

Safe Work Method Statement (SWMS) - General Construction

Sample Business Pty Ltd for Sample Project - Version: 1.

1. SWMS Details

Sample Business Pty Ltd 123 Business St, Sydney NSW 2000 Phone: 0400000000 ABN/ACN: 12345678			
Sample Project 123 Sample Street, Sydney NSW 2000		Principal Contractor	John Smith 145 Main Street, Sydney NSW 2000
Work activity	General Construction	Work Location	123 Sample Street, Sydney NSW 2000
High risk construction work		Works Manager	Jane Doe jane@example.com
Person responsible for ensuring compliance with SWMS			
Person responsible for reviewing the SWMS			

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2. Worker register

Name	Role	Signature	Date
John Worker	Worker		

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3. PPE Requirements

PPE Item	Purpose	Details/Specifications
Hard Hat	Protect head from falling objects	Comply with AS/NZS 1801. Shock-absorbing, vented for airflow.
High-visibility Vest	Ensure visibility on-site	Comply with AS/NZS 4602.1. Reflective for day/night use.
Safety Glasses	Protect eyes from flying debris and dust	Comply with AS/NZS 1337.1. Impact-resistant lenses.
Steel-capped Boots	Protect feet from crushing injuries	Comply with AS/NZS 2210.3. Steel toe, slip-resistant sole.
Gloves	Protect hands from cuts, abrasions, and chemicals	Cut-resistant, chemically compatible, AS/NZS 2161 compliant.
Respiratory Protection	Protect from dust and fumes	P2 respirators for dust, AS/NZS 1716 compliant.
Hearing Protection	Prevent hearing damage from loud tools	Earplugs or earmuffs, AS/NZS 1270 compliant.

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4. Risk Assessment Matrix

Risk rating					
Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Rare	Low	Low	Low	Medium	Medium
Unlikely	Low	Medium	Medium	Medium	High
Possible	Low	Medium	Medium	High	High
Likely	Medium	Medium	High	Very high	Very high
Almost certain	Medium	High	High	Very high	Very high

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5. Tasks, Hazards and Controls

Task	Hazard	Risk Rating	Control Measures	Residual Risk
1. Site Induction and Orientation	Lack of hazard awareness	High	Conduct site-specific induction and toolbox talks. Review emergency procedures and site-specific risks.	Medium
2. Delivery and Unloading of Materials	Manual handling injuries, vehicle movements	High	Use mechanical aids for heavy loads. Set up exclusion zones. Use spotters for vehicle movements.	Medium
3. Excavation and Groundworks	Cave-ins, underground services	High	Ensure trenches are shored and benched. Dial Before You Dig (DBYD) to locate underground services.	Medium
4. Use of Powered Tools and Equipment	Cuts, entanglement, noise, vibration	High	Inspect tools daily. Ensure guards are in place. Provide hearing protection and vibration-reducing gloves.	Medium
5. Scaffolding and Access Systems	Falls, collapsing scaffolding	High	Erect scaffolding as per AS/NZS 1576 standards. Use fall protection systems and conduct regular inspections.	Medium
6. Working at Heights	Falls, dropped tools	High	Use approved fall arrest systems. Secure tools and materials. Maintain three points of contact on ladders.	Medium
7. Concrete Works	Exposure to silica dust, manual handling	High	Use wet cutting techniques. Wear respiratory protection. Use mechanical aids for lifting and handling.	Medium
8. Electrical Work	Electrocution, fire hazards	High	Follow Lockout/Tagout (LOTO) procedures. Use licensed electricians. Inspect electrical tools and cords.	Medium
9. Use of Hazardous Substances	Chemical exposure, spills	High	Review Safety Data Sheets (SDS). Use appropriate PPE and containment measures. Dispose of waste properly.	Medium
10. Final Site Cleanup and Inspection	Tripping hazards, waste management	Medium	Clear all debris and unused materials. Dispose of waste following regulations. Conduct final safety checks.	Low

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6. Emergency Procedures

Emergency scenario	Response
Injury on Site	Stop work, administer first aid if trained, call emergency services. Complete incident report.
Fire	Evacuate the area, activate fire alarms, use extinguishers if safe. Call fire services.
Spill of Hazardous Substances	Contain spill if safe. Use spill kits. Report to supervisor and notify environmental authorities if needed.
Structural Collapse	Evacuate area immediately. Ensure no one enters until inspected by a qualified engineer.
Fall from Height	Administer first aid if trained. Do not move the person unless necessary for safety. Call emergency services.

7. Communication and Consultation

Method	Frequency	Person Responsible
Inspection of tools and equipment	Daily	Site Supervisor
Site safety walk-through	Weekly	Site Supervisor
Review of SWMS following incidents or site changes	As needed	Site Supervisor

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8. Additional comments

No additional comments

10. Review and Approval

SWMS Approved by	Date	Review date

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