

# Safe Work Method Statement

(also referred to as a Job Safety Analysis or JSA)

## Procedure

Preparation of a **Safe Work Method Statement** (SWMS/JSA) involves identifying potential hazards, assessing their risk and recording how to eliminate, or minimise, the risk to worker safety (controls). Where potential hazards are identified as Class 1 or Class 2 risks the Safe Work Method Statement will be completed using the step- by-step guide on the next page.

**A generic (not specific to any site) SWMS/JSA** will be submitted at tender. Broadly defined job steps will be used, and general hazards identified. The SWMS/JSA will demonstrate the Company's understanding of the risks (particularly Class 1 & 2 risks) involved in the work and typical controls used. This SWMS/JSA will be provided for the purpose of pre-project/tender evaluation.

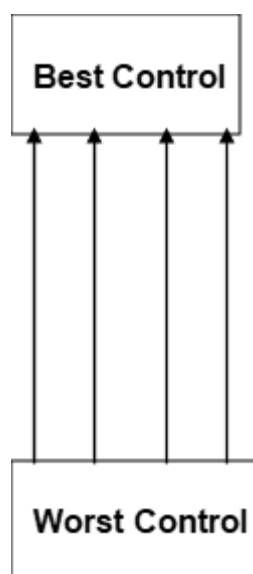
Prior to commencement of work on the project site the generic Safe Work Method Statement/Job Safety Analysis submitted at tender or during pre-project will be reviewed. Where job steps or site conditions will change from those planned the SWMS/JSA will be updated to reflect the way the job will really be done on the specific site and how safety will be controlled – **a site specific SWMS/JSA**.

The SWMS/JSA form provides a record to demonstrate compliance to Occupational Health and Safety Legislation. The person responsible for implementing a particular action to eliminate, or minimise, the risk of the potential hazard on site is nominated on the SWMS/JSA. This will ensure responsibility for risk control is allocated and can be followed up.

## Selection and Use

- The Safe Work Method Statement/Job Safety Analysis will be completed and signed by an appropriately qualified person/s representing the company who is competent in the work activity to be undertaken.
- The Safe Work Method Statement/Job Safety Analysis will be reviewed and signed by the appropriate Company representative on the project.
- Workers will review the SWMS/JSA and sign Toolbox Talk that they understand and are willing to implement the controls required to carry out the work safely.
- Work will not proceed until the above three criteria are achieved.

## EVALUATION OF THE SWMS/JSA



The Safe Work Method Statement/Job Safety Analysis will be evaluated on how well Class 1 & Class 2 hazards have been identified for the work activity to be undertaken and whether the suggested controls, wherever possible, eliminate the potential hazard or minimise the risk of injury. **Controls should be as high as practical in the “Best to Worst” guide shown below.**

1. **Remove the hazard completely:** (eg.) remove risk of electrocution by using compressed air driven tools.
2. **Separate people from the hazard:** (eg.) guards on power tools, use effective barriers and edge protection, enclose noisy machinery.
3. **Use an engineered control:** (eg.) use Earth leakage device (safety switch) on electrical power source, use a machine to lift heavy objects, use scaffolding rather than ladders to reduce risk of falls.
4. **Change work practices:** (eg.) training in lifting techniques, tagging procedures.
5. **Provide personal protection (PPE):** (eg.) hearing protection, eye protection etc.

NOTE: PPE should be the last barrier to protect people when all else fails.

## Safe Work Method Statement/Job Safety Analysis Step by Step

### *Does the SWMS/JSA Provide:*

1. The name of the company?
2. A description of the work activity or task to be undertaken?
3. The date the SWMS/JSA was developed?
4. The name and signature of the person who developed the SWMS/JSA?
5. The project name/number and the name of the Principal Contractor/Project Company?
6. The job steps involved in doing the work?
7. Potential Class 1 and Class 2 hazards associated with the job task to be undertaken?
8. The controls that will be put in place to eliminate or minimise the potential hazards identified?
9. Controls as high as practicable on the “best” to “worst” control guide?
10. The name of the person/s responsible for ensuring that the control/s is in place?



## SAFE WORK METHOD STATEMENT/JOB SAFETY ANALYSIS

Company Name: \_\_\_\_\_ Site Name: \_\_\_\_\_

Date: \_\_\_\_\_

SWMS/JSA No.: \_\_\_\_\_

Contractor: \_\_\_\_\_ Activity: \_\_\_\_\_

Permit to Work: ☐ Yes ☐ No

Approved By: \_\_\_\_\_

Activity List the tasks to perform the activity in the sequence they are carried out.	Hazar Against each task list the hazards that could cause injury when the task is performed.	Risk Class	Control Measures List the control measures required to eliminate or minimize the risk of injury arising from the identified hazard.	Person Responsible Write the name of the person responsible (supervisor or above) to implement the control measure identified.

**Class 1: (High Risk)**

Does the hazard have the potential to kill or permanently disable?

**Class 2: (Medium Risk)**

Does the hazard have the potential to cause serious injury, illness & temporary disablement?

**Class 3: (Low Risk)**

Does the hazard have the potential to cause a minor injury without disablement?

Reviewed By: \_\_\_\_\_ Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Names and Signatures: \_\_\_\_\_