Guidelines for producing Safe Work Method Statements

The following information has been developed as a guide for producing Safe Work Method Statements. Individual Safe Work Method statements will vary depending on the nature of the task and risks that are present. Accordingly, the emphasis on any one of the heading below will vary on the nature of the job. For instance, if the work involved working adjacent to a public thoroughfare, considerable details will be required under the appropriate heading. Hazard risk assessment should be performed prior to developing a Safe Work Method Statement. Any or all control measures identified in the hazard assessment must be included under the relevant heading.

Safe Work Method Statement **Contractor:** *INSERT NAME* **ABN:** *INSERT NUMBER*		**Signed off:** *(By CEO or Managing Director)* **Date:**
Project: *INSERT PROJECT NAME* **Description of Work:** *BEING CARRYING OUT*		
Job No*:* *INSERT JOB NO*		**Area:**
Procedure (in steps):	**Possible Hazards:**	**Safety Controls:**
1. *LIST STEP BY STEP OF HOW YOU DO THE WORK ACTIVITY*	*WHAT KIND OF HAZARDS ARE INVOLVED IE WORKING AT HEIGHTS, MANUAL HANDLING, HAZARDOUS SUBSTANCES ETC*	*WHAT ARE YOU GOING TO DO TO ENSURE THE HAZARDS ARE MINIMISED. IE WEAR PPE, CHANGE SUBSTANCE / MATERIAL*
2.		
Personal Qualifications and Experience:	**Personnel, Duties and Responsibilities:**	**Training Required to Complete Work:**
WHO IS DOING THE WORK & WHAT ARE THERE QUALIFICATIONS & EXPERIENCE	*WHAT IS THE PERSON/S NAME & ROLE IN THE COMPANY, WHAT IS HIS RESPONSIBILITIES WHO IS THE SUPERVIOR*	*DOES THIS PERSON NEED ANY SPECIFIC TRAINING TO COMPLETE THE TASK IE, HE MAY NOT BE ABLE TO USE A JACK HAMMER WHO IS GOING TO TRAIN*
Engineering Details/Certificates/Workcover Approvals:	**Codes of Practice, Legislation:**	
ARE ANY PERMITS REQUIRED BEFORE WORKS	*WHAT STANDARDS ARE APPLICABLE IE WHS REG 2011 , WHS ACT 2011, ANY AUST STANDARDS*	
Plant/Equipment & Materials:	**Maintenance Checks:**	
LIST OF WHAT IS GOING TO BE USED	*WHEN IS THE EQUIPMENT GOING TO BE CHECKED*	
Read & Signed by All Employees on Site:	*NAME OF THE PERSON & SIGNATURE & DATE THAT THEY HAVE READ & AGREED TO CARRY OUT WORKS AS STATED ON THIS SWMS*	