

Your Logo Here

SWMS-01 – Working on a Construction Project

Company:	YOUR COMPANY NAME ~ A.B.N: 12 345 678 000 ~ YOUR ADDRESS ~ YOUR Tel: 07 55 123 456										
Complete if specific Client / Contract requirement OR Refer to WHSMP / PMP for project specific details											
Project:					SWMS Approval	This SWMS has been developed to suit our operations, in accordance with relevant legislative requirements.					
Client:											
Project Address:											
Scope of Works:											
Client Contact:							(Project Manager)		Date		
					Approved: 07/26		Revision Due:		07/27		
SWMS CONSULTATION / APPROVAL											
CONSULTATION						APPROVAL					
Name	Position		Name	Position		By:					
	Project Manager			Supervisor		Position:	Director				
	WHS Consultant			Builder		Date:	07/2026				
SWMS REQUIREMENTS											
Activity:	General Work on a Construction Project (Including manual handling)										
OHS Legislation	QLD WHS Act and Regulations 2011 QLD Electrical Safety Act 2002 and QLD Electrical Safety Regulation 2013										
High Risk Activity:	Yes										
Code of Practice: AS Standards:	COP - How to manage WHS risks - 2021 COP - Hazardous manual tasks - 2021 COP - Managing noise and preventing hearing loss at work - 2021					COP - Managing electrical risk in the workplace - 2021 COP - Managing risks of hazardous chemicals in the workplace - 2021 COP - WHS Consultation, co-operation & co-ordination - 2021 COP - Managing the work environment and facilities - 2021					
Referenced SWMS											
Competency	White National Induction Card, QLD Blue Card 30215 or equivalent										
Plant & Equipment											
PPE Required											
✓ = Mandatory ? = As required () = Not required											
	?	?	?	?	?	?	✓	?	?	?	?
General Hazard Profile:	Noise > 85dBA ☒		Dust / Fumes ☒		Manual Handling > 20kg ☒		Hazardous Substances ☒		Machinery / Plant ☒		
	Vibration ☒		Live Traffic ☒		Repetition > 2 hrs / shift ☒		Environment / Space ☐		Electricity ☒		

Your Logo Here

SWMS-01 – Working on a Construction Project

RISK AND CONTROL MATRIX

- Determine which hazards apply for the plant item.
- Perform a risk assessment for each hazard identified by determining the consequence and likelihood for each hazard in the Qualitative Risk Assessment Matrix to obtain a risk score and risk level. Determine appropriate controls and rescore the hazard. Determine if the residual risk is acceptable.

CONSEQUENCE TABLE / SCORE RATING

Given that the event occurs, what is the likely outcome?					
Score	DESCRIPTOR	CONSEQUENCE			
		SAFETY	ENVIRONMENTAL	ASSETS	REPUTATION
1	Insignificant	Minor incident. No treatment	Negligible impact	Nil damage	Nil
2	Low	Minor injury / first aid	Minor, local, no long-term effects	Minor damage / no impact on operations	Local issues
3	Medium	Minor Medical treatment req'd	Mod impact contained locally	Delays / costs. Impact on operations	Isolated bad publicity
4	Major	Serious injuries, hospitalization	High impact, widespread impacts	Serious damage long delays / costs high	Impact on client / community relations
5	Severe	Fatalities	Major damage, long term impact	Plant write off / high repair costs & impacts	Loss of Contracts / long term impacts

LIKELIHOOD TABLE / SCORE RATING

How likely is it that the event will occur?		
Score	DESCRIPTOR	DESCRIPTION
1	Rare	May occur, in exceptional circumstances
2	Unlikely	Could occur at some stage though is improbable
3	Possible	Event might occur at some time
4	Likely	Event will probably occur in most circumstances
5	Almost Certain	Event expected to occur in most circumstances

QUALITATIVE RISK ASSESSMENT MATRIX

LIKELIHOOD	CONSEQUENCE				
	Level 1 Insignificant	Level 2 Low	Level 3 Medium	Level 4 Major	Level 5 Severe
5 - Almost Certain	M-5	H-10	E-15	E-20	E-25
4 - Likely	L4	M-8	M-12	E-16	E-20
3 - Possible	L-3	M-6	M-9	H-12	E-15
2 - Unlikely	L-2	L-4	M-6	M-8	H-10
1 - Rare	L-1	L-2	L-3	L-4	M-5

RISK LEVEL

Risk Rating	Score
Extreme	15 - 25
High	10 - 14
Moderate	5 - 9
Low	1 - 4

- The risk levels require different time frames for action. Extreme risks require immediate action, low risk may not need any actions.
- Use the Hierarchy of controls to reduce the residual risk to as low as possible. See table below for additional details.

