Safe Work Method Statement (SWMS) Template

conducted for

Alvea Construction Pty Ltd

Location
State Route 123, Daggar Hills WA 6638, Australia

Conducted on
09 Jan 2019 02:29 PM

Prepared by
Frank Gray

Completed on
09 Jan 2019 03:28 PM

Score
0/0.0 - 0.00%
#1. Conduct toolbox meeting to remind all workers about safety procedures when working in an excavation.

Assignee: george@alvea.com  
Priority: MEDIUM  
Due Date: 11 Jan 2019 03:10 PM  
Audit: Alvea Construction Pty Ltd / 09 Jan 2019 / Frank Gray  
Linked to item: Control Measures  
Status: To Do

#2. Ask Tom to perform the atmosphere tests. He is the best to do it. Also, do not let Ben to do the piping works alone. Have him accompanied by Carl.

Assignee: george@alvea.com  
Priority: HIGH  
Due Date: 09 Jan 2019 03:14 PM  
Audit: Alvea Construction Pty Ltd / 09 Jan 2019 / Frank Gray  
Linked to item: Control Measures  
Status: To Do

#3. Perform a LOTO procedure before electrical works start.

Assignee: george@alvea.com  
Priority: HIGH  
Due Date: 09 Jan 2019 03:17 PM  
Audit: Alvea Construction Pty Ltd / 09 Jan 2019 / Frank Gray  
Linked to item: Control Measures  
Status: To Do
### SAFE WORK METHOD STATEMENT

**Job description**
Excavation work associated with plumbing of sewerage.

**Click + to add task involved, risk associated with these tasks and control measures**

#### Task 1

**Description of task**
Installing access scaffolding

**Take photo (Optional)**

![Image](image1)

**High risk construction work**
Working at Heights

**Control Measures**
All workers must be equipped with the proper PPE. Ensure that the guardrails are properly installed to prevent accidentally stepping off the edge of the platform. Always maintain a 3-point grip when using the scaffold. Ensure that base was built in a strong foundation.

#### Task 2

**Description of task**
Fixing sewer pipes

**Take photo (Optional)**

![Image](image2)

**High risk construction work**
Confined space
### Control Measures

A series of atmosphere tests should be done by a trained worker. Also, consider walkaround watch who can call rescue for emergencies. Install proper ventilation system.

### Task 3

**Description of task**

Maintain electrical cables

**Take photo (Optional)**

![Image](image3.png)

**Appendix 3**

### High risk construction work

**Electrical installation**

**Control Measures**

Ensure that the main power source is properly shut off. All equipment should also be properly grounded. Use insulated tools when repairing any electrical equipment.

### Confirmation

**Recommendations**

Gather all teams before commencing work. Discuss and highlight the riskiest tasks to be performed for this project.

**Click + to add name of person involved**

#### Staff 1

<table>
<thead>
<tr>
<th>Full Name, signature and position</th>
<th>Daniel Green, Subcontractor</th>
<th>09 Jan 2019 03:27 PM</th>
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</table>

#### Staff 2

<table>
<thead>
<tr>
<th>Full Name, signature and position</th>
<th>Richard Trask, Subcontractor</th>
<th>09 Jan 2019 03:27 PM</th>
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#### Staff 3

<table>
<thead>
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<th>Full Name, signature and position</th>
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<th></th>
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<tbody>
<tr>
<td>Question</td>
<td>Response</td>
<td>Details</td>
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</tr>
<tr>
<td>Full Name, signature and position</td>
<td>Peter Hales, Principal Contractor</td>
<td>09 Jan 2019 03:28 PM</td>
</tr>
<tr>
<td>Staff 4</td>
<td></td>
<td></td>
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<tr>
<td>Full Name, signature and position</td>
<td>Frank Gray, Inspector</td>
<td>09 Jan 2019 03:28 PM</td>
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Media

Appendix 1

Appendix 2

Appendix 3