



Outsource Safety Forms

SWMS TEMPLATES BRANDING & IMPLEMENTATION INSTRUCTIONS

Thank you for purchasing a Outsource Safety Forms SWMS Template/s.

As part of the process of implementing your SWMS template, we have prepared this guide to help you make your SWMS template a custom fit for your operation.

A Safe Work Method Statement (SWMS) is a document that outlines the high-risk construction work activities to be carried out at a workplace, the hazards that may arise from these activities, and the measures to put in place to control the risks. SWMS are required for high risk construction work activities, as defined in the relevant Regulations. The content of your SWMS can be refined over time and must include consultation with workers. These steps are made easy with your ready to use document.

1. **Branding and adding details Instructions**

- a) Open your Safe Work Method Statement (SWMS) using MS Word.
- b) 'Cut and Paste' your company logo into the header in place of the Safety Forms logo. If you do not have a logo for your business just delete the Safety Forms logo
- c) Complete the Company Details, Project Details and relevant worker consultation as demonstrated on the SWMS. Sample on page 7 of these instructions.

2. **High risk construction work activities**

Mark with an "X" what High risk construction work activities are being conducted.

3. **This work activity involves the following Hazardous Work and Environmental Impacts**

Mark with an "X" or delete as necessary any hazard or environmental impacts as listed.

4. Fill Out the following boxes:

- a) Person responsible for ensuring compliance with SWMS. Sign and add SWMS issue date. (Date you are filling the form out)
- b) Person responsible for reviewing SWMS. Sign and add SWMS review date. (1 year from the date you are filling out the form)
- c) How will SWMS be communicated to workers. Select either Toolbox talk/Pre start or Site induction
- d) Person Responsible
- e) How will SWMS be monitored. Select from Supervision, Regular Inspections or Hazard Assessments.
- f) Date SWMS given to Principal Contractor or Client. (If applicable)
- g) Plant, tools and equipment required (If applicable) plus Safety inspections and maintenance of Plant (If applicable)
- h) Chemicals to be used on site (If applicable)
- i) High risk work licenses and competencies required: (If applicable) Add in Plant, Class, Type, Workers Name and license number.

5. Safety equipment required

Mark with an "X" as required

6. PPE Images and additional PPE

- a) Check the PPE icons on your SWMS and delete Yes or No as required.
- b) If the appropriate icon PPE is not shown type and list additional PPE as required

7. Acts / Regulations

From the "Outsource Safety OHS Legislation and Codes of Practice Reference List" sent as a separate attachment (or from our website at the following link -----) please copy and paste in any "Acts / Regulations" that are applicable to the State and work being carried out.

8. Codes of Practice / Standards / Other Resources

- 9. From the "Outsource Safety OHS Legislation and Codes of Practice Reference List" sent as a separate attachment (or from our website at the following link -----) please copy and paste in any "Codes of Practice / Standards / Other Resources" that are applicable to the State and work being carried out.

Implementing your SWMS “HIERARCHY OF CONTROLS”

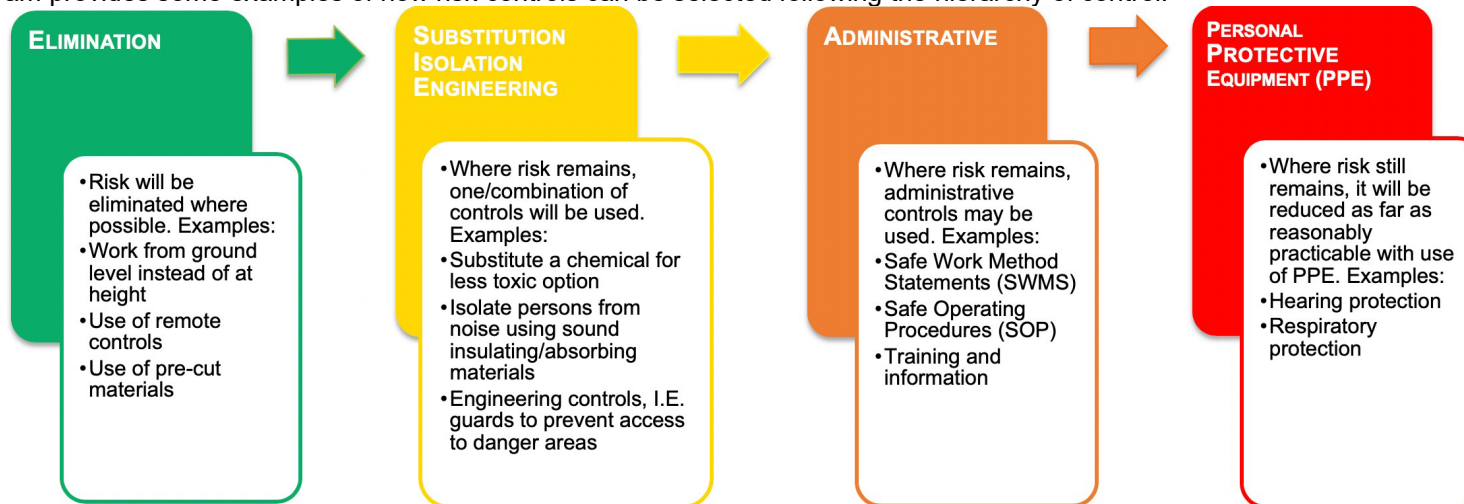
It is important that your SWMS be relevant to your business and all people involved with the task have a full understanding of the risks involved with undertaking that work and, to implement the risk controls outlined in the SWMS. The following steps will assist you in making sure your SWMS is fit for task. **Remember**, this is your document and can be customised as you see fit.

1. Consider the workplace and each stage of the work, including site preparation and clean-up.
2. Consult with all relevant workers, contractors and Health and Safety Representatives (HSR’s) regarding the work to be covered by the SWMS, the activities involved in carrying out the work, and the associated hazards, risks and controls.
3. Ensure the SWMS has clearly identified all of the hazards and subsequent risks for the work to be undertaken by identifying the hazards, risks and controls for each activity.
4. Check the existing controls are suitable for your work practices (modify if necessary)
5. If additional hazards and risks are identified but not covered by the SWMS they must be added to a new row and the appropriate controls listed
6. Break the job down into logical activities. Where it makes sense to address a range of activities with one control measure, group them into one entry on the SWMS
7. Describe what will be done to control the risk (what will you do to make the activity as safe as possible?) Start by trying to eliminate the risk, and, if it is not reasonably practicable to eliminate the risk, then move down the hierarchy of risk controls.
8. Add the names of the people who will follow up on the controls to the ‘Who will do this’ column.

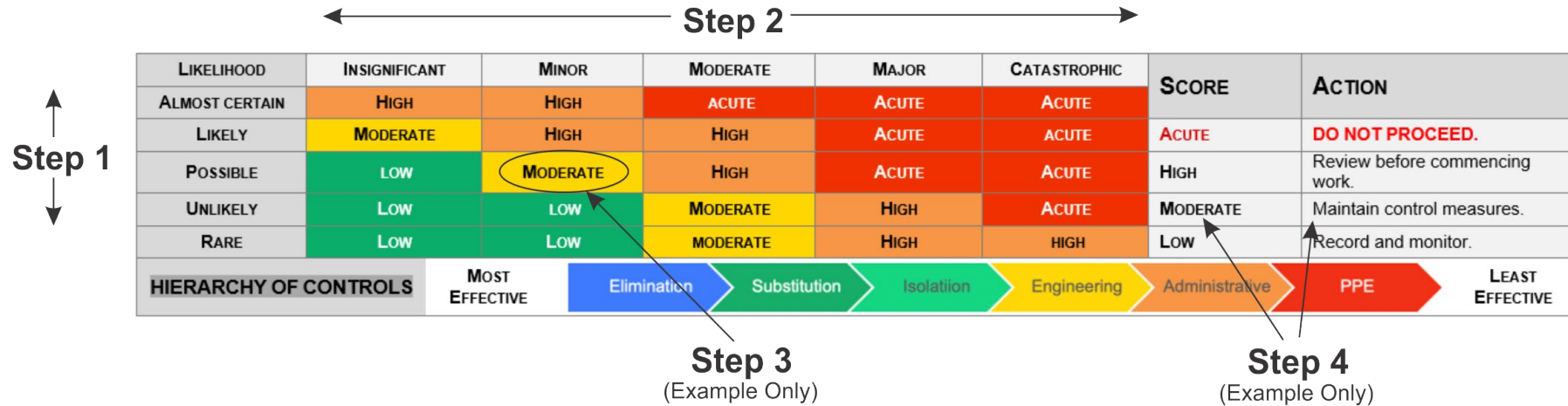
Selecting risk controls

Work health and safety laws require risk controls to be selected following a “Hierarchy of Control”.