HIERARCHY of CONTROLS

1	ELIMINATION
2	SUBSTITUTION
3	ENGINEERING
4	ADMINISTRATIVE
5	P.P.E

HIERARCHY OF CONTROLS - DESCRIPTION

Elimination	Controls the risk by eliminating the hazard e.g. positioning controls at ground level eliminates risk of fall from heights.
Substitution	Replace the hazard (e.g. plant or substance) with another that has a lower and / or zero risk. This may also eliminate the risk.
Engineering / Isolation	Remove or separate people from the source of the hazard e.g. guarding, noise barriers, install welding shields etc
Administrative measures	Use policies, procedures, signs, staff rotation and training to minimise the effects of the risk.
Personal Protective Equipment (PPE)	Provide equipment or clothing designed to protect the worker e.g. ear muffs, safety glasses, gloves, steel capped boots.

Your Logo Here

SWMS-01 – Working on a Construction Project

SAFE WORK METHOD STATEMENT									
1 - 4 LOW RISK		5 - 9 MODERATE RISK			10 - 14 HIGH RISK			15 - 25 EXTREME RISK	
HAZARD IDENTIFICATION	POTENTIAL RISKS	Risk Rating			CONTROL METHODS Score as per Risk Matrix on previous page.	Residual Risk			MONITOR & REVIEW
		L	C	T		L	C	T	
General hazards in construction to both employees and other people.	Serious damage/injury due to lack of awareness of potential hazards.	4	4	16	30215 Course in General Safety Induction (Construction Industry) or equivalent - General Safety Induction - Specific site safety inductions at the commencement of each job, conducted by PC. - Staff are to be trained / assessed as competent in their roles. - Be aware of and follow all safety signs / instructions. - All people not fully site inducted are to report to the supervisor upon arrival at the job site. Please stop & direct all people to the Supervisor. - REMEMBER If you are not sure about something or you see something that you feel is unsafe, STOP / ASK / INFORM your Supervisor.	2	4	8	Supervisor All Staff
Use of portable electrical equipment	Electrocution	4	5	20	- All 240 volt electrical equipment will be tested and tagged up to date and be included on the electrical register. - All electrical tools to be connected to RCD's. Test RCD's daily - All electrical equipment to be in good condition. - All persons using electrical equipment to be competent to fulfill the task asked of them. - Ensure electric leads are plugged into power boards, fed up through the bottom hole and that the front door is closed. - Do not use extension cords that exceed 50m. Do not connect extension leads to each other.	1	5	5	Supervisor All Staff
Electrical work (If applicable)	Electrocution, serious injury or death.	4	5	20	- Ensure the electrical contractor liaises with other trades to ensure that there is no damage to any electrical cables etc. - Ensure only qualified electricians complete this work. They are also to liaise with other trades to ensure no-one else is at risk. - Work to be completed to Australian standards AS 3000. - All electrical work to be signed off by licensed electrical contractor.	1	5	5	Supervisor Electrical contractor

