

SASSI SDRS Principal Contractor Safe Work Method Statement Evaluation Checklist

A SWMS sets out how a specific task will be carried out in a safe manner. Safe Work Method Statements are required to showcase a risk management approach to a specific task and establish suitable controls to manage the hazards associated with a particular task.

It is important to note that the SWMS evaluation is not utilised to evaluate the content of the SWMS but to ensure the structure meets Work Authority guidelines of SWMS for a particular State.

If any of the following information is absent from a Principal contractor's SWMS it should be brought to the attention of the contractor for appropriate amendment.

Note: A signed copy of the safe work method statement (SWMS) must accompany the Principal Contractor at the time of work.

Facility:		Principal Contractor:	
Evaluated by:		Date:	
Does the SWMS have the following?			Yes/No
1	The SWMS includes the details of the site/sites the work is being conducted eg. Address/Building Name and Date of issue (must be within 12 months) Tenant company name and level if applicable		
2	Principal Contractor's company name, ABN/CAN, address, contact person.		
3	Details and signature of the person responsible for implementing, monitoring reviewing & ensuring worker compliance with the SWMS.		
4	Includes a description of the activity/scope of work addressed by the SWMS (Nb. The SWMS must identify "High Risk construction work" if applicable.)		
5	Includes specific competencies and training required to undertake the activity including inductions, licences, qualifications, trade certificates etc. (copies provided)		
6	The SWMS breaks down the steps/tasks required to complete the work activity with all hazards identified and control measures documented		
7	SWMS is compliant with relevant legislation, Australian Standards and Codes of Practice relating to the work.		