

Safe Work Method Statement
MB-SWMS-00 · Tier 2 · Medium Business

OH&S SYSTEMS MANAGEMENT AUSTRALIA PTY LTD
Reducing Risk

SAFE WORK METHOD STATEMENT

Safe Work Method Statement

Use for high risk construction work. Prepare in consultation with workers before work starts. Keep it on site and follow it.

[Business Name]
Ref No: _____

PCBU (BUSINESS)	ABN	SWMS NO. / REVISION
[Business Name]		MB-SWMS-00 / [Rev]
PRINCIPAL CONTRACTOR (IF APPLICABLE)	PROJECT / SITE NAME	SITE ADDRESS
WORK ACTIVITY	START DATE	REVIEW DATE
PREPARED BY (NAME / POSITION)	CONSULTED WITH (WORKERS / HSR)	DATE PREPARED

HIGH RISK CONSTRUCTION WORK COVERED BY THIS SWMS (TICK ALL THAT APPLY)

☐ Risk of a person falling more than 2 metres	☐ In or near a shaft or trench deeper than 1.5 m, or a tunnel	☐ Tilt-up or precast concrete elements
☐ Work on a telecommunication tower	☐ Use of explosives	☐ On, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians
☐ Demolition of an element of a structure that is load-bearing or related to physical integrity	☐ On or near pressurised gas distribution mains or piping	☐ In an area at a workplace with movement of powered mobile plant
☐ Likely to involve disturbing asbestos	☐ On or near chemical, fuel or refrigerant lines	☐ In an area with artificial extremes of temperature
☐ Temporary load-bearing support for structural alterations or repairs	☐ On or near energised electrical installations or services	☐ In or near water or other liquid with a risk of drowning
☐ In or near a confined space	☐ In an area that may have a contaminated or flammable atmosphere	☐ Diving work

PLANT & EQUIPMENT	LICENCES, TRAINING & COMPETENCY	PPE REQUIRED
[List plant, attachments and tools]	[Licences, tickets, VOCs required]	☐ Hard hat ☐ Safety glasses ☐ Hi-vis ☐ Safety boots ☐ Gloves ☐ Hearing protection ☐ Sun protection ☐ Other: ___

LEGISLATION, CODES & STANDARDS	PERSON(S) RESPONSIBLE FOR MONITORING COMPLIANCE AND REVIEWING THIS SWMS
WHS Act 2020 (WA); WHS (General) Regulations 2022 (WA); WorkSafe WA codes of practice: Construction work; Managing risks of plant in the workplace; How to manage WMS risks	[Name / position] · [Name / position]

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Sample pages follow. The full pack includes every document as editable Word files plus PDF copies.

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SAFE WORK METHOD STATEMENT

Excavator Operations

[Business Name]

Generic SWMS for operating a hydraulic excavator (including earthmovers). Adapt every step to your machine, site and task before use.

Ref No. _____

PCBU (BUSINESS)	ABN	SWMS NO. / REVISION
[Business Name]		MB-SWMS-01 / [Rev]
PRINCIPAL CONTRACTOR (IF APPLICABLE)	PROJECT / SITE NAME	SITE ADDRESS
WORK ACTIVITY Excavation, trenching, bulk earthworks and truck loading using a hydraulic excavator	START DATE	REVIEW DATE
PREPARED BY (NAME / POSITION)	CONSULTED WITH (WORKERS / HSR)	DATE PREPARED

HIGH RISK CONSTRUCTION WORK COVERED BY THIS SWMS (TICK ALL THAT APPLY)

PREVIEW
Sample only — the rest of this document is included in the pack.

SAFE WORK METHOD STATEMENT

Roller (Compactor) Operations

[Business Name]

Generic SWMS for roller / compactor operations. Adapt to your machine type, site and task before use.

PCBU (BUSINESS)	ABN	SWMS NO. / REVISION
[Business Name]		MB-SWMS-02 / [Rev]
PRINCIPAL CONTRACTOR (IF APPLICABLE)	PROJECT / SITE NAME	SITE ADDRESS
WORK ACTIVITY Compaction of soil, base course and asphalt using smooth drum, padfoot or multi-tyred rollers	START DATE	REVIEW DATE
PREPARED BY (NAME / POSITION)	CONSULTED WITH (WORKERS / HSR)	DATE PREPARED

HIGH RISK CONSTRUCTION WORK COVERED BY THIS SWMS (TICK ALL THAT APPLY)

PREVIEW

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OH&S SYSTEMS MANAGEMENT AUSTRALIA PTY LTD

RISK RATING GUIDE

LIKELIHOOD ↓ / CONSEQUENCE →	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
A Almost certain	HIGH	HIGH	EXTREME	EXTREME	EXTREME
B Likely	MEDIUM	HIGH	HIGH	EXTREME	EXTREME
C Possible	LOW	MEDIUM	HIGH	EXTREME	EXTREME
D Unlikely	LOW	LOW	MEDIUM	HIGH	EXTREME
E Rare	LOW	LOW	MEDIUM	HIGH	HIGH

High risk construction work categories are as listed in the WHS (General) Regulations 2022 (WA) — check the current regulation. A SWMS must be prepared before HRCW starts, kept and available for inspection, and reviewed when control measures are revised.

JOB STEPS, HAZARDS AND CONTROLS

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Skid Steer Loader Operations SWMS

OH&S SYSTEMS MANAGEMENT AUSTRALIA PTY LTD

RISK RATING GUIDE

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A Almost certain	HIGH	HIGH	EXTREME	EXTREME	EXTREME
B Likely	MEDIUM	HIGH	HIGH	EXTREME	EXTREME
C Possible	LOW	MEDIUM	HIGH	EXTREME	EXTREME
D Unlikely	LOW	LOW	MEDIUM	HIGH	EXTREME
E Rare	LOW	LOW	MEDIUM	HIGH	HIGH

High risk construction work categories are as listed in the WHS (General) Regulations 2022 (NSW) — check the current regulation. A SWMS must be prepared before HRCW starts, kept and available for inspection, and reviewed when control measures are revised.

JOB STEPS, HAZARDS AND CONTROLS

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