



WHS-FOR-013.4 Safe Work Method Statement (SWMS) Checklist

Project:	
Contractor:	
Task:	
SWMS Date:	

Supervisor/Manager is to review subcontractor SWMS to determine if the following requirements have been adequately addressed.

Safe Work Method Statement (SWMS) Requirements		Acceptable ✓ X N/A	Unacceptable Criteria – Reason for Rejection
1.	Are the names and positions of those who developed/reviewed the SWMS listed?		
2.	Are any of the people who developed/reviewed the SWMS listed employee representatives?		
3.	Have the roles of Approving Authority, and Supervisor been assigned?		
4.	Does the SWMS include a clear description of the task to be undertaken?		
5.	Is the task sequence broken into the step-by-step process involved in the work?		
6.	Have the potential hazards for each step been clearly described?		
7.	Has the risk associated with each hazard been assessed?		
8.	Have all safety control measure to minimise the risks been included?		
9.	Do the control measures reference the relevant WHS Codes of Practice, and Standards?		



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10.	Do the control measures listed comply with the relevant WHS legislation, Australian Standards and Codes of Practice?		
11.	Is all plant and equipment that will be used for the work listed?		
12.	Have details of the inspection and maintenance checks required for the plant and equipment been listed?		
13.	Are the details of any Safe Work permits and/or specific licences required for the work stated?		
14.	Are the training and qualifications required to do the job safely included		
15.	Was the SWMS developed in consultation with employees or their representatives?		
16.	Other Comments:		

NOTES:

If the SWMS is “**NOT ACCEPTED**”, a copy of the signed checklist is to be forwarded to the subcontractor for information and action.

This SWMS has met the above criteria and is:

ACCEPTABLE **NOT ACCEPTABLE**

SWMS reviewed by _____
(Supervisor/Manager)

Signature: _____

Date: _____

Please email completed checklist along with your signed SWMS to safety@harbourtrust.gov.au and file for your own records.



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