

Appendix 4 – Safe Work Method Statement (SWMS) Form

This Template is to be used for high-risk construction work where a risk to health or safety arises. The contractor or other duty holder responsible for the work must prepare the SWMS before the work begins, consult affected workers, ensure the work is performed in accordance with it, and review it when the work or risks change or controls are not effective. The employer must retain a copy of the SWMS for the duration of the high-risk construction work (HRCW).

SWMS Details		
Principal contractor / Diocese entity	SWMS number / version	
Contractor / employer / self-employed person	ABN	
Person responsible for preparing SWMS	Position / contact	
Person responsible for ensuring compliance of SWMS	Position / contact	
Date SWMS received:		
High-risk construction work activity		
Project / scope of work		
Workplace and exact location		
Planned start / completion	Review date	
Persons and HSRs consulted		
Relevant legislation, codes, standards, plans and manufacturer instructions		
Required licences, competencies, permits and training		
Plant, equipment, substances and PPE		

High-Risk Construction Work Categories (HRCW)		
☐ Risk of a fall more than 2 metres	☐ Work on telecommunications tower	☐ Demolition
☐ Likely disturbance or removal of asbestos	☐ Structural alteration requiring temporary support	☐ Confined space
☐ Trench or shaft deeper than 1.5 metres	☐ Tunnel	☐ Explosives
☐ Work on or near pressurised gas mains or piping	☐ Work on or near chemical, fuel or refrigerant lines	☐ Work on or near energised electrical installations or services
☐ Area with contaminated or flammable atmosphere	☐ Tilt-up or precast concrete	☐ Roadway or railway used by traffic



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☐ Powered mobile plant movement	☐ Artificial extremes of temperature	☐ In, over or near water with drowning risk
☐ Diving work ☐ Other applicable prescribed category / details:		

Work Activities, Hazards and Mandatory Controls						
No.	HRCW activity / work step	Hazards and risks	Control measures and work method	Responsible person	Monitoring / verification	Relevant permit, plan or reference
1						
2						
3						
4						
5						
6						

Implementation, Monitoring and Review	
How the SWMS will be communicated	
How compliance will be monitored	
Stop-work and escalation arrangements	



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Emergency, first aid and rescue arrangements			
SWMS location and availability on site			
Review triggers	Change to scope, work method, site conditions, personnel, plant or hazards; incident or near miss; control failure; worker or authorised-person concern; or work not being performed in accordance with this SWMS.		
Prepared by	Name: Signature: Date:	Contractor approval	Name: Signature: Date:
Diocese authorised-person review	Name: Signature: Date:		
Worker Consultation and Sign-on			
I confirm that I have been consulted on this SWMS, understand the HRCW, hazards, controls and emergency arrangements, and will follow the stated work method. I will stop work and notify the supervisor if the SWMS cannot be followed or conditions change.			
Worker name	Signature	Date	Employer / role
Revision Record			
Version / date	Reason for revision	Changes made	Approved by



Appendix 5 – Diocese Contractor On-site Induction Record Template

Catholic Diocese authorised person to complete with contractor before work commences

Work location	
Date of Induction	
Authorised Person	
Contractor Details: Full Name: Company / Organisation: Phone Number: Email Address: Emergency Contact: Emergency Contact Phone:	
Contractor On-Site Induction Checklist	The Following topics have been discussed and explained (authorised person to tick those that were discussed and explained)
	Site Overview
	Scope of works to be performed
	Consultation and reporting processes
	Workplace policies and procedures relevant to their work
	Safeguarding Code of Conduct
	Hazard and incident reporting procedures – including notifiable incidents
	Risk management process – Job Safety Analysis
	Injury reporting requirements
	First aid arrangements – do you have your own first aid kit with you Yes No If no, authorised person is to advise the contractor where the Parish first aid kit is located
	Emergency procedures
	Emergency Exits and assembly points
Site Specific Risks and Hazards	Vehicle and traffic management for site (car parking etc)
	Slips, trips and falls
	Working alone requirements
	Hazardous substances - chemicals
	Asbestos – asbestos register
	Environmental hazards
	Public or parishioner interaction risks (such as prayer group meetings)
	Site specific risks and hazards explained
Personal Protective Equipment (PPE)	PPE Requirements explained Contractor has provided their own PPE Yes No
Systems and Procedures	OHS Policy Provided
	Contractor Safety Procedure provided and explained
	Permit systems explained (if applicable)



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	Security and access requirements
	Privacy and confidentiality requirements
Qualifications / Licences / Tickets Verified	Licence / Qualification Number: Expiry Date: Sighter: Yes No
	Copies Attached Yes No (please circle)
Additional Comments	
Contractor Declaration	I confirm that I have received the above induction understand my workplace health and safety responsibilities, and agree to follow all workplace policies, procedures, directions and the Diocese's safeguarding code of conduct. Person's Name: Signature:
Induction Conducted By:	Name: Position: Date: Signature: