Elevating Work Platform EWP | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Elevating Work Platform EWP

Business Name: Coastal Hire And Sales Pty Ltd	ABN: 70114481408	SWMS#
Business Address:		
Contact Person:	Phone:	Email:

THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS as well as reviews and modifications of the SWMS.

Full Name:	Title:	Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED	NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS		
	NAME	SIGNATURE	DATE
Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.			
If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.			
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.			

The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.			

CLIENT OR PRINCIPAL CONTRACTOR DETAILS	
Client:	SCOPE OF WORKS
Project Name:	Provide a detailed description of the specific work being carried out (otherwise known as a scope of works).
Project Address:	
Project Manager:	
Contact Phone:	
Project Manager Signature:	
Date SWMS supplied to Project Manager:	

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT	
☐ involves a risk of a person falling more than 2 meters.	☐ is carried out on or near pressurised gas mains or piping.
☐ is carried out on a telecommunication tower.	☐ is carried out on or near chemical, fuel or refrigerant lines.
☐ involves demolition of an element of a structure that is load-bearing.	☐ is carried out on or near energised electrical installations or services.
☐ involves demolition of an element related to the physical integrity of a structure.	☐ is carried out in an area that may have a contaminated or flammable atmosphere.
☐ involves, or is likely to involve, disturbing asbestos.	☐ involves tilt-up or precast concrete.
☐ involves structural alteration or repair that requires temporary support to prevent collapse.	☐ is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor.
☐ is carried out in or near a confined space.	☐ is carried out in an area of a workplace where there is any movement of powered mobile plant.
☐ is carried out in/near a shaft or trench deeper than 1.5m or tunnel involving use of explosives.	☐ is carried out in areas with artificial extremes of temperature.
☐ is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.

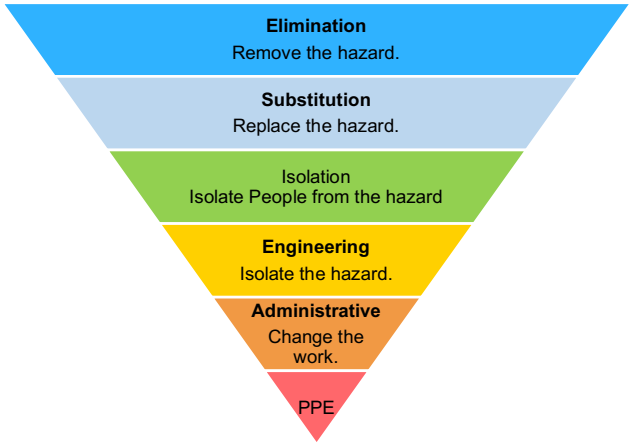
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ Other -	

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.

Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.

HEIRARCHY OF CONTROLS



PERSONAL PROTECTIVE EQUIPMENT (PPE)

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
											
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).

Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When a SWMS has been revised, the person conducting a business or undertaking must ensure all:

1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;
2. persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and,
3. workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Trip and fall hazards, Inadequate lighting	2M	- Conduct a thorough site inspection prior to beginning work, identifying any potential trip and fall hazards such as cables, hoses, uneven surfaces or obstacles. - Implement appropriate housekeeping practices, including keeping the work area clean and organised at all times. This will help reduce the risk of tripping over unnecessary items on the ground. - Ensure that proper signage and barricades are in place to warn workers about any identified trip and fall hazards in the work area, as well as warning visitors who may inadvertently wander into the space. - Properly train all workers on the operation of the elevating work platform, emphasising the importance of vigilance for any potential trip and fall hazards while at height. - Provide appropriate PPE (Personal Protective Equipment) for workers, such as non-slip footwear, to miniimise the likelihood of slips, trips, and falls on-site. - Install temporary task lighting in areas with inadequate lighting, ensuring that all workspaces have sufficient visibility for workers to safely carry out their tasks. - Implement a buddy system or communication strategy, such as walkie-talkies or hand signals, to allow workers on the elevating work platform to communicate any detected hazards to their colleagues on the ground level promptly. - Establish a procedure for regularly reviewing and re-assessing the work area throughout the day to identify and address new potential trip and fall hazards that may arise during ongoing operations. - Encourage workers to report any identified hazards promptly, and reward those who actively participate in maintaining a safe work environment. - Ensure that access routes to the elevating work platform are free from any obstructions and are clearly marked, reducing the risk of trips or falls when moving around the workspace. - Schedule regular breaks for workers, encouraging them to rest and refresh their focus, thus reducing the likelihood of accidents caused by fatigue or reduced attentiveness to potential hazards.	1L	
2. Inspection	Incorrect operation, Equipment malfunction	3H	- Conduct pre-start equipment inspections: Before commencing work with the elevating work platform (EWP), inspect the equipment thoroughly for any signs of wear, leaks, or potential malfunction. - Provide clear instructions and guidelines: Ensure all workers operating the EWP are aware of the safe operating procedures and have access to user manuals and manufacturer guidelines for accurate information on usage. - Use appropriate signage and barriers: Install clear signage and barriers around the working area to warn others of the potential dangers associated with the EWP and keep them at a safe distance.	2M	

