

# HIGH RISK CONSTRUCTION WORK SAFE WORK METHOD STATEMENT TEMPLATE

## Note

Work must be performed in accordance with this SWMS.

This SWMS must be kept and be available for inspection until the high risk construction work to which this SWMS relates is completed.

If the SWMS is revised, all versions should be kept.

If a notifiable incident occurs in relation to the high risk construction work in this SWMS, the SWMS must be kept for at least two years from the date of the notifiable incident.

Person conducting a business or undertaking (PCBU) name

Works manager

Contact details

Contact phone

Principal contractor (PC) name

Date SWMS provided to PC (DD/MM/YYYY)

Contact details

Work activity (Job description)

Workplace location

## High risk construction work:

Risk of a person falling more than two metres  
(Note: in some jurisdictions this is three metres)

Likely to involve disturbing asbestos

Work in or near a shaft or trench deeper than 1.5 m or a tunnel

Work on or near chemical, fuel or refrigerant lines

Tilt-up or pre-cast concrete elements

Work in areas with artificial extremes of temperature

Work on a telecommunication tower

Temporary load-bearing support for structural alterations or repairs

Use of explosives

Work on or near energised electrical installations or services

Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians

Work in or near water or other liquid that involves a risk of drowning

Demolition of load-bearing structure

Work in or near a confined space

Work on or near pressurised gas mains or piping

Work in an area that may have a contaminated or flammable atmosphere

Work in an area with movement of powered mobile plant

Diving work

Person responsible for ensuring compliance with SWMS

Date SWMS received by reviewer (DD/MM/YYYY)

Date SWMS received (DD/MM/YYYY)

How will the SWMS control measures be reviewed?

What measures are in place to ensure compliance with the SWMS? (Note: How do you intend to monitor SWMS compliance)

Reviewer's signature

Person responsible for reviewing SWMS control measures

Review date (DD/MM/YYYY)

What are the tasks involved?	What are the hazards and risks?	What are the control measures?
<p><b>List the work tasks in a logical order.</b></p> <p>Note: HRCW activities are listed in this column.</p>	<p><b>Identify the hazards and risks that may cause harm to workers or the public.</b></p> <p>Note: These hazards and risks refer to High Risk construction work as defined in Clause 291.</p>	<p><b>Describe what will be done to control the risk. What will you do to make the activity as safe as possible?</b></p> <p>Note: Keep it simple and practical – this is what you will need to monitor your compliance against.</p>
<p>Work in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians.</p> <ul style="list-style-type: none"> <li>Delivery and removal of Formwork material adjacent to live roadway.</li> </ul>	<p>Workers being struck by vehicles in adjacent live road or traffic corridor.</p> <p>Vehicles in adjacent road or traffic corridor being struck by falling material.</p>	<ul style="list-style-type: none"> <li>No loading or unloading will be undertaken outside designated loading zone.</li> <li>No loading or unloading of trucks unless trained road traffic controller(s) are in place to direct vehicle traffic and pedestrians during loading and unloading works.</li> <li>All material being loaded onto trucks will be strapped; no free loads will be transported or loaded.</li> <li>Only workers directly involved in loading and unloading will be allowed in the loading and unloading zone.</li> <li>Prior to releasing straps driver to ensure load has not shifted during transport.</li> </ul>
<p>Movement of powered mobile plant.</p> <ul style="list-style-type: none"> <li>Delivery and removal of formwork material onto and off site.</li> </ul>	<p>Workers being struck by powered mobile plant including delivery vehicle/crane and forklift/Telehandlers used for loading and unloading.</p> <p>Failure of plant during operation.</p>	<ul style="list-style-type: none"> <li>Exclusion zone for mobile plant to be clearly identified and controlled during vehicle loading/unloading operations.</li> <li>Travel paths for mobile plant will be clearly identified (signage and barricades as per site plan) a supervisor will be present during vehicle loading/unloading operations.</li> <li>All operators (crane/forklift) and dogman are to hold a current High Risk Work Licence and be appropriately trained in the task.</li> <li>Plant is to be inspected and maintained in accordance with manufacturer's requirements.</li> </ul>

