

Safe Work Method Statement (SWMS) Customising Instructions

Note: To amend SWMS you must have MS Word installed on your computer

Download and Save Your Documents

Customising Your SWMS

1. Open your SWMS using **MS Word**.
2. *Optional* customisation includes:
 - 'Cut and Paste' your company logo into the header in place of the **SafetyCulture** logo. If you do not have a logo for your business just delete the SafetyCulture logo.
 - Change the main colours of the tables to suit your company colours.
3. Complete the Company Details, Project Details and relevant worker consultation as demonstrated on the SWMS Sample.

Making the SWMS task specific and site specific:

- Conduct a risk assessment of the task, identifying any additional site or task specific hazards.
- Enter this information in the appropriate section (e.g. Planning, Preparation, Operation).
As an example:
The Bobcat SWMS – you intend using it near a dam. You must then identify specific hazards (such as the bobcat rolling over into water) and the specific controls you will put in place to prevent this from happening.
- Check the Risk Ratings are suitable using the Risk Assessment guide provided on the last page of the SWMS.
- Add the names of the people who will follow up on the controls to the 'Responsible Officer' table.
- Print, laminate, display or simply incorporate into your existing Workplace Health and Safety management System.

Consultation:

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

Employee Sign-Off, Storage & Review of SWMS:

- Provide all relevant persons with adequate training and supervision to ensure the SWMS will be followed.
- Have workers/employees sign-off that they have read and understood the SWMS.
- Ensure the latest copy of the SWMS is kept on the worksite to be viewed by relevant parties.
- Review the SWMS regularly.
- Monitor the work to ensure the SWMS is being followed.

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Refer to Relevant Legislation and Codes of Practice (COP)

For NSW, QLD, ACT, NT, SA, TAS, and WA your Relevant Legislation and COPs are already provided.

For Victorian organisations you must replace the Codes of Practice with relevant Compliance Codes and COPs from the list below.

Victorian Legislation Guide - current as at July 2015

OHS Act & Regulations:

Victorian State Government (2013): *Occupational Health and Safety Act 2004*
 Victorian State Government (2013): *Occupational Health and Safety Regulations 2007*
<http://www.worksafe.vic.gov.au/laws-and-regulations/acts-and-regulations>

Compliance Codes:

WorkSafe Victoria (2008): Compliance Code: *Confined Spaces*
 WorkSafe Victoria (2008): Compliance Code: *Communicating OHS Across Languages*
 WorkSafe Victoria (2008): Compliance Code: *First Aid in the Workplace*
 WorkSafe Victoria (2008): Compliance Code: *Foundries*
 WorkSafe Victoria (2008): Compliance Code: *Managing Asbestos in Workplaces*
 WorkSafe Victoria (2008): Compliance Code: *Prevention of Falls in General Construction*
 WorkSafe Victoria (2008): Compliance Code: *Removing Asbestos in Workplaces*
 WorkSafe Victoria (2008): Compliance Code: *Workplace Amenities and Work Environment*
<http://www.worksafe.vic.gov.au/laws-and-regulations/occupational-health-and-safety/compliance-codes>

Codes of Practice:

WorkSafe Victoria (1990): Code of Practice: No. 13: *Building and Construction Workplaces*
 WorkSafe Victoria (1991): Code of Practice: No. 14: *Demolition*
 WorkSafe Victoria (1998): Code of Practice: No. 14: *Demolition (Amendment No. 1)*
 WorkSafe Victoria (2000): Code of Practice: No. 25: *Manual Handling*
 WorkSafe Victoria (1995): Code of Practice: No. 19: *Plant*
 WorkSafe Victoria (1998): Code of Practice: No. 23: *Plant (Amendment No. 1)*
 WorkSafe Victoria (2004): Code of Practice: No. 29: *Prevention of Falls in Housing Construction*
 WorkSafe Victoria (1998): Code of Practice: No. 8: *Safety Precautions in Trench Operations*
<http://www.worksafe.vic.gov.au/safety-and-prevention/your-industry/construction/how-to-comply/guidance-material/codes-of-practice>











Risk Assessment Matrix (The final page of SWMS)

The reference shows "HB 436:2004" is a Superseded document and has been replaced by SA/SNZ HB 436:2013.

<http://www.saiglobal.com>

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If you need to modify the PPE we have the icons for you to add if needed.

Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Breathing Protection	Sun Protection
									

For your convenience we have an example below to demonstrate the filling out of your SWMS making it specific to your organisation.

Note: For purposes of the example pages have been removed.

