**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:** | | | |  | | | | |