The following diagram provides some examples of how risk controls can be selected following the hierarchy of control.



RISK MATRIX



- ALMOST CERTAIN:** Expected in most circumstances
- LIKELY:** Will probably occur in most circumstances
- POSSIBLE:** Might occur at some time
- UNLIKELY:** Could occur at some time
- RARE:** May occur only in exceptional circumstances
- (In the example we have selected Possible)**

STEP 2. Determine the Consequences: What will be the expected effect?

- INSIGNIFICANT:** No effect – or so minor that effect is acceptable
- MINOR:** First Aid treatment only.
- MODERATE:** Serious injuries, medium business interruption, medium environmental impact.
- MAJOR:** Extensive injuries/Death; significant business interruption, major loss of credibility, Environmental harm, prosecution.

CATASTROPHIC: Multiple Permanent Total Disability injuries; multiple deaths. Business failure, substantial environmental harm, prosecution/imprisonment.

(In the example we have selected Minor)

STEP 3. Select and record the result in the SWMS

(In the example the result is Moderate)

STEP 4. Score and Action

ACUTE = DO NOT PROCEED: Requires immediate attention. Introduce further high-level controls to lower the risk level. Re-assess before proceeding.

HIGH = Review before commencing work: Introduce new controls and/or maintain high-level controls to lower the risk level. Monitor frequently to ensure control measures are working.

MODERATE = Maintain control measures: Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work process or procedures change.

LOW = Record and Monitor: Proceed with work. Review regularly, and if any equipment/people/materials/work process or procedures change.

(In the example as Moderate the Action is “Maintain Control Measures”)

Consultation

It is important to consult with relevant workers during the selection of controls and remember that any changes to the task (including introducing new equipment and ways of doing things) can result in new risks that must be controlled. Ensure sufficient training, information, instruction and supervision is provided where required.

The person responsible for carrying out the work is the person best placed to prepare the SWMS in consultation with workers who will be directly engaged in the work. Generally, this means a SWMS is prepared by the builder for their workers, or by the subcontractor for their workers and themselves.

Ensure you add into the SWMS each control measure, specific to your task or operation. Enter this in “How will the Hazzard and the Risk be controlled”. Ensure you have detailed all your specific controls.

The principal contractor, builder and subcontractors should consult with each other to determine who is in the best position to prepare the SWMS. Consulting with workers is important so they understand the content of the SWMS and what is required to implement and maintain risk controls. If there is a Health and Safety Representative at the workplace they should also be consulted when developing a SWMS.

1. Consult with your workers about the content of the finalised SWMS, in particular the identified hazards and the specific controls selected for the site.
2. Discuss the content via a toolbox or safety meeting with all concerned parties.
3. Give consideration to any feedback provided to create further risk controls specific for your site or task.

SWMS Compliance (monitoring and review)

High-risk construction work must be carried out in accordance with the SWMS. It is a legislated requirement that arrangements are put in place to ensure the SWMS is being complied with, for example workplace visits, and reviewed at regular intervals. If work is not being carried out in accordance with the SWMS then work must stop immediately. In these cases, the SWMS should be reviewed and amended to reflect the safest way to carry out the work. Work must not resume until the work can be carried out in accordance with the SWMS.

1. Brief each team member on the SWMS before commencing work. Ensure that team knows that work is to stop if a new hazard and risk is identified or if the SWMS is not followed.
2. Review risk controls within the SWMS regularly to ensure a safe system of work is in place.
3. Monitor and review the SWMS and the work being carried out:
 - if a new hazard associated with the work is identified
 - if new information about a hazard becomes available
 - when a notifiable incident occurs in relation to the work
 - when risk controls are deemed inadequate, or the SWMS is not being followed.
4. In all of the above situations, stop the work, review the SWMS, amend as required, and brief the team on the new controls.
5. Retain all versions of the SWMS in a readily available location for the duration of the work, and for at least 2 years after the occurrence of a notifiable incident.


Prior to each new activity, the SWMS must be reviewed and revised to ensure it applies to the high-risk construction work and the actual site you are working at.

