

NSW FACT SHEET – SWMS

1. WHEN IS A SWMS REQUIRED?

A Safe Work Method Statement (SWMS) is required to be prepared, reviewed and kept on site until work is completed, when high risk construction work is carried out. If a notifiable incident occurs, the SWMS must be kept for 2 years.

2. REQUIREMENTS OF A SWMS

A SWMS must identify high risk work and:

- Document hazards relating to the work and any risks to health and safety related to those hazards;
- Describe measures to be implemented to control the risks; and
- Describe how the control measures are to be implemented, monitored and reviewed.

A SWMS must be prepared considering all different circumstances at the workplace and be set out and expressed in a way that is readily accessible and understandable to all persons who use it.

3. DEVELOPMENT AND REVIEW

The SWMS must be:

- Developed in consultation with workers or their representatives;
- Reviewed by the Principal Contractor before work commences;
- Provided to workers with information and instruction before work commences; and
- Reviewed when controls are potentially not effective or changes to the workplace occur.



4. HIGH RISK CONSTRUCTION WORK

Can include works in, on or near these hazards:

- Risk of fall from more than 2m;
- Work on a telecommunication tower;
- Demolition of load bearing structure;
- Disturbance of asbestos;
- Use of temporary structural supports;
- Confined space;
- Shaft, trench or tunnel;
- Use of explosives;
- Pressurised gas mains/pipes;
- Chemical/fuel/refrigerant lines;
- Energised electrical installations or services;
- Contaminated or flammable atmosphere;
- Involves tilt-up or precast concrete;
- Traffic corridors (e.g. road/rail/ship)
- Movement of powered mobile plant;
- Artificial extremes of temperature;
- Water or liquid with drowning risk;
- Diving work.

5. FURTHER INFORMATION

- Clause 291 and Parts 6.3, Division 2 of the *WHS Reg 2017*, visit www.legislation.nsw.gov.au;
- *Construction Work, Code of Practice 2019*, www.safework.nsw.gov.au;
- Email us: info@propertyrisk.com.au