Safe Work Method Statement – Master Template

SWMS 300

DOCUMENT CONTROL

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JOB LOCATION AND WORK TO BE PERFORMED

ADDITIONAL INFORMATION

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TASK REQUIREMENT CHECKLIST

Grouping	System, tools, licences, equipment checks, permits, insurances
Insurances and licences	
Equipment	
Personal protective equipment	
Permits	
Other relevant requirements	

INSTRUCTIONS FOR COMPLETION OF SWMS

- SWMS to be prepared by the contractor
- SWMS to be reviewed by Slattery Grays personnel and amended if required with specific:
  - PPE requirements
  - Induction requirements
  - Permits
  - Any other relevant requirements

SWMS PROCESS

1 Identify the task for the SWMS ▶ **2** Break the task into steps ▶ **3** Identify hazards in each step (refer to site report or job hazards) ▶ **4** Assess the risk of each step ▶ **5** Develop solutions to eliminate or control risk ▶ **6** Determine residual risk ▶ **7** Get SWMS approved for use

If residual risk is too high, return to step 5 and develop further controls before the SWMS is approved for use.

Identified hazards are evaluated according to their likelihood (L) and consequence (C).

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HAZARD IDENTIFICATION AND RISK CONTROL

Basic / job step	Potential accident or hazard *Hazard description and effect for each task*	Personnel at risk	Risk control measures *List and describe fully all controls required*	L *Likelihood*	C *Conseq.*	Responsible for control measure	Action done

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Basic / job step	Potential accident or hazard *Hazard description and effect for each task*	Personnel at risk	Risk control measures *List and describe fully all controls required*	L *Likelihood*	C *Conseq.*	Responsible for control measure	Action done

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SWMS APPROVAL AND SIGN-OFF

Prepared by				Approved by			
	Name	Signature	Date		Name	Signature	Date

Responsible persons

#	Name	Position	Signature	Date
1				
2				
3				
4				
5				
6				

SWMS participants

By signing below, I confirm I have read, understood and will follow this SWMS.

#	Name	Position	Signature	Date
1				
2				
3				
4				
5				
6				
7				

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#	Name	Position	Signature	Date
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