**SAFE WORK METHOD STATEMENT (SWMS) TEMPLATE**

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| --- | --- | --- |
| **[PCBU name, ABN, Office address and phone]** |  |  |
| **Principal contractor (PC)** | [Name, ABN, Office address] |  |
| **Work activity** | [Job description] |  |
| **Work location** |  |  |
| **Works manager** |  |  |
| **Contact phone** |  |  |
| **High risk work** | • [list work from WHS Regulations]• •  |  |
| **Have workers been consulted about the SWMS?** |  |  |
| **Person responsible** for ensuring compliance with SWMS |  |  |
| **Date SWMS provided to PC** |  |  |
| **Person(s) responsible** for reviewing the SWMS |  |  |
| **Last SWMS review date** |  |  |
| **Date received** |  |  |
| **Signature** |  |  |
| **Worker’s name** |  |  |
| **Date received** |  |  |
| **Worker’s signature** |  |  |
| **What are the tasks involved?** | **What are the hazards and risks?**(What is the problem?) | **What are the control measures?**(Describe the control measures and how they will be used) |
| Think about the workplace and each stage of the work, including preparation and clean-up. | Identify the hazards and risks that may cause harm to workers or the public. | Describe what will be done to control the risk. What will you do to make the activity as safe as possible? |