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<p>Falling more than two metres.</p> <ul style="list-style-type: none"> <li>• Delivery and removal of formwork material.</li> <li>• Erecting falsework and timbers above two metres.</li> <li>• Laying out ply sheets to the top of joists.</li> <li>• Cutting in penetrations for columns/service risers.</li> <li>• Installation of walls and columns.</li> <li>• Stripping formwork and false work.</li> </ul>	<p>Material and/or person/s falling from truck (dogman/driver).</p> <p>Driver releasing straps from load.</p> <p>Workers falling during falsework and timber bearer and joist installations.</p> <p>Workers falling during ply sheet installation.</p> <p>Workers fall through column penetrations/service risers.</p> <p>Workers fall from height installing walls and columns.</p> <p>Workers falling during formwork and falsework stripping.</p>	<ul style="list-style-type: none"> <li>• Prior to releasing straps driver to ensure load has not shifted during transport.</li> <li>• Loads to be placed on pallets, stillage or pre-slung prior to arriving on site.</li> <li>• Platform/ladder to be available to release straps caught on load.</li> <li>• False work and formwork will be installed by competent workers in accordance with manufactures design or engineered recommendations.</li> <li>• Where there is a potential to fall more than two metres, whilst erecting frames or timbers an intermediate work platform may be used that is at least 450 mm wide.</li> <li>• Intermediate working platforms for installation of falsework and timber bearer and joist will be a minimum of 450 mm wide.</li> <li>• Handrails (no less than 900 mm in height), mid rails and kick boards will be installed on formwork decks to prevent workers and objects falling. Handrails are to be robust construction and installed in accordance with the specific design.</li> <li>• Timber joist will be installed on top of bearers from below and be spaced at 400 mm centres.</li> <li>• Ply sheets will be laid progressively in front of the worker, and a minimum of 1800 mm will be maintained if no edge protection is in place.</li> <li>• Catch decks will be installed directly beneath column penetrations whilst being cut in.</li> <li>• All penetrations will be fully covered with ply mechanically fixed (screwed or nailed) and marked with 'Penetration below'.</li> <li>• Intermediate working platforms for installation of walls and columns will have handrails (900-1000 mm) mid-rails and be a minimum of 450 mm wide.</li> <li>• False work and formwork will be dismantled by competent workers in accordance to the manufactures or engineered design.</li> <li>• Fall control measures for stripping will be as installation methods in reverse sequence.</li> </ul>

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<p>Temporary load-bearing support for structural alterations or repairs.</p> <ul style="list-style-type: none"> <li>• Other trades accessing formwork to prepare for concrete.</li> <li>• Concrete placement.</li> <li>• Stripping of false work and formwork.</li> </ul>	<p>Workers exposed to incomplete formwork falling through or off formwork decks.</p> <p>False work and formwork collapse causing injuries.</p> <p>Structural collapse due to insufficient concrete strength.</p> <p>Structural collapse due to overloading incomplete formwork decks.</p>	<ul style="list-style-type: none"> <li>• A structural inspection and formwork sign off will be undertaken by a competent person prior to materials being loaded onto formwork deck.</li> <li>• Supervisor will consult with the crane crew prior to any materials being loaded onto the formwork deck.</li> <li>• Formworkers only on incomplete decks.</li> <li>• Straight to the point supervisor will consult with other supervisors prior to any workers accessing the formwork deck.</li> <li>• A structural inspection and formwork sign off will be undertaken by competent structural engineer prior to pouring concrete.</li> <li>• Concrete strength results will be verified by a competent person prior to stripping commencing.</li> </ul>

Name of worker(s)

Worker signature(s)

Date SWMS received by workers (DD/MM/YYYY)