SWMS Example Key	
Green Highlights = Information to be filled out by you.	Blue Highlights = Information to be deleted by you if you feel it necessary

If you require any further assistance, please call our Customer Care Team on 1300 306 604.

Regards
The **SafetyCulture** Team.

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ACTIVITY: Bobcat S510 Skid-Steer Loader Operation				SWMS No.: MBH1005	
SAFE WORK METHOD STATEMENT (SWMS) – Part 1					
Company Name: Medley Bobcat Hire		Address: 123 Brown St, Timbuktoo NSW 2222		ABN: 111 222 333	
Company Contact: John Smith		Position: Site Foreman		Phone No.: 0419 000 001	
Project Details					
Project: St Anne's Landscaping Renovation				Insert Photo	
Job Address: 222 Green St, Timbuktoo					
Job Description: Bobcat moving topsoil in the junior school gardens.					
Relevant workers must be consulted in the development, approval and communication of this SWMS:					
Name: (Include names of workers who were consulted in relation to the development of this SWMS) John Smith Paul Medley		Signature:		SWMS Approved by Employer/PCBU/Director/Owner: Print Name Paul Medley	
		Job Title: Site Foreman Director		Signature:	
		Date:		Date:	
Name of Principal Contractor: Landscaping Heroes		Principal Contractor Company Name: Landscaping Heroes			
Date SWMS provided to Principal Contractor: 12.03.2014		Principal Contractor Signature:			Date:
Name of person responsible for ensuring compliance with SWMS: Jack Ford		Signature:			Date:

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SWMS Scope

This SWMS covers general operation of a Bobcat / Skid-Steer Loader on construction sites or defined road construction zones. This SWMS covers a Diesel powered Bobcat / Skid-Steer Loader.

This SWMS does not include specialised procedures associated with the use of attachments as cranes/lifting aids, or changing/repairing tyres or rims in sufficient detail. Dedicated SWMS should be developed for these tasks, and for any risks not covered in this SWMS. Delete this paragraph and replace with: The Bobcat / Skidsteer will be moving topsoil in the junior school gardens.

Personal Protective Equipment (PPE)

Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.

Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Hand Protection	Sun Protection
						Broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection)
AS 1319-1994 Safety signs for the occupational environment reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at http://www.saiglobal.com						

High Risk Construction Work

Driving/operating a Bobcat / Skid-Steer Loader may involve the following "High Risk Construction Work" (Working on, in or near):

- Powered mobile plant
- Underground Assets
- Overhead Power Lines
- Live electricity.

Dangerous Goods / Hazardous Chemicals

Diesel is classified as a hazardous chemical according to the Australian Safety and Compensation Council (ASCC) and is not classified as a Dangerous Good according to Australian Code for the Transport of Dangerous Goods by Road or Rail (ADG Code). Diesel is classified as Harmful. Read the Safety Data Sheets (SDS) for all fuel products before use, follow the SDS recommendations and relevant SWMS.

Environmental risks may include damage to waterways and water catchment areas due to incorrect disposal of, or from run-off of hazardous chemicals during spills or clean up. Diesel is toxic to aquatic organisms, may cause long-term adverse effects in the aquatic environment. Noise pollution.

Hazards - What can cause harm?	Risks - What can happen?	Control Measures to Reduce Risk
Job Step: Planning		
Main Hazards: <ul style="list-style-type: none"> - Plant Roll-over - Entrapment - Struck by moving plant - Overhead power lines - Exposure to fluid under pressure - Fire/explosion 	Main Risks: <ul style="list-style-type: none"> - Being crushed causing serious injury or death - Run over/struck by mobile plant causing serious injury or death - Electric Shock - Electrocution 	Consultation in relation to hazards and risks. Ensure: <ul style="list-style-type: none"> - Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task - If represented by an elected health and safety representative, the representative is included in any consultation - Any other persons on site (trade or otherwise) who are affected by the same matter are consulted and co-operative arrangements are made (e.g. co-ordination or alternative measures) - Document consultation and action items.