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			- Complete regular maintenance checks: Implement a routine preventative maintenance programme according to the manufacturer's recommendations to ensure the equipment functions optimally and potential malfunctions are addressed promptly. - Train staff in proper operation: All workers operating the EWP should be well-trained and competent in its usage to miniimise risks associated with incorrect operation. This includes obtaining relevant certifications or licenses where required. - Implement an emergency response plan: Develop a comprehensive emergency response plan outlining the steps to take in case of an EWP malfunction or accident, including how and when to report incidents to management and relevant authorities. - Utilise fail-safe measures: Equip the EWP with fail-safe systems such as tilt sensors, audible alarms, and overload shutdown features to prevent accidents caused by equipment malfunctions. - Monitor weather conditions: Be mindful of extreme weather conditions such as wind, rain, or temperatures that may affect the stability and functioning of the EWP. Postpone work if necessary to ensure the safety of operators. - Practice good housekeeping: Keep the work area surrounding the EWP clean and free of obstructions to reduce potential trip hazards and enable easy movement of the equipment. - Establish a communications protocol: Encourage clear and open communication among all team members, allowing them to voice concerns about possible equipment malfunctions or incorrect operations they might notice during the inspection process. - Conduct regular risk assessments: Routinely evaluate and update the Safe Work Method Statement (SWMS) to ensure that it is reflective of current hazards, risks, and control measures in place. Encourage workers to contribute to this process to create a safer work environment for everyone.		
3. Setup & Positioning	Unstable ground, Overhead obstructions	3H	- Conduct a thorough pre-start inspection of the work area to identify any unstable ground or overhead obstructions and communicate this information to relevant personnel. - Install appropriate ground support, such as mats or outriggers, to evenly distribute the load and ensure stability of the elevating work platform during operation. - Ensure that the elevating work platform is positioned on a firm, level surface with adequate space for movement and operation. - Use traffic cones, caution tape or barricades, if required, to create a safe exclusion zone around the work area, preventing unauthorised access or potential collision with other equipment or vehicles. - Check for underground utilities, such as gas or water pipes, before setting up the elevating work platform. If necessary, liaise with relevant authorities to obtain information on their location and take precautions accordingly.	2M	

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			- Implement a suitable communication system, such as radios or hand signals, between the EWP operator, spotter, and other workers in the area to maintain awareness of any changes to hazards or working conditions. - Develop and follow a clear plan for navigating around overhead obstructions, ensuring all personnel are aware of the intended path and backup measures should the initial route be found unsuitable. - Utilise mirrors, cameras or additional spotters, if necessary, to improve visibility around blind spots while the EWP is being maneuvered into position. - Provide workers with appropriate personal protective equipment (PPE), such as hard hats and high-visibility vests, to enhance visibility and reduce the risk of injury from falling objects or collisions. - Establish designated pedestrian walkways, separate from the EWP's path, to miniimise the risk of contact with overhead obstructions and ensure safe passage for workers in the vicinity. - Regularly review and update the Safe Work Method Statement (SWMS) for setup & positioning, incorporating lessons learned from previous experiences, industry best practices, and any changes to regulations or site conditions.		
4. Pre-Operational Checks	Loose fittings, Malfunctioning controls	2M	- Implement a thorough inspection schedule for all equipment, with special attention to loose fittings and potential control malfunctions before the commencement of work. - Ensure that all elevating work platform (EWP) operators are adequately trained and competent in identifying hazards associated with loose fittings and malfunctioning controls during pre-operational checks. - Regularly maintain and service EWPs according to manufacturer's guidelines and recommendations, focusing on securing fittings and ensuring optimal functioning of controls. - Use of appropriate tools and equipment during inspection and maintenance to accurately identify and rectify any issues related to loose fittings or malfunctioning controls. - Establish a clear reporting procedure for operators to communicate any findings of loose fittings or control malfunctions to their supervisor immediately. - Clearly document and display standard operating procedures (SOPs) for EWP pre-operational checks on-site, with a focus on evaluating the integrity of fittings and functionality of controls before use. - Encourage a culture of open communication among team members, promoting accountability and responsibility for individual and collective safety during EWP operations.	1L	

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			- Engage in routine audits and risk assessments on-site to ensure proper adherence to pre-operational checks and consistent monitoring of potential hazards, including loose fittings and control malfunctions. - Review and update SWMS as necessary to incorporate new measures or recommendations regarding hazard management for loosening fittings and malfunctioning controls. - Provide refresher training courses for EWP operators to strengthen knowledge and skills in identifying and managing potential hazards, including the importance of comprehensive pre-operational checks. - Clearly outline and enforce disciplinary actions in cases of non-compliance with established pre-operational check procedures, emphasising the consequences of unaddressed loose fittings and malfunctioning controls on workplace safety. - Consider integrating technology advancements into EWP operations, such as digital reporting systems, to streamline pre-operational checks and provide a more efficient method to monitor and manage hazards related to loose fittings and control malfunctions.		
5. Operation	Falls from height, Tip-over of EWP	4A	- Ensure a thorough inspection of the EWP is conducted before operation, including checking for any signs of wear or damage to critical components that could lead to tip-over or falls from height. - Provide properly trained and qualified operators with information about maximum weight capacity, work height restrictions, and any other hazards to safely operate the EWP. - Implement a written procedure for the use of harnesses and fall restraint systems while operating the EWP, which must be followed by all workers to reduce risk of falls from heights. - Establish and enforce exclusion zones around the EWP to keep non-essential personnel away from potential tipping hazards during operation. - Place visible warning signs at strategic locations around the job site to remind workers to remain vigilant and inform others about potential risks associated with EWP operations. - Regularly reassess the ground condition for stability around the EWP to prevent any sudden sinking or uneven support, which may cause a tip-over. - Conduct a pre-start check of the EWP's controls, emergency functions, and any additional safety features to ensure they are functioning optimally, minimising hazards during operation. - Employ an effective communication protocol between the EWP operator and a designated ground spotter to facilitate safe operation and swift response to potential hazards.	3H	

