**The contractor must complete a Safe Work Method Statement (SWMS) or equivalent prior to the commencement of any high-risk work.**

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| **Name of Contractor responsible for compliance with SWMS:** | |  | | | | **Date:** | |  | | | |
| **Company name:** | |  | | | | **Workplace location:** | |  | | | |
| **High risk job description** | |  | | | | **Completion of Confined Space Entry Permit?** | | Yes  N/A  (n/a should only be selected when not working in a confined space) | | | |
| **Personal Protective Equipment (PPE) required to complete the job** | | | | | | | | | | | |
| hand protection Gloves | dust mask Face mask | | safety goggles Eye protection | | face shield Welding mask | | foot protection Appropriate footwear | | | hearing prot Hearing protection | safety apron Protective clothing |
| **What are the tasks involved?**  Describe the steps required to perform the task in the sequence they are carried out. | | | | **What are the hazards and risks?** Against each step list the potential hazards that could cause injury/damage when the task step is performed. | | | | | **How will hazards and risks be controlled?**  List the control measure required to eliminate or minimise the risk of injury arising from the identified hazard, see [Contractor Hazard Identification and Control Table](http://www.education.vic.gov.au/Documents/school/principals/management/contractorhazardidcontrol.docx). | | |
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| **Sign off** | **Name** | **Signature** | **Date** |
| I have provided site-specific risk controls to manage the hazards identified above and will comply with the controls listed above. | | | |
| **Contractor:** |  |  |  |
| I understand the risk controls listed above will be implemented to manage the identified hazards associated with the works to be undertaken. | | | |
| **Principal and/or their delegate** |  |  |  |

| **Steps for filling out SWMS** |
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| 1. Contractor to determine the tasks, and associated hazards, risks and controls. |
| 1. In the ‘What are the tasks involved?’ column, list the work tasks in sequence to how they will be carried out. |
| 1. In the ‘What are the hazards and risks?’ column, list the hazards and risks for each work task. |
| 1. In the ‘How will the hazards and risks be controlled?’ column, select the hazard or risk and then work through the control levels 1 – 4 from top to bottom, as seen below. Choose a control measure (and how it is to be used) that is as close to level 1 as is reasonably practicable. |
| **Control levels** |
| 1. **Eliminate** any risk to health or safety. 2. **Reduce** the risk to health or safety by any one or any combination of the following:  * **Substituting** a new activity, procedure, plant, process or substance * **Engineering controls**, such as mechanical or electrical devices.  1. **Use administrative controls**, such as changing the way the work is done. 2. **Provide appropriate personal protective equipment.** |
| 1. All contractors should be briefed on the SWMS before commencing work. Ensure all contractors know that work is to immediately stop if the SWMS is not being followed. |
| 1. Observe work being carried out. If controls are not adequate, stop the work, review the SWMS, adjust as required and re-brief the team. |
| 1. Retain this SWMS for the duration of the high-risk work. |