

SWMS Self-Assessment Tool

Use this assessment tool to ensure your Safe Work Method Statement for High Risk Construction Work complies with the legislation. The list of items below is similar to that used by our Inspectors when checking SWMS compliance.

SMWS	Compliant Y or N	Legislative Reference
Has a SWMS for HRCW been prepared prior to work commencing?	Y <input type="checkbox"/> N <input type="checkbox"/>	299(1)
Does the SWMS identify all the work that is high risk construction work?	Y <input type="checkbox"/> N <input type="checkbox"/>	299(2)(a)
Does the SWMS specify hazards relating to each of the HRCW activities and the risks to health and safety associated with those hazards?	Y <input type="checkbox"/> N <input type="checkbox"/>	299(2)(b)
Does the SWMS describe the measures to be implemented to control the risks?	Y <input type="checkbox"/> N <input type="checkbox"/>	299(2)(c)
Does the SWMS follow the hierarchy of controls to prioritise higher-level control measures and not rely on administrative controls only?	Y <input type="checkbox"/> N <input type="checkbox"/>	36
Does the SWMS describe how the control measures are to be implemented, monitored and reviewed?	Y <input type="checkbox"/> N <input type="checkbox"/>	299(2)(d)
Has site specific factors with potential to impact the works been considered?	Y <input type="checkbox"/> N <input type="checkbox"/>	299(3)(a)(i)
Is the SWMS set out and prepared in a way that is readily accessible (reached quickly) and understandable to workers who use it?	Y <input type="checkbox"/> N <input type="checkbox"/>	299(3)(b)
SWMS Compliance	Compliant Y or N	Legislative Reference
Are the control measures listed in the SWMS being followed? NOTE: <i>If not, the HRCW activity must be stopped immediately, or as soon as it is safe to do so and can only resumed in accordance with the SWMS.</i>	Y <input type="checkbox"/> N <input type="checkbox"/>	300(2)(a) & (b)
Have relevant workers been consulted and provided input in to the development of the SWMS? Can they demonstrate that they understand the content of the SWMS?	Y <input type="checkbox"/> N <input type="checkbox"/>	S47, S48
Are there arrangements in place to ensure HRCW is carried out in accordance with the SWMS?	Y <input type="checkbox"/> N <input type="checkbox"/>	300(1)
If relevant control measure have been revised, has the SWMS been reviewed and as necessary revised?	Y <input type="checkbox"/> N <input type="checkbox"/>	302

Construction Project	Compliant Y or N	Legislative Reference
Has the SWMS taking into account the WHS management plan that has been prepared for the workplace.	Y <input type="checkbox"/> N <input type="checkbox"/>	299(3)(a)(ii)
Has a copy of the SWMS been given to the principal contractor before the HRCW commenced?	Y <input type="checkbox"/> N <input type="checkbox"/>	301
Principal Contractor – Construction Project	Compliant Y or N	Legislative Reference
Do you have a written WHS management plan for the workplace?	Y <input type="checkbox"/> N <input type="checkbox"/>	309
Have you ensured, so far as is reasonably practicable, that each person who is to carry out construction work in connection with the project is, before commencing work, made aware of the content of the WHS management plan for the workplace?	Y <input type="checkbox"/> N <input type="checkbox"/>	310
Does the WHS management plan include the arrangements for the collection and any assessment, monitoring and review of SWMS at the workplace?	Y <input type="checkbox"/> N <input type="checkbox"/>	309(2)(e)
Can you demonstrate that you have taken all reasonable steps to obtain (collect) a copy of the contractors SWMS before the HRCW commenced?	Y <input type="checkbox"/> N <input type="checkbox"/>	312
Can you demonstrate how you assess, monitor and review the SWMS at the workplace?	Y <input type="checkbox"/> N <input type="checkbox"/>	37