**Basic Template**

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| *NOTE: Work must be performed in accordance with this SWMS.* *This SWMS must be kept and be available for inspection until the production to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept.* *If a notifiable incident occurs in relation to the work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.*  |
| **[PCBU Name, contact details]**  |  |
| **Work activity:**  | [Job description]  | **Workplace location:**  |  |
| **High Risk Activities:** |  |
| **Person responsible for ensuring compliance with SWMS:**  |  | **Date SWMS received:**  |  |
| **What measures are in place to ensure compliance with the SWMS?:**  |  |
| **What are the tasks involved?** List the work tasks in a logical order.  | **What are the hazards and risks?** Identify the hazards and risks that may cause harm to workers or the public.  | **What are the control measures?** Describe what will be done to control the risk. What will you do to make the activity as safe as possible?  |
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| **Name of Worker(s):**  | **Worker signature(s):** |
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| **Date SWMS received by workers:**  |  |