Your Logo Here

SWMS-01 – Working on a Construction Project

SAFE WORK METHOD STATEMENT									
1 - 4 LOW RISK		5 - 9 MODERATE RISK			10 - 14 HIGH RISK			15 - 25 EXTREME RISK	
HAZARD IDENTIFICATION	POTENTIAL RISKS	Risk Rating			CONTROL METHODS Score as per Risk Matrix on previous page.	Residual Risk			MONITOR & REVIEW
		L	C	T		L	C	T	
Use of chemicals / hazardous substances.	Damage to the environment / general control requirements	4	4	16	- Storage and handling of hazardous goods to comply with the standards to ensure chemicals are not poured into water systems. - Unused, unwanted or waste products shall not be stored / disposed of on site. Ensure they are disposed of correctly. - Spillage and contamination shall be immediately contained. - SDS available for all chemicals and staff trained in their use. - Risk assessments completed for all hazardous substances. - Substitute chemicals with less harmful ones wherever possible.	1	4	4	Supervisor All staff
	Inhalation / Ingestion Nausea / death	4	4	16	- Respiratory protection to be worn, if required by SDS - Use in well ventilated room where ever possible.	2	4	8	Supervisor All staff
	Skin contact Burns or serious injury	3	3	9	- Protective clothing to be worn in accordance with SDS - Authorised personnel only in work area - Water / soap available to wash off chemicals.	2	3	6	Supervisor All staff
	Eye Contact Burns / loss of sight	3	4	12	- Have eye wash station available / running water where possible - Use of goggles as per SDS.	2	4	8	Supervisor All staff
Work within A client's workplace. This applies where the client and / or staff wish to visit the site during the construction phrase.	Injury to Clients staff and or visitors	3	4	12	- Establish with client accepted workspaces limits of the work site. - Ensure the construction site is sufficiently fenced / barricaded to minimise the likelihood of unauthorised people entering the site. - If applicable, make arrangements for the client to have set times / protocols to visit the site during construction. E.g. short periods during lunch breaks for guided tours of the work and progress under the supervision of our personnel. - Establish requirements e.g. enclosed footing, safety vest for all visitors. - Maintain communications with client as access to site will vary depending on conditions / activities.	2	4	8	Supervisor, All staff, Client, clients staff
Work in public areas		3	3	9	- Establish with client workspaces limits of the construction area. - Ensure the construction site is sufficiently fenced / barricaded to minimise the likelihood of unauthorised people entering the site. - If necessary establish set construction entry points that are controlled by full time employees to ensure only inducted / approved persons are allowed access.	2	3	6	Supervisor All staff

Your Logo Here

SWMS-01 – Working on a Construction Project

SAFE WORK METHOD STATEMENT										
1 - 4 LOW RISK			5 - 9 MODERATE RISK			10 - 14 HIGH RISK			15 - 25 EXTREME RISK	
HAZARD IDENTIFICATION	POTENTIAL RISKS	Risk Rating			CONTROL METHODS Score as per Risk Matrix on previous page.	Residual Risk			Resp	
		L	C	T		L	C	T		
Facilities	Lack of basic amenities including drinking water, toilets, lunch facilities, clean washing water	3	4	12	- Ensure toilet facilities are available onsite and / or nearby. Use portaloos onsite if no reasonable access to toilets. - Drinking water to be available to all persons on site. (Water bottles) - Clean water for washing to be made available. - Site office / lunch room to be made available on major projects and / or where appropriate. Where possible utilize nearby park facilities etc. for lunch breaks.	1	4	4	Supervisor Plant operator	
Work in / over / adjacent to water. <i>Whilst there is no need to enter water during operations there is a slight risk that plant may topple into the water and/or persons may fall into water.</i>	- Risk of drowning - Damage to plant - Environmental impacts if plant	2	5	10	- When operating near water take extra precautions to ensure that the plant is not too close to the edge and is at risk of toppling into the water. - Establish limits / boundaries. If necessary, use bollards and / or other visual aids to establish boundaries. - Where practical use physical barriers e.g. scaffolding to minimise chance of falling into water. If there is still a risk of operators / staff falling into water take the following: - Ensure all persons can swim to a reasonable level. - Have a life vest available. - Ensure there are standby persons available	1	5	5	Supervisor Plant operator	
Damage to feet by falling objects.	Broken bones or loss of limbs.	3	4	12	Foot protection to be worn at all times, whilst on construction. Whilst steel cap footwear is encouraged as a minimum footwear needs to be fully enclosed with suitable sole for grip.	2	4	8	Supervisor All Staff	
Damage to eyes by dust, flying objects. Exposure to ultra violet rays.	Corneal damage, cataracts and loss of eyesight.	3	4	12	- Eye protection to be worn if there is a risk of flying objects. - Good practice to wear glasses to minimize damage by dust etc. - Eye protection to worn when working in sunlight with 100% UV protection.	2	4	8	Supervisor All Staff	