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		<p>Assess the exposure of operators to noise, including the frequency of exposure to noise levels that exceed the legislated Exposure Standard while operating the Bobcat / Skid-Steer Loader and determine required controls such as Audiometric Testing and PPE. Refer to Noise Control SWMS for detailed information regarding the prevention of hearing loss and legislative requirements.</p> <p>Ensure all operators entering construction site, or roadwork's sites have a valid Construction Induction Card (or equivalent), as required.</p> <p>Operator Training – Including induction training. Should include:</p> <ul style="list-style-type: none"> - Legislative Requirements - Safe work procedures - Fitting of personal protective equipment - Manual handling - Review of manufacturer's operation manual - Conduct routine checks - Plan work - Check controls and equipment - Secure the machine on a site. <p>Develop task specific Risk Assessment and JSA. Include:</p> <ul style="list-style-type: none"> - Work activity - Weather conditions (do not operate in rain/wet conditions) - Ground condition (rocks, uneven, muddy/slippery etc.) - No go zones (barricade steep slopes, uneven ground, do not work within 3m of power lines) - Traffic management plan (include pedestrians and other mobile plant) - Pedestrian exclusion zones (barricades/signs) - Speed restrictions - Level of supervision required (more supervision required for less experienced operators) - Emergency plans - Lighting (day/night operations) - Manufacturer's instruction and maintenance manual. 			
		<table border="1"> <tr> <td>RB: 3H</td><td>Person responsible to implement control measures: John Smith or Bobcat operator</td><td>RA: 2M</td></tr> </table>	RB: 3H	Person responsible to implement control measures: John Smith or Bobcat operator	RA: 2M
RB: 3H	Person responsible to implement control measures: John Smith or Bobcat operator	RA: 2M			
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Emergency Procedures / Emergency Response

Call 000 immediately if a person is entrapped, has been crushed or has been hit by plant or vehicle.

Develop site-specific rescue procedures/SWMS.

Do not attempt to rescue a person who is trapped or has been crushed by a vehicle or plant unless Emergency Services personnel have provided direction and it is safe to do so.

Ensure all workers on-site are trained and familiar with emergency and evacuation procedures.

Develop and implement an emergency response plan for the site. Include:

Person/s responsible to implement and follow emergency procedures and control measures: John Smith or HSE Officer

- Assembly points
- Communication
- Consultation methods
- Responsible persons
- Emergency contacts - names and phone numbers
- First aid equipment
- Fire Extinguishers – accessible & serviced.

Review

To ensure controls are implemented and monitored effectively:

Ensure all controls are reviewed as per the following:

- **Toolbox /pre-work** meetings will be undertaken
- Relevant persons will be consulted on hazards and contents of SWMS, work plans and other applicable information
- Control measures will be monitored throughout works:
 - **Spot checks**
 - **Consultation**
 - **Scheduled audits**
- Corrective actions will be recorded and rectified in a timely manner SWMS will be reviewed and updated accordingly (in consultation with relevant persons)

- If controls fail to reduce risk adequately
- When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective
- New hazards identified
- After an incident involving work activities relevant to this SWMS
- During consultation with relevant persons indicate review is needed
- **A Health and Safety Representative (HSR) requests a review in line with the requirements of the legislation.**

Person/s responsible to implement and follow monitoring and review procedures and control measures: John Smith or HSE Officer

