

OVERVIEW

This procedure outlines the responsibilities, actions, methodologies, and support required to ensure Safe Work Method Statements (SWMS) are effectively developed, implemented, and maintained for high-risk construction activities in accordance with the Work Health and Safety Regulations 2022. The SWMS process applies only to high-risk work, with lower-risk activities managed through alternative risk controls, and is underpinned by a consultative approach to ensure supervisors and workers clearly understand the critical steps and associated risks for each task. High-risk activities are identified using Perkins' SWMS Checklist within Hammertech, following which the SWMS is developed to include a sequential construction methodology, hazards, risks, and control measures so far as is reasonably practicable. The completed SWMS is then uploaded to Hammertech, reviewed and accepted by the Site Manager, and all workers are required to review and sign off prior to commencing work on site.

RESPONSIBILITIES

Site Manager	Approves SWMS prior to high-risk work, ensures implementation on site, confirms worker sign-off, and verifies ongoing compliance, review, and retention.
HSEQ Personnel	Support SWMS development, review risk controls for adequacy, and assist with monitoring, audits, and updates following changes or incidents.
All Workers	Follow the SWMS, implement controls, participate in development where required, and sign off prior to starting work. Report hazards and deviations immediately and stop work if conditions or controls are not followed.

1. SWMS DEVELOPMENT

Procedure:

When required to complete a SWMS, the SWMS development team who complete the work shall participate in the SWMS development to provide a greater breadth of experience, technical competence and job knowledge.

The six basic steps to prepare a (SWMS) are in conjunction with [904 Risk Methodology](#):

Construction Methodology;

Step 1

Break the activity down into key job steps. Ensure all steps are clearly referenced in sequential order from start to finish.

Step 2

Identify hazards and risk in each step.

Step 3

Apply the [904 Risk Methodology](#) risk matrix to determine the rating for each step, without controls in place (inherent risk rating).

Step 4

Develop the controls for each job step hazards.

- After identifying all hazards for each job step, list what control measures are required to eliminate or reduce the risk of that hazard occurring.
- Use the Hierarchy of Control (i.e. elimination, substitution, isolate, engineering, administration or personal protective equipment) to ensure the hazard is reduced to as low as reasonably practicable (ALARP).

Hazards with an Extreme (E) and High (H) risk rating are to be eliminated or have controls implemented to reduce the risk rating to an acceptable Medium (M) or Low (L). The hazards risk rating will be assessed as inherent risk rating (before controls in-place) and residual risk rating (after controls are in place). The risk assessment should be conducted using the table outlined in [904 Risk Methodology](#) document;

Step 5

Identify who is responsible to implement the control.

- Implement the control measures identified for each hazard or hazardous condition.
- Reassess by applying the risk rating for each step, with controls in place (residual risk rating).

Step 6

Site Manager or responsible person to review All SWMS, and approve prior to commencement of works on site.

All High Risk SWMS will be uploaded in Hammertech, as reviewed and / or approved.

If changes are required, the SWMS will be rejected and shall be amended and resubmitted for review.

Should any Job step change, the applicable shall be updated accordingly in accordance with Step 6,

JHA SWMS PROCEDURE



SWMS shall be reviewed (minimum monthly), and be maintained for the duration of the task.

2. SWMS MONITORING / RETENTION

Procedure:

The Site Manager and HSE personnel shall ensure all workers are working in accordance with the accepted SWMS by physically observing and reviewing the task against the SWMS. Additionally ongoing monitoring of SWMS will be conducted monthly via the inspection and or observation process. To ensure appropriate retention, High Risk Construction Work SWMS will be retained for the project duration.

Once observed and reviewed the task against the SWMS, the Site Manager or HSE personnel shall document their observation of work being conducted in accordance with the relevant SWMS, and Monthly Inspection (Hammertech).

The SWMS may also be further reviewed and amended to ensure suitability should.

- the methodology of the task change in any manner
 - the environment in which the activity covered by the SWMS changes.
 - an incident occurs which identifies shortcomings in the SWMS.
 - additional hazards are identified throughout the project which may impact the activity covered by the SWMS
- SWMS shall be made available for the purpose of incidents, investigations, audits and inspections, and as required by regulators.

SWMS shall be available to all relevant workers either in hardcopy via the Site Manager or via the online Perkins Hammertech project portal.

All workers involved in High-Risk Construction Work, must be consulted and understand the content of the (SWMS) before commencing work. Sign-on via Hammertech is confirmation this has occurred.

3. STOP WORK

Procedure:

Where it is identified that works are not being conducted in accordance with the (SWMS), works shall cease, and a review undertaken of the (SWMS) by the relevant work group. Any changes identified shall be amended, re-reviewed by all relevant workers and resigned.

LINK TO SUPPORTING DOCUMENTS

- [904 Risk Methodology](#)

REFERENCES

- *Work Health and Safety Act 2020*
- *Work Health and Safety Regulations 2022*
- *WHS Act (2020) s 17 Risk management*
- *WHS Act (2020) s 19 (PCBU) Duty of care*
- *WHS Act (2020) s 28 Duty of workers*
- *WHS Act (2020) s 47- 49 Duty to consult*
- *WHS Regulations (2022) s 34 – 36 Hazard identification and control*
- *WHS Regulations (2022) s37 – 38 Review and maintenance of controls*
- *WHS Regulations (2022) s 299 – 303 (SWMS) High Risk Construction Activities*