



HSE SYSTEM REQUIREMENT

SR SAFE WORK METHOD STATEMENTS AND DAILY ACTIVITY BRIEFINGS

PURPOSE

The purpose of this system requirement (SR) is to explain how Safe Work Method Statements (SWMS) are used at projects.

SAFE WORK METHOD STATEMENT (SWMS)

Safe Work Method Statements (SWMS) are only required for High Risk Construction Work or as determined by the Project Risk Assessment (PRA). High Risk Construction Work is construction work that:

- Involves a risk of a person falling more than 2 metres
- Is carried out on a telecommunication tower
- Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure
- Involves, or is likely to involve, the disturbance of asbestos
- Involves structural alterations or repairs that require temporary support to prevent collapse
- Is carried out in or near a confined space
- Is carried out in or near:
 - a shaft or trench with an excavated depth greater than 1.5 metres, or
 - a tunnel
- Involves the use of explosives
- Is carried out on or near pressurised gas distribution mains or piping
- Is carried out on or near chemical, fuel or refrigerant lines
- Is carried out on or near energised electrical installations or services
- Is carried out in an area that may have a contaminated or flammable atmosphere
- Involves tilt-up or precast concrete
- 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
- Is carried out in an area at a workplace in which there is any movement of powered mobile plant
- Is carried out in an area in which there are artificial extremes of temperature

- Is carried out in or near water or other liquid that involves a risk of drowning
- Involves diving work

Laing O'Rourke also considers any construction activity identified in the PRA with a High Risk residual score as High Risk Construction Work.

SWMS PROCESS

The development and maintenance of SWMS procedure entails three processes:

PART A – SWMS DEVELOPMENT

SWMS must be developed by the company that undertakes the High Risk Construction Activity. E-T-8-0971a Safe Work Method Statement is the template for Laing O'Rourke SWMS. Alternative templates may be used as long as they meet the following requirements:

- Identify the work that is high risk construction work
- Specify hazards relating to the high risk construction work and the risks to health and safety
- Describe the measures to be implemented to control the risks
- Describe how the control measures are to be implemented, monitored and reviewed

SWMS must be developed prior to the work commencing in consultation with those conducting and supervising the works. The Project Risk Assessment (PRA) and applicable Fatal and Severe Risks (FSRs) must be reviewed as part of the compilation of the SWMS. The high level control measures in the PRA and relevant FSR critical controls must be addressed in appropriate detail within the SWMS.

PART B – SWMS REVIEW

All SWMS must be reviewed and assessed as compliant to the requirements of the E-T-8-0971b SWMS Review Checklist prior the work covered by the SWMS can commence. Any non-conformances, or 'NO' answers must be actioned prior to work commencing. The actions required to close out the non-conformance must be recorded on the comments page of the checklist.

The Project Leader / Construction Manager must review and approve all SWMS that have any activities with a high risk residual score.

A SWMS may also be reviewed as required to suit the phase of the project, including after:

- A significant change to the Safety in Design or PRA
- A significant change in scope, systems of work or plant, company, project and legislative requirements
- An actual or potential class 1 events
- Adverse health effects are identified by health surveillance
- Requested by a Health and Safety Representative

Any design changes or construction variations that occur will drive a review of the Safety in Design and PRA and thus all SWMSs that are affected by these changes also need to be reviewed

Any changes that must be made to the SWMS must be made in consultation with the work crew that is to perform these works.

A register of all SWMS is to be maintained on form E-T-8-0977 Work Method Statements Review Register or an equivalent alternative electronic method or database.

PART C – TASK OBSERVATION

E-T-8-0971c SWMS Task Observation process is to assess if the works detailed in the SWMS is being carried out in the method described and that the documented control measures are in place and being used. Where the observation finds work not being carried out as per the SWMS then the required corrective actions must be recorded on the Task Observation document and communicated to the supervisor of the work crew immediately. Where a serious risk has been identified then work must cease immediately until rectification has taken place. Where the work or control measures are not being adhered to but the practices observed are acceptable or an improvement on the recorded practices then the SWMS may need to be reviewed to include these improved practices.

Task Observation can be carried out by any member of the LOR management team, supply chain representatives and elected health and safety representatives / safety committee members. The project's Construction Health & Safety Plan will stipulate the responsibilities, timing and scheduling for Task Observations to be conducted.

DAILY ACTIVITY BRIEFING / JOB SAFETY ANALYSIS

All those required to work under the SWMS are to confirm they were consulted in the development or review of the SWMS and have been explained its contents. They must also confirm that they are qualified to carry out the works identified that they are responsible for in the SWMS. Workers should have a clear understanding the controls in the SWMS and these controls are to be applied as documented.

A Daily Activity Briefing, E-T-8-0916 Job Safety Analysis Pre-Task Meeting or equivalent alternative must be conducted:

- At the commencement of each shift
- When a new task is started
- After an event has occurred

It is to be conducted with reference to the task specific SWMS and consider the localised risks and hazards present in the immediate work area. This must be held with those who will perform the work and provides an important opportunity for workers to be consulted and to provide feedback about their work activity. Other work crews that are in close proximity or maybe affected by the works may be included in the meetings or at least controls to mitigate risk to them or others must be considered.

A review of the SWMS or PRA may be required if hazards identified in the Daily Activity Briefing or Job Safety Analysis require higher levels of control or are raised consistently throughout the duration of the works.

REGULATIONS AND CODES

Work Health & Safety Regulation 2011 (QLD, ACT), 2012 (SA) and 2017 (NSW, NT)

s299 Safe work method statement required for high risk construction work

Occupational Safety & Health Regulation 1996 (WA)

s3.143 High-risk construction work, safe work method statements required for

Occupational Health and Safety Regulations 2017 (VIC)

s327 Safe work method statement required for high risk construction work

FORMS AND TEMPLATES

[E-T-8-0971a Safe Work Method Statement](#)

[E-T-8-0971b SWMS Review Checklist](#)

[E-T-8-0971c SWMS Task Observation](#)

[E-T-8-0916 Job Safety Analysis Pre-Task Meeting](#)

[E-T-8-0977 Work Method Statements Review Register](#)