

This Safe Work Method Statement (SWMS) was prepared and reviewed by:

Prepared by / Review Team			
Name: (Please print)	Position: (Please print)	Signature:	Date

Authorisation		
<p>Declaration: I have checked this Safe Work Method Statement (SWMS) and confirm that it is authorised for use.</p>		
Responsible Supervisor Name:	Signature:	Date

Work Activity Instruction/Training Record		
<p>Declaration: I confirm that the persons listed below have reviewed and been given instruction in this Safe Work Method Statement (SWMS) and were given the opportunity to ask questions and clarify any areas of uncertainty. To be best of my knowledge these persons gained a full understanding of the work method and the required health and safety controls to be applied for this job.</p>		
Responsible Supervisor Name:	Signature:	Date

To do a SWMS you:

1. Discuss with relevant employees, contractors and Health and Safety Representatives the tasks, associated hazards, risks and controls.
 2. Write the work tasks in the sequence they will be done in the 'What are the tasks involved?' column.
 3. Write the hazards and risks for each work task in the "What are the hazards?" column.
 4. Assess the hazards for the risk they present without any controls in place using the tables **Risk Matrix 011-F06**. Write the consequence in the "C" column, Likelihood in the "L" column and risk rating in the "R" column. This is the initial risk rating.
 5. In the 'What controls must be used?' column, select the hazard or risk and then work through the controls. Choose a control measure (and how it is to be used). Use the Hierarchy of Controls and Priority for Action tables in **Risk Matrix 011-F06** to work out appropriate controls.
 6. Re-assess the risk of each hazard after controls have been put in place and write it in the "Final Risk" column. This is the residual risk. NOTE—you cannot start work until the residual risk is at least "medium".
 7. In the "Who is Responsible" column write in the initials of the person who will be responsible for that step.
 8. The people who did the SWMS fill in the fields in the "Prepared by/Review Team" section.
 9. The SWMS is given to a supervisor responsible for the work who reviews and then fills in the fields the "Authorisation" section, including signing off the declaration.
 10. Each team member is briefed on the SWMS before they start work. Ensure the team knows that work is to immediately stop if the SWMS is not being followed.
 11. All persons involved in the task must write their details and sign in the "Training Record" section that they understand and agree to the control measures to be implemented before starting work.
 12. The supervisor of the task must sign off that all persons involved in the task have been consulted in the development and implementation of control measures identified.
 13. Observe work being carried out. If controls are not adequate, stop the work, review the SWMS, adjust as required and re-brief the team.
 14. Keep this SWMS for the duration of the work. If the task is likely to be repeated in the future, consider writing a site Standard Operating Procedure.
- Note—in Boral you can only write a SWMS if you have been assessed and signed off as competent.

TABLE 1: MEASURES OF CONSEQUENCE		
Value	Description	Impact
1	Minor	Injury requiring first aid treatment.
2	Moderate	Injury requiring medical treatment
3	Major	Death, permanent disability, or extensive injury resulting in time off work of 7 or more days.

TABLE 2: MEASURES OF LIKELIHOOD		
Value	Description	Impact
3	Highly Likely	The event could occur weekly in normal circumstances.
2	Likely	The event could occur one per month
1	Unlikely	The event could occur once very one to five years.

TABLE 3: RISK RANKING TABLE			
Consequence \ Likelihood	Minor (1)	Moderate (2)	Major (3)
Highly Likely (3)	M (3)	H (6)	H (9)
Likely (2)	L (2)	M (4)	H (6)
Unlikely (1)	L (1)	L (2)	M (3)

TABLE 4: HIERARCHY OF CONTROL

Control	Description/Example
1. Elimination	Is there a need to use the plant, process or substance that created the risk (e.g. using a cordless drill to eliminate tripping or snagging of a power lead or using CCTV to observe a silo being filled to eliminate climbing up a ladder to observe)?
2. Substitution	Can the hazardous item be substituted with another item that has less risk (e.g. using a scaffold rather than a ladder, using extra-low voltage <50 Volt for switchgear, package cement in 20kg bags rather than 40kg bags)?
3. Isolation	Can the hazard be isolated from the person (e.g. machine guards, sound enclosures, lagging hot pipes)?
4. Engineering	Can the risk be minimised by isolating, enclosing or redesigning the plant, substance or process (e.g. machine guards, mechanical lifting aids, exhaust ventilation, relocation, trolleys or workstation design)?
5. Administrative	E.g. job rotation, SOP, training and signs.
6. Personal Protective Equipment (PPE)	The least-desirable method which shall only be used in combination with other controls or if other controls are not suitable. Employees issued with PPE shall have it fitted correctly and be trained in its use and maintenance.

TABLE 5: PRIORITY FOR ACTION

Risk Level	Action
High Risk (6-9)	<p>Do not proceed or, if commenced, stop the activity, task or process immediately.</p> <p>Eliminate, substitute or implement isolation or engineering control measures. If these controls are not immediately possible, set a timeframe for their implementation and establish interim risk reduction strategies for the period of the set timeframe.</p> <p>An achievable timeframe must be established to ensure that elimination, substitution, isolation or engineering controls are implemented.</p> <p>A risk assessment must be undertaken once controls have been implemented to ensure that the risk has been reduced to at least medium, prior to work recommencing.</p> <p>Supervisor sign off is required before work can recommence.</p>
Medium Risk (3-4)	<p>Take all reasonable steps to eliminate the risk or minimise it by implementing substitution, isolation or engineering controls as soon as possible. If these options are not immediately practicable, implement administrative controls and/or PPE. Implementation of control measures should decrease the risk to as low as is reasonably practicable.</p>
Low Risk (1-2)	<p>Manage by implementing administrative procedures and or PPE unless risk can be eliminated or reduced further.</p>