Example SWMS

For your convenience, we have provided an example SWMS below.

Example SWMS Key

Yellow Highlights = Information to be filled out by you. **Blue Highlights** = Information to be deleted by you

| SAFE WORK METHOD STATEMENT | | Electrical - Installation | |
|--|---|--|--|
|  | | Business Name: Safety Forms Pty Ltd | |
| | | Address: Safety Street, Safety Town, QLD 4000 | |
| | | ABN/NZBN: 123 456 789 | Phone no.: 0432 123 456 |
| SITE NAME: Test Street Project Address: 199 Test Street, Anytown, QLD 4000 | | Client / Principal Contractor (PC): Name: ABCD Pty Ltd | |
| Start date: 01/01/2022 | | Contact: Joe Smith | Phone no. 07 123 456 |
| Scope of work covered by this SWMS | | | |
| The Electrical - Installation Safe Work Method Statement (SWMS) outlines the main hazards and risks including electrocution, hazardous manual tasks, use of plant and equipment, hazardous chemicals and risk of falls in workplaces where service work is being undertaken. | | | |
| The SWMS provides details of the health and safety precautions (including personal protective equipment requirements) to be observed when carrying out electrical work. | | | |
| INSTRUCTIONS FOR SWMS | | | |
| A safe work method statement (SWMS) must be prepared for any and all high-risk construction work to be undertaken prior to the work commencing. All high-risk construction work must be carried out 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. | | | |
| High risk construction work activities (Check any that are applicable to this job) | | | |
| <input checked="" type="checkbox"/> | A risk of a person falling more than 2 metres (or 3 m in SA or housing const. in Qld) | <input type="checkbox"/> | Demolition of a load-bearing structure |
| <input type="checkbox"/> | Work in or near a shaft or trench with an excavated depth over 1.5m, or in a tunnel | <input type="checkbox"/> | Temporary load-bearing support structures |
| <input type="checkbox"/> | Work in an area at a workplace in which there is any movement of powered mobile plant | <input type="checkbox"/> | Work involving the use of explosives |
| <input type="checkbox"/> | The disturbance of or likely disturbance of asbestos | <input type="checkbox"/> | Tilt-up or precast concrete |
| <input type="checkbox"/> | Work on or near energised electrical installations or services | <input type="checkbox"/> | Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor used by traffic other than pedestrians |
| <input type="checkbox"/> | Work carried out in or near a confined space | <input type="checkbox"/> | Work in an area that may have a contaminated or flammable atmosphere |
| | | <input type="checkbox"/> | Work on a telecommunications tower |
| | | <input type="checkbox"/> | Work on or near pressurised gas distribution mains or piping |
| | | <input type="checkbox"/> | Work on or near chemical, fuel or refrigerant lines |
| | | <input type="checkbox"/> | Work in an area in which there are artificial extremes of temperature |
| | | <input type="checkbox"/> | Work on, under or near water or other liquid that involves a risk of drowning |
| | | <input type="checkbox"/> | Diving work |

SAFE WORK METHOD STATEMENT **Electrical - Installation**

THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS

| | | | | |
|---|--|--|--|--------------------------------------|
| <input checked="" type="checkbox"/> Elevated levels | <input checked="" type="checkbox"/> Slips, trips and falls | <input type="checkbox"/> Hazardous substances | <input type="checkbox"/> Night work | <input type="checkbox"/> Waste |
| <input type="checkbox"/> Hazardous manual tasks | <input checked="" type="checkbox"/> Outdoor work | <input type="checkbox"/> Remotely &/or isolated work | <input type="checkbox"/> Vehicle movement | <input type="checkbox"/> Air quality |
| <input type="checkbox"/> Native vegetation & weeds | <input type="checkbox"/> Terrestrial fauna | <input type="checkbox"/> Waterways & soils | <input type="checkbox"/> Cultural heritage | |

| | | |
|--|----------------------|-------------------------------------|
| Person responsible for ensuring compliance with SWMS: Mr Supervisor | Signature: MS | SWMS issue date: 01/01/2022 |
| Person responsible for reviewing SWMS: Mr Safety Advisor | Signature: SA | SWMS review date: 01/01/2022 |

| | | | |
|---|---|--|--|
| How will SWMS be communicated to workers? | Toolbox talk/pre-start <input type="checkbox"/> | Site induction <input checked="" type="checkbox"/> | Person responsible (name): Mr Supervisor |
| How will SWMS be monitored? | Supervision <input checked="" type="checkbox"/> | Regular inspections <input type="checkbox"/> | Hazard assessments <input type="checkbox"/> |
| | | | Date SWMS provided to PC/Client: 01/01/2022 |

