Safe Work Method Statement (SWMS) - <Work Activity>

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| **Division:** |  | **Campus:** |  |
| **Document version:** |  | **Document date:** |  |
| **Developed by:** |  | **Position:** |  |
| **Work Activity Details:** |  |
| **Resources / Trades Involved:** |  |
| **Equipment Used:** |  |
| **Maintenance checks required:** |  |
| **Materials Used:** |  |
| **Training and/ or Qualifications required to perform the task(s)** |  |
| **Legislative requirements:** |  |
| **Codes or Standards applicable to the works:** |  |
| **Have workers been consulted in the development of the document** | **Yes**  |  | **Details** |  | **No**  |  |
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| **Risk Assessment**While *identifying*, *assessing* and selecting hazard *controls* for the work you are performing **think about the workplace and each stage of the work, including preparation and clean-up** |
| **What are the tasks involved in the work to be performed?**  | **What are the hazards and risks?** | **What are the control measures?****(Describe the control measures and how they will be used)** |
| **For each task, list anything that could go wrong and potentially cause harm to workers, the public or property (these are the hazards).** | **For each hazard, indicate how likely this event is to occur (the likelihood) and if it were to occur the potential outcomes/injuries (the consequence).**  | **Describe what will be done to control the risk. That is, what will you do to reduce to the likelihood or consequence of things going wrong and therefore make the activity as safe as possible?**  |
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| **This SWMS has been developed through consultation with our workers and has been read, understood and signed by all the workers undertaking the works:** |
| **Name (printed)** | **Signature** | **Date** |
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