



Safe Work Method Statement Procedure

1. Purpose

The WA Country Health Service (WACHS) is committed to providing and maintaining a safe work environment. WACHS is considered a Person Conducting A Business or Undertaking (PCBU) and, therefore, has obligations under the [Work Health and Safety Act 2020](#) and [Work Health and Safety \(General\) Regulations 2022](#) to manage risks to health and safety so far as reasonably practicable.

A Safe Work Method Statement ([SWMS](#)) is a formal safety document which outlines the specific requirements involved with performing a specific, routine high-risk activity. It sets out the work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks to safely perform a work-related task or operate a piece of plant or equipment. It advises employees and contractors on how to perform work related tasks safely.

The [SWMS](#) is used as part of a safety induction and then referred to as required throughout a workplace, it outlines all the hazards that are likely to be encountered when undertaking a task or process and provides detailed guidance on how to carry out the task safely. The [SWMS](#) once approved, becomes a living document which is to be referenced and updated when additional risk or safety considerations are required.

2. Procedure

[SWMS](#) are to be written and used according to this procedure and the [Job Hazard Analysis Procedure](#). The SWMS procedure applies to work activities identified as being routinely undertaken by WACHS workers and it applies to all infrastructure activity.

2.1 Developing SWMS

[SWMS](#) must be developed in consultation with workers conducting the activity (or their representatives). The job hazard analysis (JHA) leader assembles the relevant workers (JHA Team), Health Safety Representatives (HSRs) and supervisors, ideally at the work location if possible.

The JHA Team then:

- reviews the proposed works and considers site specific factors with potential to impact works
- ensures all the work activities relevant to the routine works are identified and the hazards and risks are listed
- agrees the risk controls measures, and record, with a description, alongside each of the hazards and risks listed

2.2 Risk Control

When selecting risk control methods, first seek to eliminate and if it cannot be eliminated then implement the following referring to the hierarchy of control:

- implementing any hazard-specific controls is required by law

- substituting with a lower risk activity, procedure, plant, process or substance
- isolating persons from the hazard (fence off areas)
- using engineering controls (guard rails).

If the risk remains after implementing the above, then consider administrative controls and finally, consider the appropriate [Personal Protective Equipment \(PPE\)](#). PPE is anything used or worn by a worker to assist to reduce health and safety risks. PPE can include hard hats, earplugs, gloves, goggles, respirators, high-visibility clothing, sunscreen, safety harnesses and safety boots. Clothing and uniforms that are not for personal protection are not PPE.

2.3 Minimum information in SWMS

The SWMS must be set out and expressed in a way that is readily accessible and understandable to the workers who use it, at a minimum, the [SWMS](#) must:

- identify the work that is being captured by the [SWMS](#)
- state the hazards and risks to health and safety from that work
- identify and clearly detail the measures selected to control those risks
- describe how the risk control measures will be implemented and method to record how they will be monitored and reviewed
- there must be a clear link between identified hazards and associated controls
- controls must be in accordance with relevant requirements from training legislation, Codes of Practice and Australian Standards for the hazards identified and specific to the work being undertaken. (This reference material is captured in the [SWMS](#).)
- consider site specific requirements and the circumstances at the workplace that may affect the way in which the work is carried out.
- a generic template can be utilised but it must be made site specific.

The [SWMS](#) should also identify:

- date and location that the activity is performed
- person/s responsible for ensuring selected risk controls are installed and maintained
- names of workers consulted in the document's preparation.

2.4 Review and update SWMS

When complete, [SWMS](#) are to be reviewed, signed and dated by the area manager/supervisor/nominated delegate and safety representative. [SWMS](#) are to be displayed prominently or readily available in the areas in which they are to be used

A PCBU must ensure that a safe work method statement is reviewed in the following instances and as necessary revise control measures:

- when the method of performing task has changed
- when additional hazards are identified
- the task is undertaken again by a new person
- new equipment has been introduced.

2.5 SWMS Training

All WACHS workers that will be engaging in tasks that requires the creation and implementation of a [SWMS](#), are to ensure they have read and understood this procedure.

When a worker is engaging in an activity that has a corresponding [SWMS](#), they are to ensure they have read the [SWMS](#) and provide a signature to confirm their understanding.

All workers involved in the [SWMS](#) are advised to complete the following MyLearning training 'Job Hazard Analysis (SH04 EL1).

2.6 Additional duties

Workers must ensure that once a [SWMS](#) has been developed and implemented, the work activity to which it relates to is performed in accordance with that [SWMS](#).

If a worker becomes aware that there is non-compliance with the [SWMS](#), they must stop the work activity immediately or as soon as it is safe to do so, and not allow it to resume until the [SWMS](#) is complied with or reviewed and revised as necessary.

The [SWMS](#) must be reviewed and, if necessary, revised whenever the work activity changes or if there is an indication that control measures are not adequately controlling the risks, including after any incident that occurs during the work activity.

2.7 Record Management

Record management and monitoring of compliance with this procedure is to be overseen by the RMISS. A copy of each [SWMS](#) must be stored in TRIM, in the region's appropriate folder to assist with compliance oversight.

If a notifiable incident occurs in connection with the work to which the [SWMS](#) relates, the record must be stored for at least 5 years in TRIM after the incident occurs as part of the incident report, [WACHS Safety Risk Report Form \(SRRF\)](#). The person must ensure that for the period for which the [SWMS](#) must be kept, a copy is readily accessible to any worker engaged by the person to carry out the work and a copy is available for inspection. Refer to the [Corporate Recordkeeping Compliance Policy](#).

3. Roles and Responsibilities

The **Regional Manager Infrastructure and Site Services (RMISS)** is responsible for:

- selecting the nominated representative when a supervisor or manager is unavailable
- authorisation of works to start when risks remain high after controls have been implemented
- oversight management and implementation of this procedure
- operational processes being undertaken and compliance
- reporting responsibility for the [SWMS](#) management to the executive level.

The **Regional Work Health Safety Manager** is responsible for providing:

- advice to managers and supervisors on [SWMS](#) requirements in the workplace
- advice and consulting with managers and workers on how to manage hazards and risks that have been identified and raised via [WACHS Safety Risk Report Form \(SRRF\)](#) reporting
- monitoring and compliance.

Supervisors, managers and nominated delegates are responsible for:

- the implementation of this procedure in workplaces under their control
- risk assessments are conducted for work activities likely to be considered routine

- ensuring that the [SWMS](#) reflect service needs
- workers who are involved in the activity are involved in the development of the [SWMS](#)
- ensuring that a record of each [SWMS](#) that is approved for use is retained for 5 years
- ensuring that all workers engaged in routine work activities are instructed in the use of the [SWMS](#)
- ensuring that workers use the [SWMS](#) correctly.
- ensuring that the [SWMS](#) are monitored for effectiveness and reviewed when there are changes to the system of work involving process, people, substances and equipment.

Workers are responsible for:

- reading, understanding, and complying with all [SWMS](#) that exist to control the risks of work activities in their workplace
- cooperating and participating with management and their colleagues to develop, monitor or review [SWMS](#)
- reporting all safety risk events to management
- working safely to ensure that they do not place themselves or others at risk of injury or harm

All workers are required to work within policies and procedure to make sure that WACHS is a safe, equitable and positive place to be. Everyone has a right to stop work if they deem the activity to be unsafe.

4. Monitoring and Evaluation

4.1 Monitoring

All completed [SWMS](#) must be provided to the supervisor/manager/ nominated delegate for review and record keeping. Monitoring daily compliance with this procedure is to be managed by the site manager or nominated delegate. A monthly audit will be conducted to check that the [SWMS](#)s have been completed correctly

4.2 Evaluation

Evaluation of this document is to be carried out by the Regional Work Health Safety Managers and the Regional Manager Infrastructure and Site Services.

5. Compliance

This procedure is a mandatory requirement under the [Work Health and Safety Act 2020](#).

Failure to comply with this procedure may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the Integrity Policy Framework issued pursuant to Section 26 of the [Health Services Act 2016](#) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS staff are reminded that compliance with all policies is mandatory.

6. References

- [Occupational Safety and Health Policy](#)
- [Work Health and Safety Act 2020](#)
- [Work Health and Safety \(General\) Regulations 2022](#)
- [Integrity Policy Framework](#)
- [Health Services Act 2016](#)

7. Definitions

Term	Definition
Job Hazard Analysis (JHA)	A document that outlines work activities to be carried out at a workplace into logical job steps, identification of hazards associated with each step and the controls for those hazards.
Hazard	A situation or item that has the potential to harm people, property or the environment.
Hazard Identification	The process of examining each work area and work task to identify what could cause harm.
Health Safety Representative (HSR)	Workers who are elected to represent the health and safety interests of their work group.
Manager / Supervisor / Nominated Delegate	A worker responsible or delegated responsibility to review the completed SWMS and monitor effectiveness.
Person Conducting Business or Undertaking (PCBU)	Conducts a business or undertaking alone or with others. WACHS is considered a PCBU.
Risk	The likelihood and consequence of injury or harm occurring.
Safe Work Method Statement (SWMS)	A SWMS is a formal document that outlines the specific requirements involved with performing a specific high-risk activity.
Steps or Tasks	Are individual components of an activity listed in a JHA that are analysed for hazards, control measures, PPE, and training requirements.
Work Activity	Any activity, physical or mental, carried out in the course of a business, industry, commerce, an occupation or a profession.
Worker	Any person who carries out work for a person conducting a business or undertaking, including work as an employee, contractor or subcontractor (or their employee), self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' or a volunteer.

8. Document summary

Coverage	WACHS Wide
Audience	All staff
Records Management	Non Clinical: Corporate Recordkeeping Compliance Policy
Related Legislation	<ul style="list-style-type: none"> • Work Health and Safety Act 2020 • Work Health and Safety (General) Regulations 2022
Related Mandatory Policies / Frameworks	<ul style="list-style-type: none"> • MP 0006/16 Risk Management Policy • Employment Policy Framework
Related WACHS Policy Documents	<ul style="list-style-type: none"> • Hazard / Incident Management Procedure • Job Hazard Analysis Procedure • Occupational Safety and Health Policy
Other Related Documents	Nil
Related Forms	<ul style="list-style-type: none"> • Job Hazard Analysis (JHA) Form • Safety Risk Report Form • Safe Work Method Statement (SWMS)
Related Training Packages	MyLearning 'Job Hazard Analysis (SHo4 EL1)'
Aboriginal Health Impact Statement Declaration (ISD)	ISD Record ID: 2233
National Safety and Quality Health Service (NSQHS) Standards	1.29 – 1.33
Aged Care Quality Standards	5 (3).(b) i)
National Standards for Mental Health Services	2.9 Risk Assessment

9. Document Control

Version	Published date	Current from	Summary of changes (developer to complete)
1.00	23 August 2023	23 August 2023	New Procedure

10. Approval

Policy Owner	Executive Director People and Culture
Co-approver	Executive Director Infrastructure and Environment
Contact	Director WHS
Business Unit	Work Health and Safety
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