Site-specific considerations
 NOTE: This is a generic SWMS. A generic SWMS may be prepared and used for high risk construction work activities that are carried out on a regular basis; however, the generic SWMS must be reviewed by the person carrying out the work to take into account the hazards and risks for the specific workplace and amend the SWMS as necessary for the site where the work is to be carried out, and complete details such as names and qualifications of workers who will carry out the work. All amendments to the SWMS must conform to regulatory requirements and be recorded on the SWMS. Workers and their health and safety representatives (if any) should be consulted before the generic SWMS is first made available to them and all workers instructed in the SWMS by site-specific inductions or toolbox talks. Details of consultation with workers and instruction in the SWMS must be recorded on the SWMS for that project or site. All workers are required to sign-off on the SWMS before the work is commenced.

| Plant, tools and equipment required | Safety inspections and maintenance | Chemicals to be used on site | | | |
|-------------------------------------|--|------------------------------|--------------------|----------|----------|
| Cherry Picker | Supplied by Hire Shop and sighted | Name of chemical | Hazard class (GHS) | Category | SDS date |
| | | N/A | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| High risk work licenses and competencies required | | | | | Safety equipment required | |
|---|-----------|----------------------------|------------------|---------------|-------------------------------------|---|
| Plant or occupation | Class | Type/description | Worker's name | Number | | |
| High Risk Work | WP | Boom type elevating | Joe Smith | 123456 | <input type="checkbox"/> | Barricading, traffic control devices |
| | | | | | <input type="checkbox"/> | Signage |
| | | | | | <input checked="" type="checkbox"/> | Fall prevention (safety harness, lanyard) |
| | | | | | <input type="checkbox"/> | Traffic control |
| | | | | | <input type="checkbox"/> | Other (specify): |

SAFE WORK METHOD STATEMENT

Electrical - Installation

| | | | | | | | | | |
|---|---|---|--|---|---|---|---|---|---|
| PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT (PPE) REQUIRED (Required PPE is indicated by Yes or No). Ensure all workers have required PPE before any work requiring the PPE is commenced. |  |  |  |  |  |  |  |  |  |
| | Yes / No | Yes / No | Yes / No | Yes / No | Yes / No | Yes / No | Yes / No | Yes / No | Yes / No |

List any additional PPE equipment required that is not listed above: **Safety Harness**

| Acts / Regulations | Codes of Practice / Standards / Other Resources |
|--|---|
| <ul style="list-style-type: none"> • Worksafe QLD (Workplace Health and Safety, Electrical Safety Office, Workers' Compensation Regulator, Workcover) • Work Health and Safety Act 2011 • Work Health and Safety Regulation 2011 | <ul style="list-style-type: none"> - Electrical safety code of practice 2013 - Managing electrical risks in the Workplace - First Aid in the Workplace Code of Practice 2014 - Hazardous Manual Tasks Code of Practice 2011 - How to Manage Work Health and Safety Risks Code of Practice 2011 - Labelling of Workplace Hazardous Chemicals Code of Practice 2011 - Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011 - Managing the Risk of Falls at Workplaces Code of Practice 2018 - Managing the Work Environment and Facilities Code of Practice 2011 - Work Health and Safety Consultation, Co-operation, and Co-ordination Code of Practice 2011 - Scaffolding Code of Practice 2009 - Tilt-up and Pre-cast Construction Code of Practice 2003 - Tower Crane Code of Practice 2017 |

