Safe work method statement (Southern Rural Water)

This SWMS is a site-specific statement that must be prepared before any potentially high-risk work is commenced.

Person responsible for ensuring compliance with this SWMS:		**Date:**	
High-risk job:		**Location:**	

What are the tasks involved?	What are the hazards and risks?	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Think about the worksite and each stage of the project, including preparation and clean-up.		

Safe work method statement (continued)

Steps for filling out

1. Discuss with relevant employees, contractors and Supervisors what work will be high-risk, the tasks, and associated hazards, risks and controls.
2. In the 'What are the tasks involved?' column, list the work tasks in sequence to how they will be carried out.
3. In the 'What are the hazards and risks?' column, list the hazards and risks for each work task.
4. In the 'How will the hazards and risks be controlled?' column, select the hazard or risk and then work through the control levels 1 – 4 from top to bottom. Choose a control measure (and how it is to be used) that is as close to level 1 as is reasonably practicable.

Control levels

1. **Eliminate** any risk to health or safety associated with construction work.
2. **Reduce** the risk to health or safety by any one or any combination of the following:
   - **Substituting** a new activity, procedure, plant, process or substance
   - **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
   - **Using engineering controls**, such as mechanical or electrical devices.
3. **Use administrative controls**, such as changing the way the work is done.
4. **Provide appropriate personal protective equipment.**
5. Brief each team member on this SWMS before commencing work. Ensure team knows that work is to immediately stop if the SWMS is not being followed.
6. Observe work being carried out. If controls are not adequate, stop the work, review the SWMS, adjust as required and re-brief the team.
7. Retain this SWMS for the duration of the high-risk construction work.

Persons Required to Carry out Task:	Signature	Activity
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		