

## Safe work method statements

Safe work method statements (SWMS) are a step-by-step description of how a task is to be carried out using the risk controls that have been put in place. Working through the process of developing SWMS will demonstrate not only the safest way of completing a task but often highlights a better or more efficient way of doing it.

High risk permits (Form 8B) are issued to people who are undertaking certain high-risk activities. Permits are only issued after certain controls are confirmed to be in place and a supervisor has authorised the work. Each time a permit is issued it is recorded on the *High risk permit register* (Form 8C).

Informal risk assessments are used to ensure that all hazards are controlled when activities vary from the agreed SWMS or the workplace has changed.

**The attached template is in Word format for you to customise for your site.**

1. **AIM:** You may use the standard aim statement provided in the template or edit it to suit your operation's needs.
2. **WHAT:** Your initial workplace inspection conducted in Program 5 should not only look for physical hazards, but should also review those tasks that are performed on site – for example blasting, loading trucks, winning material, removing oversize from the crusher.  
After completing your workplace inspection, you need to record which SWMS you are going to complete.
3. **WHO:** Decide who will be responsible for organising the development of the SWMS and ensuring that workers are involved in the process.
4. **HOW:** Decide who will be responsible for documenting the SWMS and including them in training programs.
5. **WHEN:** Nominate how many SWMS you are going to develop per month and what activities will be covered on site (presumably this will be risk based).
6. **ACTION:** Where the process of developing a SWMS highlights a hazard that is high or medium and cannot be immediately controlled it will be recorded in the daily diary or action plan for completion
7. **DOCUMENT CONTROL:** Nominate where the SWMS and informal risk assessments will be filed.

The format of your SWMS can be any style, providing it can demonstrate you have systematically identified the hazards, assessed the risks, documented the controls and met the minimum requirements of the respective legislation.

## References:

Work Health and Safety Regulation 2017 Chapter 3 – General Risk and Workplace Management

Work Health and Safety (Mines and Petroleum Sites) Regulation 2014 – Part 2 Managing Risks,

Work Health and Safety (Mines and Petroleum Sites) Regulation, clause 14 (b) arrangements for managing risk, clause 14 (c) procedures used to control risks to health and safety

SafeWork Australia – Safe Work Method Statement for high risk construction work – information sheet.

Health and Safety in Quarries