



SAFE WORK METHOD STATEMENT

SWMS No.: _____

Page _____ of _____

New Ω Revised Ω

Job: _____

Location: _____

Leader: _____

Section: _____

Required and/or Recommended Protective Equipment: _____

Prepared by	Reviewed by	Approved by
Signature: _____	Signature: _____	Signature: _____
Print Name: _____	Print Name: _____	Print Name: _____
Date: _____	Date: _____	Date: _____

Basic Job Steps In Sequence Order List the logical steps required to carry out the job (neither too broad nor too narrow). Is this the most efficient way to perform the job?	Potential Hazards Identify the personal environmental and/or business hazards involved with each step.	Potential Risk Identify the risks posed by the potential hazards	Risk Assessment Using REMOTTEK Australia Risk Management Process	Control Measures To Be Employed Specify how hazards are to be reduced to as low as reasonably practicable by elimination, substitution, engineering, applying administrative controls or by utilising protective equipment.