

Safe Work Method Statement Compliance Checklist

CRITERIA

YES/NO

SWMS Title, number, date and revision (if applicable)	
Scope and task(s) to be undertaken including activity location defined clearly	
Name and signature of person who developed the SWMS and those who were consulted in its development	
Responsible person identified to ensure that the work activity is monitored, reviewed and carried out in accordance with the SWMS	
Plant/equipment to be used is described and includes maintenance and inspection checks done, certification by qualified person and/or registration	
Workers qualifications – current licenses, operator's certification is described and location of copies known/identified	
Specific training required for tasks within the SWMS ie manual handling training	
Relevant EHS Legislation, Standards, Codes, Regulations, are noted and compliance is confirmed	
For construction – are high risk tasks identified ie working at heights	
PPE requirements clearly identified, and the type of PPE is specifically listed	
Chemicals used? SDS available?	
Sets out step by step how the work activity will be carried out	
Hazards and the consequences associated with each step of the work activity are identified	
Risks for each step of the work activity are initially assessed/rated (e.g. high, med, low) then reassessed with residual risk after controls have been applied	
Controls to manage risks for each step (based on the hierarchy of controls - in order: eliminate; substitute; isolate; engineer; administrate; Personal Protective Equipment {PPE} are defined and describe how they are to be implemented.	
Section to indicate that the SWMS has been communicated and all workers inducted/signed	