# SWMS self-assessment tool

Use this assessment tool to ensure your Safe Work Method Statement for high risk construction work complies with the legislation.

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| **SMWS** | **CompliantY or N** | **Legislative reference** |
| Has a SWMS for HRCW been prepared prior to work commencing?  | Y [ ]  N [ ]  | 299(1) |
| Does the SWMS identify all the work that is high risk construction work? | Y [ ]  N [ ]  | 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 [ ]  N [ ]  | 299(2)(b) |
| Does the SWMS describe the measures to be implemented to control the risks? | Y [ ]  N [ ]  | 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 [ ]  N [ ]  | 36 |
| Does the SWMS describe how the control measures are to be implemented, monitored and reviewed? | Y [ ]  N [ ]  | 299(2)(d) |
| Has site specific factors with potential to impact the work been considered? | Y [ ]  N [ ]  | 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 [ ]  N [ ]  | 299(3)(b) |
| **SWMS compliance** | **CompliantY or N** | **Legislative reference** |
| Are the control measures listed in the SWMS being followed?**NOTE**: *If not, the HRCW activity must be stopped immediately, or as soon as it is safe to do so and can only resume in accordance with the SWMS.* | Y [ ]  N [ ]  | 300(2)(a) & (b) |
| Have relevant workers been consulted and provided input to the development of the SWMS? Can they demonstrate that they understand the content of the SWMS? | Y [ ]  N [ ]  | S47, S48 |
| Are there arrangements in place to ensure HRCW is carried out in accordance with the SWMS? | Y [ ]  N [ ]  | 300(1) |
| If relevant control measures have been revised, has the SWMS been reviewed and revised? | Y [ ]  N [ ]  | 302 |

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| **Construction project** | **CompliantY or N** | **Legislative reference** |
| Does the SWMS consider the WHS management plan that has been prepared for the workplace? | Y [ ]  N [ ]  | 299(3)(a)(ii) |
| Was a copy of the SWMS given to the principal contractor before the HRCW commenced? | Y [ ]  N [ ]  | 301 |
| **Principal contractor – construction project** | **CompliantY or N** | **Legislative reference** |
| Do you have a written WHS management plan for the workplace? | Y [ ]  N [ ]  | 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 was made aware of the content of the WHS management plan for the workplace before commencing work? | Y [ ]  N [ ]  | 310 |
| Does the WHS management plan include the arrangements for the collection, assessment, monitoring and review of SWMS at the workplace? | Y [ ]  N [ ]  | 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 [ ]  N [ ]  | 312 |
| Can you demonstrate how you assess, monitor and review the SWMS at the workplace? | Y [ ]  N [ ]  | 37 |