How To Write A SWMS –

Personal Protective Equipment - Outline in detail any PPE required for task.

Safety notes - explain the scope and the limitations of the SWMS

Planning - Include description of potential hazards. Info that the can be used to make safe decisions before beginning the task. It includes topics such as: site assessments, correct equipment choices, time and resource planning, obtaining information from qualified persons (engineers, electricians, hygienists etc), obtaining permits, notifying Authorities etc.

Preparation - Provide more site-specific information. Whilst the planning section looks at the bigger picture, the preparation section focuses on what is needed locally at the time.

Pre operational inspection - Includes checks that all equipment intended to be used is in a safe condition. Include machinery, tools, lifting equipment and associated slings, or other such necessary items.

Operation - Outline the task in sequence. All risks are to be identified.

Maintenance - Highlight maintenance regimes or inspection requirements where they are legislated (such as tanks, silos, cranes etc). Ensure reference is made to Lock-out /Tag-out procedures and manufacturer's instructions.

Emergency procedures - Highlight essential emergency information. This can include specific first aid procedures if relevant.

References - Provide as many references as applicable and relevant.

Reference Authorities and other reputable industry sources Ensure nationally recognized references used where possible. Ensure references are relevant to the state the work is to be conducted in.

Specifics - provide detailed outline of the following:

- Relevant Legislation, Codes of Practice
- Formal training, licenses required for workers undertaking this task.
- Duties of workers undertaking this task
- Details of supervisory arrangements for workers undertaking this task:
- Details of regulatory permits/licenses, Engineering details/certificates/WorkCover approvals
- Plant/Tools/Equipment
- Required SWMS training
- Maintenance Details for plant / equipment used on job

COMPLETE SAFE WORK METHOD STATEMENTS AVAILABLE – If you'd prefer to purchase a SWMS that is specifically written for your band then contact nicki@pushworth.com. Our OHS officer David James will work with you to produce the most appropriate SWMS for your band.

SAFE WORK METHOD STATEMENT – Part 1

Company Details						
Company Name:				ABN:		
Contact Name, Position, and Phone number:						
Address:						
Project Details						
Project:				Area: Stage		
Job Address: Australia Wide						
Job Description: Entertainment						
Activity:						
Relevant workers must be consulted in the development, approval and communication of this SWMS				SWMS Approved by		Page 1 of
Name: (Include names of workers who were consulted in relation to this SWMS) Daniel Sproule	Signature:jdm	Job Title: Artist Artist	Date:	Name:		
				Signature:		
				Date:		
Personnel responsible for monitoring and managing activity:				Overall Risk Rating after Controls	low	

ALL PERSONS INVOLVED IN TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM PRIOR TO WORK COMMENCING

- Regular inspections and observations will be conducted by to ensure SWMS is being complied with.
- Daily Tool Box Talks will be undertaken to identify, control and communicate additional site hazards.
- Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons.
- Amendments must be approved by and communicated to all affected workers before work resumes.
- SWMS must be made available for inspection or review as required by WHS legislation.
- Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).

Personal Protective Equipment

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

Day Operations – Normal Requirements:
Safety footwear, hearing protection, high visibility clothing, hard hat, eye protection (safety glasses) face protection (shield), hand protection (gloves), protective clothing (tyvek suits), respiratory protection (half or full face respirators). Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.
Provide UV sun protection where required, (broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection).

Safety Notes

Task Breakdown	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented					
Load In / out of Equipment			Scope out access prior to loading in of equipment, check weather forecast and make arrangements suitable to allow for all types of weather		
Lifting of Equipment			Ensure all parties are physically capable of lifting equipment and have been shown the correct lifting techniques		
Setting up / packing down of equipment			Ensure all parties are aware of the set up of equipment and the correct place for leads to be plugged and cables run.		
Running of cables / doing performance & walking on and around stage			Ensure all cables that must be run across the stage have been taped or covered. Go through the location of all cables with all people likely to be walking over or near them.		

DOCUMENT NO:	ACTIVITY:	REVIEW NO:	DATE:

Authorised By:
Signature:
Date:

References:

SAFE WORK METHOD STATEMENT – Part 2

Formal Training, Licences required for workers undertaking this task:	**Duties of workers undertaking this task:**	**Training in the following safe work procedures/ SWMS / training modules is required:** (All workers to be trained in relevant procedures.)
Details of Supervisory Arrangements for workers undertaking this task:	**Details of regulatory permits/licenses, Engineering Details/Certificates/WorkCover Approvals:**	**Relevant Legislation, Codes of Practice:**
Plant/Tools/Equipment: (List plant and equipment to be used on the job.)	**Maintenance Details for plant / equipment used on job** (Include cranes, forklifts, electrical equipment etc.)	

DOCUMENT NO:	ACTIVITY:	REVIEW NO:	DATE:

Authorised By:
Signature:
Date:

SAFE WORK METHOD STATEMENT – Part 3:

This SWMS has been developed in consultation and cooperation with workers and relevant 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 safe work instructions and Personal Protective Equipment described.

Name	Qualifications	Signature	Date	Time	Employer

Review No.	1	2	3	4	5	6	7	8	9
Name and initials									
Date									

DOCUMENT NO:	ACTIVITY:	REVIEW NO:	DATE:

Authorised By:
Signature:
Date:

SAFE WORK METHOD STATEMENT – Part 3: RISK ASSESSMENT

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.

Steps 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 this 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 in exceptional circumstances	Effect is practically impossible

Step 3 Determine the risk score

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

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; spillage contained at site.
Moderate	Medical treatment; spillage contained but with outside help.
Major	Extensive injuries; loss of production
Catastrophic	Death; toxic release of chemicals

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	ACT NOW – Urgent - do something about the risks immediately. Requires immediate attention.
3 H: High	Highest management decision is required urgently
2 M: Moderate	Follow management instructions.

DOCUMENT NO:	ACTIVITY:	REVIEW NO:	DATE:

Authorised By:
Signature:
Date:

1 **L: Low**	OK for now. Record and review regularly, and if any equipment/ people/ materials/ work processes or procedures change.