

INDUCTION SERIES

SAFE WORK METHOD STATEMENT

One of the most common tools used for assessing and controlling risks is a document known as a Safe Work Method Statement (SWMS).

This is also referred to in some organisations as the Job Safety Analysis.

The SWMS simply means looking at the work task and considering what is the safest way to complete it. It is a way of ensuring everyone exposed to hazards is aware of the risks involved in doing the job and the controls that are in place to mitigate these risks.

Many tasks undertaken are done routinely and have probably been done the same way for years - sometimes safely, sometimes not. Before starting a task, it is essential to think of what is the safest and best way to do it. A SWMS worksheet will help in assessing the risks.

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To complete a SWMS

Step 1: Document the activity. Assemble those involved in the activity and then, using the SWMS worksheet, write down the tasks that make up the activity, step by step.

Step 2: Identify the hazards. Next to each task, identify what part of the task may cause injury to those doing the work or to anyone else nearby. Paying closest attention to the things most likely to cause injury or where someone could be seriously hurt.

Step 3: Document the control measures. For each identified hazard, list the measures that need to be put in place to eliminate or minimise any likely risk of injury to those involved.

Step 4: Identify who is responsible. Document the name of the person responsible for implementing the control measure.

Step 5: Monitor and review. Make sure the activity is supervised to ensure the documented process is being followed. The SWMS should be reviewed whenever a documented activity changes, when there is a change of personnel or after an appropriate length of time.

The SWMS provides a written record of the process to be used to proceed on a task and as such could be used in court. Because of this, the parties who have responsibility for the tasks should sign it off.

There should be a required level of supervision to ensure the tasks are completed as documented.

The SWMS should be completed by all workers involved in the activity, not just the principal contractor or supervisor.

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ASSESSMENT

Name: _____

Date: _____

1. FILL IN THE BLANKS

eliminate, identified, measures, minimise, place, risk

For each _____ hazard, list the _____ that need to be put in _____ to _____ or _____ any likely _____ of injury to those involved.

2. The SWMS should be reviewed:

- a) Whenever a documented activity changes
- b) Whenever there is a change of personnel
- c) After an appropriate length of time
- d) All of the above

4. FILL IN THE BLANKS

assessing, common, document, method, risks, safety, work

One of the most _____ tools used for _____ and controlling _____ is a _____ known as a Safe _____ Statement.

4. The SWMS should be completed by all workers involved in the activity, not just the principal contractor or supervisor.

TRUE / FALSE

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5. The best form of control is to introduce personal protective equipment.

TRUE / FALSE

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ANSWERS

1. For each **identified** hazard, list the **measures** that need to be put in **place** to **eliminate** or **minimise** any likely **risk** of injury to those involved.
2. d) All of the above
3. One of the most **common** tools used for **assessing** and controlling **risks** is a **document** known as a Safe **Work Method** Statement - SWMS
4. TRUE
5. FALSE - The best form of control is to eliminate the task or hazardous component.