SAFE WORK METHOD STATEMENT **Electrical - Installation**

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|--|--|
| | |
|--|--|

| LIKELIHOOD | INSIGNIFICANT | MINOR | MODERATE | MAJOR | CATASTROPHIC | SCORE | ACTION | | |
|------------------------------|---------------|----------------|-------------|--------------|--------------|--------------|--------------------------------|-----|-----------------|
| ALMOST CERTAIN | HIGH | HIGH | ACUTE | ACUTE | ACUTE | SCORE | ACTION | | |
| LIKELY | MODERATE | HIGH | HIGH | ACUTE | ACUTE | ACUTE | DO NOT PROCEED. | | |
| POSSIBLE | LOW | MODERATE | HIGH | ACUTE | ACUTE | HIGH | Review before commencing work. | | |
| UNLIKELY | LOW | LOW | MODERATE | HIGH | ACUTE | MODERATE | Maintain control measures. | | |
| RARE | LOW | LOW | MODERATE | HIGH | HIGH | LOW | Record and monitor. | | |
| HIERARCHY OF CONTROLS | | MOST EFFECTIVE | Elimination | Substitution | Isolation | Engineering | Administrative | PPE | LEAST EFFECTIVE |

| Job activity | Hazards and associated risks | Initial Risk | How will the hazards and the risks be controlled? | Residual Risk | Who will do this? |
|--------------|---|--------------|--|---------------|-------------------|
| Pre- Start | Miscommunication/ Injury to un-inducted workers | High | Work instructions communicated and clarified Relevant permits (if applicable) obtained and completed. All persons carrying out task have been involved in SWMS process. All workers inducted. Park in designated area, sign into client premises (if applicable). | Moderate | Supervisor |
| Set Up | Slips, Trips and Falls | Moderate | Clean & clear access to work area and roadways. Highlight any hazard physically or orally if applicable. | Low | All Workers |
| PPE | Bodily Injury | Moderate | Safety boots, safety glasses & hearing protection where required, as per job requirements, plus any additional PPE as stated above. Check the handle and body casing of any tools for cracks or other damage if applicable. | Low | All workers |

SAFE WORK METHOD STATEMENT **Electrical - Installation**

| Job activity | Hazards and associated risks | Initial Risk | How will the hazards and the risks be controlled? | Residual Risk | Who will do this? |
|-------------------------|------------------------------|--------------|--|---------------|-------------------|
| Inductions and training | Untrained workers | Select | <p>All persons working on a construction site must hold a General Construction Induction (GCI) card.</p> <p>Refer to SWMS Inductions and Training (Construction Work)</p> <p>Carry out site-specific inductions for all workers.</p> <p>All workers must be competent in the tasks carried out.</p> <p>Vehicles, plant and equipment must only be operated by licensed or competent persons.</p> <p>Refer to SWMS Inductions and Training (High Risk Work)</p> | Select | Select |
| Site establishment | Access to site | Select | <p>Consult with site management to ensure that suitable access to site is available for duration of the work.</p> <p>Identify potential hazards and determine controls to ensure the health and safety of workers on site.</p> | Select | Select |
| | Site security | Select | <p>Prevent unauthorised entry into work areas by use of barriers, barricades, etc. All plant, materials and tools must be inside barricaded areas.</p> <p>Signs prohibiting unauthorised entry, and which specify site entry requirements must be erected at each point of entry to the site for the duration of the work. Site must be secured from entry when unattended.</p> <p>Refer to SWMS Barricading of Work Sites</p> | Select | Select |
| Traffic | Collisions | Select | <p>Provide safe parking for vehicles on site where practicable.</p> <p>Use traffic control when working on or near roadways, or during delivery of materials or delivery or removal of plant.</p> <p>Wear high-visibility clothing when working in or near roadways and traffic.</p> | Select | Select |
| Hazardous manual tasks | Strains, personal injury | Select | <p>Provide sufficient personnel or mechanical aids to handle and move large, heavy or awkward loads.</p> <p>Provide safe means of transporting and moving loads on site to minimise manual movement of heavy items</p> <p>Provide manual handling training to all persons.</p> <p>Refer to SWMS Hazardous Manual Tasks</p> | Select | Select |

SAFE WORK METHOD STATEMENT **Electrical - Installation**

| Worker consultation, instruction and sign off | | | | | |
|--|------------|------------|----------------|------------|-------|
| All workers must sign below before commencing work covered by this SWMS: <i>I have been consulted, instructed in and fully understand the content of this SWMS</i> | | | | | |
| Worker's name: | Signature: | Date: | Worker's name: | Signature: | Date: |
| Joe Smith | JS | 01/01/2022 | | | |
| John Smith | JS | 01/01/2022 | | | |
| Steve Smith | SS | 01/01/2022 | | | |
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If you require any further assistance with your SWMS implementation, please email: info@4321.com.au