro.com/)allows construction workers to manage their risk assessments and SWMS’s online without the hassle of paperwork. Available on any smart phone or tablet device, SafeWorkPro is a tool that workers can use anywhere, at anytime – including on the worksite*.*



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| **NOTE**: Work must be performed in accordance with this SWMS. This SWMS must be kept and be available for inspection until the high risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to the high risk construction work in this SWMS , the SWMS must be kept for at least 2 years from the date of the notifiable incident. |
| **[PCBU Name, contact details]** | **Principal Contractor (PC)** | [Name, contact details] |
| **Works Manager:** Contact phone: |  | **Date SWMS provided to PC:**  |  |
| **Work activity:** | [Job description] | **Workplace location:** |  |
| **High risk construction work:** | [ ]  Risk of a person falling more than 2 metres (note: in some jurisdictions this is 3 metres) | [ ]  Work on a telecommunication tower | [ ]  Demolition of load-bearing structure |
| [ ]  Likely to involve disturbing asbestos | [ ]  Temporary load-bearing support for structural alterations or repairs | [ ]  Work in or near a confined space |
| [ ]  Work in or near a shaft or trench deeper than 1.5 m or a tunnel | [ ]  Use of explosives | [ ]  Work on or near pressurised gas mains or piping |
| [ ]  Work on or near chemical, fuel or refrigerant lines | [ ]  Work on or near energised electrical installations or services | [ ]  Work in an area that may have a contaminated or flammable atmosphere |
| [ ]  Tilt-up or precast concrete elements | [ ]  Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians | [ ]  Work in an area with movement of powered mobile plant |
| [ ]  Work in areas with artificial extremes of temperature | [ ]  Work in or near water or other liquid that involves a risk of drowning | [ ]  Diving work |
| **Person responsible for ensuring compliance with SWMS:** |  | **Date SWMS received:** |  |
| **What measures are in place to ensure compliance with the SWMS?** |  |  |  |
| **Person responsible for reviewing SWMS control measures:** |  | **Date SWMS received by reviewer:** |  |
| **How will the SWMS control measures be reviewed?** |  |  |  |
| **Review date:** |  | **Reviewer’s signature:** |  |

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| What are the tasks involved? | What are the hazards and risks? | What are the control measures? |
| List the work tasks in a logical order. | Identify the hazards and risks that may cause harm to workers or the public. | Describe what will be done to control the risk. What will you do to make the activity as safe as possible? |
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| Name of Worker(s) | Worker signature(s) |
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| Date SWMS received by workers: |  |