



Guide to Completing Safe Work Method Statements

The attached Safe Work Method Statement (SWMS) Form or a similar appropriate form used by the contractor shall be completed by the successful tenderer in relation to the contract works and submitted to East Gippsland Water for approval prior to commencement. The primary objectives of the SWMS is to:

- Identify hazards associated with contract tasks and activities
- Establish appropriate risk control measures

Each major or significant task or activity associated with the contract shall be considered in terms of the associated hazards. When all hazards have been identified the most likely outcome as a result of an incident shall be determined.

A primary goal shall be to eliminate all risks of injury or disease associated with the contract. Contractors should detail risk control measures that adequately address all identified risks. When determining risk control strategies, the hierarchy of controls summarised below should be considered:

Level 1 Controls

Eliminate the hazard	Design works / plant with hazard elimination as a goal; eg: reduce noise levels. Pre-assemble certain fittings. Segregate public and unauthorised personnel from worksite and plant in operation.
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Level 2 Controls

Substitute the hazard with something safer	Replace dangerous chemicals with less hazardous substances. Replace dry bedding media with dampening material.
Isolate the hazard from people	Install guard rails, barriers around fall hazards. Store chemicals in a fume cupboard.
Engineering controls	Fit reverse alarms/lights to mobile plant. Ensure machine guards in place. Use lifting devices for heavy loads. Use residual current devices (RCDs). Ensure appropriate plant maintenance undertaken.

Level 3 Controls

Administrative controls	Appropriate training of staff; work instructions. Job rotation. Safety inspections.
Personal protective equipment	Hearing protection; respirators; hard hats; gloves; protective clothing. Sun/UV protection

Where safe work procedures or instructions are developed they must clearly spell out the work sequence, highlighting the procedures required to adequately control each risk identified in the SWMS. All employees involved in the activity shall have received appropriate training in the safe work procedure prior to the commencement of works.

The SWMS shall consider the full scope of work associated with the contract where a risk of injury or disease exists. Additional risk assessments may be undertaken during the course of the contract as required (ie work undertaken by subcontractors).

The SWMS Form requires the Contractor to complete the following:

- (i) **Specific Task/Activity**
The Contractor should document each major task associated with the contract. This should consider the sequential aspects of the work to be performed from contract commencement to finalisation of the contract.
- (ii) **Potential Hazards**
The Contractor should identify the particular hazards associated with each activity or task to be carried out.
- (iii) **Control Measure**
The Contractor should identify and document what actions are necessary to eliminate or minimise the hazards that could lead to accident, injury or occupational illness.
- (iv) **Who is Responsible**
The Contractor is to identify who is responsible for implementing the particular control measure.
- (v) **Sign Off**
The Contractor is to ensure that the particular control measure is 'signed off' once implemented.

In addition, page two provides a space for all staff involved in the task to sign that they have been involved in the development of, or made aware of the contents of the SWMS.

Generic risk assessments may be used provided that the circumstances giving rise to the risk are sufficiently similar for the generic risk assessment to be valid.