

# Safe Work Method Statement

High Risk Activity:		Project:	
Company Name:		ABN No:	
Company Address:		Company Contact and Phone No:	
Supervisor:		Personnel Consulted in Development:	
Personnel Responsible for Monitoring this Activity:		Competencies/Qualifications/Training Requirements:	
Legislation/Standards		Plant/Equipment Required for this Activity	
Materials Used:		Safety Data Sheets Required:	
Permits/Licences:		PPE/Emergency Equipment Required:	
Approved By:			
Signature	Name	Date of Approval	

Review No.	1	2	3	4	5	6	7	8	9
Name & Initials									
Date									

PROCEDURE (break the job down into steps)	POTENTIAL SAFETY AND ENVIRONMENTAL HAZARDS (what can go wrong)	INHERENT RISK SCORE	MANAGEMENT METHOD (controls to be in place in order to manage potential hazards)	RESIDUAL RISK SCORE	PERSON RESPONSIBLE (to ensure implementation of controls)
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		L C R		L C R	
		L C R		L C R	
		L C R		L C R	
		L C R		L C R	
		L C R		L C R	
		L C R		L C R	
		L C R		L C R	
		L C R		L C R	

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		CONSEQUENCES				
		Insignificant [1]	Minor [2]	Moderate [3]	Major [4]	Catastrophic [5]
LIKELIHOOD	Almost Certain [5]	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	Likely [4]	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	Possible [3]	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely [2]	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	Rare [1]	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)

If the residual risk	=	Catastrophic (16+)	then	Work unable to proceed seek other methods <b>(Significant)</b>
	=	High (10 – 15)	then	Permission from <b>high level management</b> for work to proceed <b>(Significant)</b>
	=	Moderate (4 – 9)	then	Permission from <b>worker in charge</b> for work to proceed <b>(Insignificant)</b>
	=	Low (1 – 3)	then	Work able to proceed <b>(Insignificant)</b>

1. Eliminate	→	2. Substitute	→	3. Isolate	→	4. Redesign	→	5. Administrative	→	6. PPE <b>Last Resort</b>
<i>Eliminate the hazard</i>		<i>Substitute with a less hazardous material, process or equipment</i>		<i>Isolate the hazard</i>		<i>Redesign equipment or work process</i>		<i>Introduce administrative controls</i>		<i>Use appropriate Personal Protective Equipment</i>

C = Consequence	L = Likelihood
<b>5 = Catastrophic</b> = Fatality, permanent disability, long term widespread impacts, huge financial loss.	<b>5 = Almost Certain</b> = It is almost certain that the risk will occur in most circumstances.
<b>4 = Major</b> = Permanent disability or extensive injuries, medium to long term widespread impact, major financial loss.	<b>4 = Likely</b> = The risk is likely to occur in most circumstances.
<b>3 = Moderate</b> = Lost time injury, reversible medium term local impact, high financial loss.	<b>3 = Possible</b> = There is uncertainty that the risk could occur.
<b>2 = Minor</b> = Medical treatment, reversible short – medium term impact to local area, medium financial loss.	<b>2 = Unlikely</b> = The risk could occur at some time but there is confidence that it will not.
<b>1 = Insignificant</b> = First aid, limited impact to minimal area, low financial loss. .	<b>1 = Rare</b> = The impact/risk may occur only in exceptional circumstances.

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*We the undersigned, confirm that we have been consulted in the development of this SWMS. If a failure is identified within the SWMS work will stop, the SWMS amended and changes communicated to the workforce. We also clearly understand that the controls must be applied as documented, otherwise work is to cease immediately. We also confirm that we are qualified to carry out the works identified above; a copy of our required qualifications has been provided and where applicable all insurances and work cover policies to undertake this activity are current.*

Name	Signature	Date