All work activities assessed as having HSW risks require the preparation and implementation of a Safe Work Method Statement (SWMS) that is appropriate for the task and the specific work environment. A SWMS which covers the minimum legislative obligations must be prepared, reviewed and accepted by RMIT before works can commence.

If you have any queries regarding the correct use of this form, please contact your Senior Advisor, Health and Safety.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SAFE WORK METHOD STATEMENT (SWMS)** | **DETAILS** | | | | | | | | | | | | | | |
| School / Portfolio | | |  | | Campus / Building #: | | | | | |  | |  | |
| Task Description: | | |  | | | | | | | | | |  | |
| Contractor: | | |  | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | |
| **Key Component** | | | | **Yes / No**  **NA** | | | | **RMIT Verified** | | | | **Comment** | | |
| Name of the contractor | | | |  | | | |  | | | |  | | |
| Brief description of the task | | | |  | | | |  | | | |  | | |
| Name of person who prepared the document | | | |  | | | |  | | | |  | | |
| Document Dated | | | |  | | | |  | | | |  | | |
| Document Signed | | | |  | | | |  | | | |  | | |
| Document on company letterhead | | | |  | | | |  | | | |  | | |
| Lists required PPE | | | |  | | | |  | | | |  | | |
| Identifies any potential hazards | | | |  | | | |  | | | |  | | |
| Pre-task safety checks | | | |  | | | |  | | | |  | | |
| Logical steps for performing task, including safety controls | | | |  | | | |  | | | |  | | |
| Hazards for each step have been identified. | | | |  | | | |  | | | |  | | |
| Control measures to eliminate or minimise the risk of injury from the identified hazard are listed. | | | |  | | | |  | | | |  | | |
| The name of the person responsible (supervisor or above) to implement the control measure identified. | | | |  | | | |  | | | |  | | |
| Details of Permit if required to perform the work | | | |  | | | |  | | | |  | | |
| A risk score of the severity of the risk should an incident occur for each step | | | |  | | | |  | | | |  | | |
| Residual risk scores for each step when the controls are implemented. | | | |  | | | |  | | | |  | | |
| Identification of health and safety legislation, codes of practice or standards applicable to the work. | | | |  | | | |  | | | |  | | |
| What licences are required to perform the work | | | |  | | | |  | | | |  | | |
| Identification of plant and equipment required | | | |  | | | |  | | | |  | | |
| Description of what training is required for staff to do the work. | | | |  | | | |  | | | |  | | |
| Details of any maintenance or inspection checks that are to be carried out on equipment or work processes prior to beginning work. | | | |  | | | |  | | | |  | | |
| Manager sign off that the SWMS is accepted. | | | |  | | | |  | | | |  | | |
| Name and signature of those who participated in the development of the document | | | |  | | | |  | | | |  | | |
| An employee ‘sign off’ area for staff to sign, which indicates they have read, understood and will abide by the requirements of the SWMS. | | | |  | | | |  | | | |  | | |
| **ACTION REQUIRED (If Any)** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **REVIEWED BY (For RMIT)** | | | | | | | | | | | | | | | |
| Name: | |  | | | | | Signature: | | |  | | | | |  |
| Position: | | |  | | | | | Date: | | |  | | | |  |
|  | | | | | | | | | | | | | | | |