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			- Operate the EWP in strict accordance with the manufacturer's guidelines and any site-specific rules or procedures. - Limit exposure to weather-related risks, such as operating in high winds or on unstable ground due to moisture, that can contribute to tip-overs or height-related accidents. - Constantly monitor the EWP's load capacity during operation, ensuring that it remains within approved limits to prevent overloading or unintentional tip-over. - Implement and enforce strict guidelines around body positioning and movement when working at height, discouraging risky behaviors that can increase the chances of falling accidents. - Schedule regular maintenance and service checks of the EWP to identify and address any structural or mechanical issues that could increase the risk of tip-over, falls from height, or other hazards during operation.		
6. Load Handling	Load falling, Incorrect load positioning	3H	- Proper inspection: Ensure that the elevating work platform (EWP) and its components are regularly inspected and maintained by authorised personnel to miniimise the risk of a load falling due to malfunction or wear. - Load weight restrictions: Adhere to the maximum load capacity stated on the EWP and avoid overloading to prevent load failure and potential accidents. - Balanced load distribution: Distribute loads evenly across the platform to ensure stability and prevent tipping, which can result in an incorrect load positioning or falling. - Secure the load: Implement securement mechanisms like straps or other tie-down devices to hold the load in place and reduce the likelihood of it shifting or falling during operation. - Visibility: Ensure that the operator has a clear line of sight when handling loads, and if needed, use spotters or additional personnel to guide them for proper load positioning. - Operator training: Provide comprehensive and regular training for all EWP operators to ensure that they are familiar with the latest safety requirements, operational techniques, and best practices for load handling. - Safe lifting techniques: Educate operators about appropriate lifting methods such as using the correct lifting points and maintaining a safe distance from the edges of the platform when handling loads. - Speed control: Remind operators to operate the EWP at safe and controlled speeds during load handling activities to prevent abrupt movements that could lead to mishaps. - Sudden stops and starts: Instruct operators to avoid sudden stops and starts that may shift the position of the load, potentially causing it to fall or become incorrectly positioned.	2M	

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			- Communication: Encourage open communication between the EWP operator and ground personnel to ensure clear instructions, assistance, and updates regarding any changes in working conditions that might impact load handling. - Emergency procedures: Implement and practice emergency procedures for scenarios involving load handling incidents such as a load falling or becoming unstable, including how workers should react and what actions should be taken. - Environmental considerations: Monitor weather conditions and account for potential risks like strong winds, rain, or slippery surfaces during load handling operations. - Area barrier: Establish exclusion zones around the EWP work area to keep unauthorised personnel and vehicles at a safe distance from potential hazards during load handling activities. - Post-operation checks: After completing load handling tasks, inspect the EWP for any damage, displacement or wear that may have occurred during operation, and address any issues immediately for overall safety and efficiency.		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IN ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws
Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice
Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations
Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice

New South Wales
Work Health and Safety Act 2011
Work Health and Safety Regulations 2017
Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice

Northern Territory
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011
Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws
Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice

South Australia
Work Health and Safety Act 2012 (SA)
Work Health and Safety Regulations 2012 (SA)
Legislation for SA: https://www.safework.sa.gov.au/resources/legislation
Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs

Tasmania
Work Health and Safety Act 2012
Work Health and Safety (Transitional and Consequential Provisions) Act 2012
Work Health and Safety Regulations 2012
Work Health and Safety (Transitional) Regulations 2012
Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations
Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

Victoria
Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2017
Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations
Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice

Western Australia
Work Health and Safety Act 2020
Work Health and Safety Regulations 2022
Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation
Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice

Safe Work Australia Links
Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation
Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Position	Signature	Date	Time	Supervisor
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6	☐ 7
NAME							
INITIALS							
DATE							

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	TO BE DONE	COMMENTS
The company details have been entered, including the project name and address.	☐	☐	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	☐	☐	
Name, signature, position and date signed of the person approving the SWMS.	☐	☐	
Specific personnel and qualifications, experience is noted in the SWMS.	☐	☐	
Provides a step-by-step process of tasks required to carry out the activity or task.	☐	☐	
Adequate risk assessment of any identified hazards has been completed.	☐	☐	
Foreseeable hazards are identified and documented for each step.	☐	☐	
Any hazards listed in any site risk assessments have been added to the SWMS.	☐	☐	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	☐	☐	
Check control measures added to the SWMS are the most effective selections.	☐	☐	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	☐	☐	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	☐	☐	
SWMS identifies plant and equipment to be used.	☐	☐	
Details of inspection checks required for any equipment listed are noted on the SWMS.	☐	☐	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	☐	☐	
Applicable personal protective equipment is selected on the SWMS.	☐	☐	
Lists any required permits or licenses.	☐	☐	
Reflects and documents any legislative references and/or Australian Standards.	☐	☐	
Identifies any hazardous substances used with specific control measures in line with any SDS.	☐	☐	

REVIEWED BY		**DATE REVIEWED**	
SIGNATURE		**DATE COMPLETED**	