

## 1. SUMMARY

This document details the legislative requirements associated with safe work method statements.

## 2. DEFINITIONS

**High risk construction work** means construction work that:

- involves a risk of a person falling more than 3 metres; or
- is carried out on a telecommunication tower; or
- involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or
- involves, or is likely to involve, the disturbance of asbestos; or
- involves structural alterations or repairs that require temporary support to prevent collapse; or
- is carried out in or near a confined space; or
- is carried out in or near—
  - a shaft or trench with an excavated depth greater than 1.5 metres; or
  - a tunnel; or
- involves the use of explosives; or
- is carried out on or near pressurised gas distribution mains or piping; or
- is carried out on or near chemical, fuel or refrigerant lines; or
- is carried out on or near energised electrical installations or services; or
- is carried out in an area that may have a contaminated or flammable atmosphere; or
- involves tilt-up or precast concrete; or
- is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or
- is carried out in an area at a workplace in which there is any movement of powered mobile plant; or
- is carried out in an area in which there are artificial extremes of temperature; or
- is carried out in or near water or other liquid that involves a risk of drowning; or
- involves diving work.

## 3. OBJECTIVES

To ensure SWMS are completed, and are as per the standard required by, legislation.

## 4. RESPONSIBILITIES

POSITION	RESPONSIBILITY
Office Manager	Ensure SWMS Document is Maintained and Updated
Employees / Sub Contractors	Ensure SWMS Document is filled out when required and a copy given to the project supervisor

## 5. INFORMATION

### HIGH RISK CONSTRUCTION WORK & SAFE WORK METHOD STATEMENTS (SWMS)

High Risk Construction Work must not commence until a Safe Work Method Statement (SWMS) has been completed. Refer 'Safe Work Method Statement' section for further information regarding requirements.

#### Safe Work Method Statement (SWMS) Requirement

A PCBU that includes the carrying out of high risk construction work must, before high risk construction work commences, ensure that a safe work method statement for the proposed work—

- (a) is prepared; or

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- (b) Has already been prepared by another person.

A safe work method statement must—

- (a) Identify the work that is high risk construction work; and
- (b) Specify hazards relating to the high risk construction work and risks to health and safety associated with those hazards; and
- (c) Describe the measures to be implemented to control the risks; and
- (d) Describe how the control measures are to be implemented, monitored and reviewed.

A safe work method statement must—

- (a) Be prepared taking into account all relevant matters including—
  - (i) Circumstances at the workplace that may affect the way in which the high risk construction work is carried out; and
  - (ii) if the high risk construction work is carried out in connection with a construction project—the WHS Management Plan that has been prepared for the workplace; and
- (b) Be set out and expressed in a way that is readily accessible and understandable to persons who use it.

### Compliance with safe work method statement

A PCBU that includes the carrying out of high risk construction work must put in place arrangements for ensuring that high risk construction work is carried out in accordance with the safe work method statement for the work.

If high risk construction work is not carried out in accordance with the safe work method statement for the work, the person must ensure that the work—

- is stopped immediately or as soon as it is safe to do so; and
- Resumed only in accordance with the statement.

### Safe work method statement—copy to be given to principal contractor

A PCBU that includes carrying out high risk construction work in connection with a construction project must, before the high risk construction work commences, ensure that a copy of the safe work method statement for the work is given to the principal contractor.

### Review of safe work method statement

A PCBU must ensure that a safe work method statement is reviewed and as necessary revised if relevant control measures are revised under WHS regulation 38.

### Safe work method statement must be kept

A PCBU must keep a copy of the safe work method statement until the high risk construction work to which it relates is completed.

If a notifiable incident occurs in connection with the high risk construction work to which the statement relates, the person must keep the statement for at least 2 years after the incident occurs.

The person must ensure that for the period for which the statement must be kept under this regulation, a copy is readily accessible to any worker engaged by the person to carry out the high risk construction work.

The person must ensure that for the period for which the statement must be kept under this regulation, a copy is available for inspection under the WHS Act.

### DOCUMENTS:

- Safe Work Method Statement

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