Your Logo Here

SWMS-01 – Working on a Construction Project

SAFE WORK METHOD STATEMENT									
1 - 4 LOW RISK		5 - 9 MODERATE RISK			10 - 14 HIGH RISK			15 - 25 EXTREME RISK	
HAZARD IDENTIFICATION	POTENTIAL RISKS	Risk Rating			CONTROL METHODS Score as per Risk Matrix on previous page.	Residual Risk			MONITOR & REVIEW
		L	C	T		L	C	T	
Struck on head by falling objects.	Serious injury or death.	3	5	15	- Head protection to be worn where there is a risk of being struck on the head by a falling object and / or it's a site requirement. - Signage to be placed "Workers Above". Look for signs.	2	5	10	Supervisor All Staff
Exposure to noise	Noise induced hearing loss	3	4	12	- Ensure hearing protection is used when using tools etc that make a loud noise. Ensure PPE is suitable for the task / noise level. - All persons to be trained in use of PPE. - Where required do not start noisy operations early in morning / late in afternoon / on weekends (Sunday).	1	4	4	Supervisor All Staff
Exposure to climate (Heat / humidity).	Heatstroke, exhaustion dehydration.	3	4	12	- Drink plenty of water. Be aware of early signs e.g. dizziness, exhaustion etc. - If possible rotate work / do heavy work in early morning / late afternoon to avoid heat during middle of day.	1	4	4	Supervisor All Staff
Skin exposed to ultra violet rays.	Skin cancer and mild burns.	3	4	12	Slip, Slop Slap & Wrap. Long sleeve shirt & pants with hat & glasses best option. Otherwise use sunscreen.	1	4	4	Supervisor All Staff
Manual Handling RULES FOR LIFTING Step 1 - Plan for the lift  Decide where the load is to be placed. Step 2 - Prepare for the lift  Assess the weight of the load. Make sure your path of travel is clear.  Decide how it is to be handled. Step 3 - Determine the technique  Stand close to the load.  Adopt a balanced stance. Avoid twisting, bending and reaching. Step 4 - Starting the lift  Bend your knees.  Ensure a firm grip. Step 5 - Lifting  Lift with your legs. Let the leg muscles do the work.  Keep load close. Maintain your natural back and lift smoothly. Step 6 - Moving  Maintain the natural spine position.  Don't twist your back, move your feet. Step 7 - Lowering the load  Use your leg muscles to lower the load. Keep your back as natural as possible. This applies whether you are lifting or lowering a load. Bend in a semi-squat, don't twist your body.	Back or muscular injury Bruising, scratches etc.	3	5	15	- Train all staff in correct lifting procedures. - Use mechanical means, where ever possible. - Try to use products etc that are easily lifted, e.g. lighter weights, less awkward to carry, etc. - Store objects between shoulder and thigh height. - Rotate employees on a regular basis - Plan your lift, especially with more than one person - Minimise distances objects need to be carried. - Avoid twisting movements when lifting. - Avoid holding the load away from your body. - Avoid jumping from heights, which may jar your back. - Avoid jarring movements or carrying live loads.	1	5	5	Supervisor All staff

Your Logo Here

SWMS-01 – Working on a Construction Project

Methods for Monitoring and reviewing the effectiveness of the chosen control measures

Workers:	Follow the procedure and report any inconsistencies / problems.
Supervisor:	Ensure workers have all necessary tickets, PPE to perform their tasks safely prior to commencement of work. Ensure all electrical equipment is fit for use and RCD's are tested.

Monitoring and Review of SWMS Use and Effectiveness Record

Observation Log:	N° 1	N° 2	N° 3	N° 4	N° 5	N° 6
Initial:						
Date:	/ /	/ /	/ /	/ /	/ /	/ /

EMPLOYEE TRAINING

I acknowledge that I have been trained in this SWMS, the controls are clearly understood, my qualifications are current and I will comply with the SWMS. I understand that it is my duty and obligation to advise my supervisor, manager or the site supervisor if I consider any task given to me or asked of me is - **for any reason** - outside of my capabilities at that time - or hazardous, dangerous or potentially damaging to the environment.

NAME	SIGNATURE	DATE	NAME	SIGNATURE	DATE
		/ /			/ /
		/ /			/ /
		/ /			/ /
		/ /			/ /
		/ /			/ /
		/ /			/ /
		/ /			/ /
		/ /			/ /
		/ /			/ /
		/ /			/ /
		/ /			/ /
		/ /			/ /
		/ /			/ /
		/ /			/ /