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SAFE WORK METHOD STATEMENT – Part 2			
Formal Training, Licences required for workers undertaking this task:		Duties of workers undertaking this task:	
Example: - Licence to Perform High Risk Work (operating certain plant, equipment) Bobcat Licence: - TAFE or other recognised training organisation - Construction Induction Card (or equivalent) Licence #:		Example: John Smith: Operator (Name): Clean-up crew (Name): Supervisor Etc.	
Details of Supervisory Arrangements for workers undertaking this task:			
Example: - Suitably qualified supervisors for job - Direct on-site supervision - Remote site – communication systems/ schedule - Audits - Spot Checks, etc. - Reporting systems			
Details of: regulatory permits/licenses Engineering Details/Certificates/WorkCover Approvals:		Relevant Legislation, Codes of Practice:	
Example: - Local council permits - Building Approvals - EPA approvals/permits - Certain plant to be registered with State Authority If these do not apply delete and replace with Not Applicable PPE to comply with relevant Australian Standards Plant/Tools/Equipment: (List plant and equipment to be used on the job.) Bobcat S510 Skid Steer Loader		Note: Retain only the legislation references applicable to your state of operation for this SWMS <ul style="list-style-type: none"> • Commonwealth, NSW, QLD, ACT <ul style="list-style-type: none"> o Work Health and Safety Act 2011 o Work Health and Safety Regulations 2011 • Northern Territory <ul style="list-style-type: none"> o Work Health and Safety (National Uniform Legislation) Act 2011 o Work Health and Safety (National Uniform Legislation) Regulations • SA, Tasmania <ul style="list-style-type: none"> o Work Health and Safety Act 2012 o Work Health and Safety Regulations 2012 • Codes of Practice: <ul style="list-style-type: none"> o Construction Work o Managing the Risk of Plant in the Workplace o Managing Noise and Preventing Hearing Loss in the Workplace o How to Manage Work Health and Safety Risks o Managing Risks of Hazardous Chemicals o Managing Electrical Risks in the Workplace o WHS Consultation, Cooperation & Coordination 	
		<ul style="list-style-type: none"> • Victoria <ul style="list-style-type: none"> o Occupational Health & Safety Act 2004 o Occupational Health & Safety Regulations 2007 o Codes of Practice: • Western Australia <ul style="list-style-type: none"> o Occupational Safety & Health Act 1984 o Occupational Safety & Health Regulations 1996 o Codes of Practice: • Australian Standards: <ul style="list-style-type: none"> o ISO 7731:2003 Ergonomics – Danger signals for public and work areas – Auditory danger signals o AS 2294.1- 1997 Earthmoving Machinery – Protective Structures – General o AS/NZS.1269: 2005 - Occupational noise management o AS/NZS 4501:2008 (set) – Occupational Protective Clothing 	
Reference Documents			
Roads & Maritime Services (Formally RTA) NSW – G21M (J) Truck & Plant requirements (2008)		Roads & Maritime Services (Formally RTA) NSW – Safety Alert – Mobile Plant Rollovers	
Roads & Maritime Services (Formally RTA) NSW – Safety Alert - Moving Plant on Construction Sites		WorkCover NSW (1994) A Guide for Front End Loader and Excavator Drivers	
Roads & Maritime Services (Formally RTA) NSW – Safety Alert – Safe Working with Moving Plant		SafeWork South Australia (2001) - Hazard Alert 41: Hazards Associated with Skid-Steer Loaders	
		Caterpillar Operational and Maintenance Manual (2011) 216B-252B2 Skid-Steer Loaders	

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SAFE WORK METHOD STATEMENT – Part 3

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and Personal Protective Equipment described.

Overall Risk Rating after Controls	1 Low	2 Moderate	3 High		4 Acute
Employee/Worker Name	Job Role / Position	Signature	Date	Time	Employer/PCBU/ Supervisor
John Smith	Site Foreman/Skidsteer operator		12.03.2014	9am	Paul Medley

Review No.	1	2	3	4	5	6	7	8
Name	Paul Medley							
Initial								
Date	12.03.2014							

HIERARCHY OF CONTROLS



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RISK ASSESSMENT MATRIX

HB 436:2004 Risk Management Guidelines Tables 6.3 – 6.8 reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at <http://www.saiglobal.com>
References: Safe Work Australia (2011) - Code of Practice: How to Manage Work Health and Safety Risks, AS/NZS 31000 -2009 Risk Management Principles and Guidelines.

Step 1: Determine Likelihood

What is the possibility that the effect will occur?

	Criteria	Description
Almost certain	Expected in most circumstances.	Effect is a common result.
Likely	Will probably occur in most circumstances.	Effect is known to have occurred at this site or it has happened.
Possible	Might occur at some time.	Effect could occur at the site or I've heard of it happening.
Unlikely	Could occur at some time.	Effect is not likely to occur at the site or I have not heard of it happening.
Rare	May occur only in exceptional circumstances.	Effect is practically impossible.

Step 2: Determine Consequence

What will be the expected effect?

Level of Effect:	Example of each level:
Insignificant/Acceptable	No effect – or so minor that effect is acceptable.
Minor	First Aid treatment only; no lost time injury.
Moderate	Medical treatment; serious injuries, temporary partial disability; lost time injury < 7 days.
Major	Hospital admittance; extensive injuries; lost time injury > 7 days; Permanent Total Disability injury; death.
Catastrophic	Multiple Permanent Total Disability injuries; multiple deaths.

Step 3 Determine the risk score

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute
Likely	2 Moderate	3 High	3 High	4 Acute	4 Acute
Possible	1 Low	2 Moderate	3 High	4 Acute	4 Acute
Unlikely	1 Low	1 Low	2 Moderate	3 High	4 Acute
Rare	1 Low	1 Low	2 Moderate	3 High	3 High

Step 4 Record risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)

Score	Action
4 A: Acute	DO NOT PROCEED. Requires immediate attention. Introduce further high level controls to lower the risk level. Re-assess before proceeding.
3 H: 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.
2 M: Moderate	Maintain control measures. Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.
1 L: Low	Record and monitor. Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.

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