

# Safe Work Method Statement (SWMS) - Part 1

SWMS #

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**This SWMS is a Job specific statement that must be prepared before any Work is commenced. Include all team members in the preparation.**

Company Details			
Company name	Maxicom (2013) Limited	Company phone	0800567567 option 1
Company address	20 Herekino Street Whangarei	Client name	
Person Responsible for ensuring compliance with this SWMS			
Name/Position	Phone	SWMS approved YES <input type="checkbox"/> NO <input type="checkbox"/>	Date: ____ / ____ / ____ Signature
Job Details			
Description of Job/Work		Today's date	
		Job duration	from ____ / ____ / ____ until ____ / ____ / ____
		Location of Job Site	
Does the <b>WorkSafe NZ</b> need to be notified of any <b>Particular Hazardous Work</b> ? YES <input type="checkbox"/> NO <input type="checkbox"/> Date notified ____ / ____ / ____ Notified via EMAIL <input type="checkbox"/> ONLINE <input type="checkbox"/>		PPE required	Emergency Rescue Plan required Y / N
Describe the Particular Hazardous Work		Emergency Equipment required	
Permits to Work required		H&S Signage / Barricades / Cones required	
Plant & Equipment required		Codes of Practice, Legislation, Standards which apply to this Job	
Engineering Certificates / Permits / Approvals / Consents required		Maintenance Checks required	

1. Brief each team member on this SWMS before commencing the Job. Ensure that all team members know that the Job is to be stopped immediately, if the SWMS is not being followed correctly.
2. Observe the work being carried out. If the controls are not appropriate, stop the Job, review the Hazard/Risk Controls, and correct the SWMS as required. Then re-brief all the team members.
3. Retain a copy of this SWMS for the duration of the Job.

# Safe Work Method Statement (SWMS) - Part 2

SWMS #

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Use this form to 'Analyse' what the Potential Hazards/Risks are when the task is performed, and how each Hazard/Risk will be 'Controlled'.

Try to **ELIMINATE** the HAZARD first, and if you can't, then **MINIMISE** the RISKS = Substitute, Isolate, Engineering controls, Administrative controls, Personal Protective Equipment.

1. IDENTIFY		2. ASSESS		3. MANAGE			
Step #	Procedure (Job Steps) List in order, the steps required to complete the performed task/job.	Potential Hazards/Risks For each step, list the Hazards/Risks that could occur when the task is performed.	Level of Risk	ELIMINATE	MINIMISE	Control Measures If eliminating the Hazard is not reasonable practicable, then you must MINIMISE the RISKS, by implementing <u>one</u> or <u>more</u> control measures.	Person(s) Responsible for implementing, monitoring, and reviewing the control measures.
1				<input type="checkbox"/>	<input type="checkbox"/>	1. 2. 3. 4.	
2				<input type="checkbox"/>	<input type="checkbox"/>	1. 2. 3. 4.	
3				<input type="checkbox"/>	<input type="checkbox"/>	1. 2. 3. 4.	
4				<input type="checkbox"/>	<input type="checkbox"/>	1. 2. 3. 4.	
5				<input type="checkbox"/>	<input type="checkbox"/>	1. 2. 3. 4.	
6				<input type="checkbox"/>	<input type="checkbox"/>	1. 2. 3. 4.	
7				<input type="checkbox"/>	<input type="checkbox"/>	1. 2. 3. 4.	

Refer to the Risk Matrix on the last page.

(Use extra pages if required)

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8				<input type="checkbox"/>	<input type="checkbox"/>	1. 2. 3. 4.	
9				<input type="checkbox"/>	<input type="checkbox"/>	1. 2. 3. 4.	
10				<input type="checkbox"/>	<input type="checkbox"/>	1. 2. 3. 4.	
11				<input type="checkbox"/>	<input type="checkbox"/>	1. 2. 3. 4.	
12				<input type="checkbox"/>	<input type="checkbox"/>	1. 2. 3. 4.	
13				<input type="checkbox"/>	<input type="checkbox"/>	1. 2. 3. 4.	
14				<input type="checkbox"/>	<input type="checkbox"/>	1. 2. 3. 4.	

Refer to the Risk Matrix on the last page.

(Use extra pages if required)

# Safe Work Method Statement (SWMS) - Part 3

SWMS #

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Qualifications and Experience required to complete the Job	Personnel, Duties and Responsibilities	Training Required to Complete the Job

## Read and Signed by All Workers on the Job

1. I have had the Job explained to me including what tasks will be high-risk, the tasks, and associated hazards, risks and controls.
2. I understand that the Job is to stop immediately, if the SWMS is not being followed.
3. I understand that if the Hazard/Risk Controls are not adequate I will stop the Job, review the SWMS, and correct the Hazard/Risk Controls, as required with the team.

Name:	Position:	Signature:	Date:

Review #	01	02	03	04	05	06	07	08	09
Initial									
Date									

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Use the table below to determine what the LEVEL of RISK is, for each 'step' of the Job.

## Answer these questions

1. What is the '**Likelihood**' of being harmed?
2. And how '**Severe**' will the injury/illness be?  
(the consequence)

SEVERITY	Extreme	3	3	4	5	5
	Major	2	3	3	4	5
	Moderate	2	3	3	3	4
	Minor	1	2	3	3	3
	Minimal	1	1	2	2	3
		Rare	Unlikely	Possible	Likely	Almost certain
		LIKELIHOOD				

## LEVEL OF RISK

5	Extreme	Urgent attention required - life threatening. STOP ALL ACTIVITIES immediately and take urgent action to eliminate the risk.
4	High	Requires immediate corrective action, usually within <b>24-hours</b> .
3	Moderate	Corrective Action usually required within <b>1- week</b> .
2	Low	Corrective Action usually required within <b>1-month</b> .
1	Very Low	No Corrective action usually required. Record accordingly and proceed with care.