



Safe Work Method Statement (SWMS) checklist

[PCBU / Employer Name, contact details]	What are the tasks involved? List the work tasks in a logical order.	What are the hazards and risks? Identify the hazards and risks that may cause harm to workers or the public.	What are the control measures? Describe what will be done to control the risk. What will you do to make the activity as safe as possible?
Works Manager: Contact phone:			
Work activity Description:			
Principal Contractor (PC)			
Date SWMS provided to PC:			
Workplace location:			
What type of High risk construction? Work code: Please Circle 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18			
Person responsible for ensuring compliance with SWMS / Date:			
How will the SWMS control measures be monitored & reviewed?			
Person responsible for reviewing SWMS control measures / Date:			
What measures are in place to ensure compliance with the SWMS? / Other Notes:			
Reviewer's signature & Review date:			
Completed by and Date Completed:			
If more steps needed use additional SWMS pages. SWMS doc no/s:			
Declaration: Anyone who is involved in the HRCW should sign this SWMS after they have: • been consulted in the development, or content, of the SWMS • read and completed the SWMS • understand the hazards that have been identified and the controls in place • know what they must do to safely complete the HRCW tasks	Date:	Signature/s:	Name of Worker/s: