**Safe Work Method Statement (SWMS) Guide and Template   
(adapted for Event Road Closures)**

### Recommended steps for filling out the SWMS template

1. Consult with relevant workers, contractors and health and safety representatives involved with the high risk construction work, the activities involved, and associated hazards, risks and controls.
2. In the ‘What is the high risk construction work?’ column, identify the high risk construction work for the construction work activity that will be undertaken.
3. In the ‘What are the hazards and risks?’ column, list the hazards and risks for each high risk construction work activity.
4. Identify the workplace circumstances that may affect the way in which the high risk construction work will be done.

Examples of workplace circumstances that may impact on the hazards and risks include:

* information relating to the design of the structure, the workplace (e.g. location, access, transport), and information contained in the WHS Management Plan
* information on any ‘essential services’ located on or near the workplace
* confirmation that the regulator has been advised of any ‘notifiable work’ (e.g. demolition work involving explosives)
* safe work methods and plant to be used.

1. In the ‘How will the hazards and risks be controlled?’ column, select an appropriate control or combination of controls by working through the hierarchy   
   of controls. It is important that you are able to justify why the selected control measure is reasonably practicable for the specific workplace.

### Selecting control measures

1. Eliminate the risks so far as is reasonable practicable
2. If this is not reasonably practicable, minimise them so far as reasonably practicable by applying the following hierarchy of control measures:

* minimise the risk by doing one or more of the following:
* substituting the hazard
* isolating the hazard
* implementing engineering controls
* if the risk still remains, minimise the remaining risk by implementing administrative controls
* if the risk still remains, minimise the remaining risk by ensuring the provision and use of suitable personal protective equipment (PPE).

### SWMS compliance (information, monitoring and review)

1. Brief each team member on the SWMS before commencing work. Ensure each team member knows work is to stop if the SWMS is not followed.
2. Observe the work being carried out and monitor compliance with the SWMS. Review risk controls regularly, including:

* before a change occurs to the work itself, the system of work or the work location
* if a new hazard associated with the work is identified
* when new or additional information about the hazard becomes available
* when a notifiable incident occurs in relation to the work
* when risk controls are inadequate or the SWMS is not being followed.

In all of the above situations stop the work, review the SWMS, adjust as required and re-brief the team.

Keep the SWMS in a readily available location for the duration of the high risk construction work and for at least two years after a notifiable incident occurs.

**Safe Work Method Statement (SWMS)**

**Template adapted for an Event Road Closure**

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| **Organisation Name:** |  | **ABN:** |  |
| **Organisation’s Address:** |  | | |
| **Event Name:** |  | **Event Date:** |  |
| **Work Activity:** | Closure of road to conduct an event | | |
| **Work Location:** |  | | |
| **Name of Event Manager:** |  | **Phone:** |  |
| **Name of qualified person supervising the road closure and ensuring compliance with the SMWS:** |  |  | |
| **Phone:** |  |
| **High Risk Construction Work:** | **Work carried out on a road** is classified as ‘high risk construction work’ under section 291 of the Work Health and Safety Regulations 2012. | | |
| **Known potential hazards and risks associated with road closures:** | Refer to relevant Burnie City Council Safe Work Procedures | | |
| **Regulatory Requirements:** | Traffic Management Plan to AS1742 | | |

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| **SMWS prepared by:** |  | **Date prepared:** |  |
| **Have workers (including volunteers) been consulted about the SMWS?** | *Note that Sections 47-49 of Work Health and Safety Act 2012 relating to ‘consultation with workers’ applies.* | | |
| **How will all workers (including volunteers) be informed about this SMWS for the road closure?** |  | | |

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| **What are the tasks involved?** | **What are the hazards and risks?**  (What is the problem?) | **What are the control measures?**  (Describe the control measures and how they will be used) |
| Think about the workplace and each stage of the work including preparation, set up, event staging, and dismantling. | Identify the hazards and risks that may cause harm to workers or the public. | Describe what will be done to control the risk. What will you do to make the activity as safe as possible? |
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