**SAMPLE TEMPLATE**

**Safe Work Method Statement** 

This sample Safe Work Method Statement template has been compiled by the Residential Efficiency Scorecard Program for training and development purposes. It is to provide guidance for assessors when they develop their own individual Safe Work Method Statement and is not meant to be prescriptive. Assessors are required to develop their own Safe Work Method Statement.

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| **Steps for filling out** |
| 1. Consider the potential hazards of a Scorecard assessment, potential risks and proposed/required controls. |
| 2. In the ‘Hazard’ column, list the hazards related to a Scorecard assessment. Conduct a risk assessment (use a risk matrix) to analyse the level of risk associated with each hazard occurring (the consequence and likelihood of exposure to the hazard) – resulting in Low, Medium, High, Very High, Extreme |
| 3. In the ‘Risk’ column record the results of the risk assessment – i.e. level of risk associated with the hazard occurring (for further information see guidance provided below) |
| 4. In the ‘Control’ column, select an appropriate control for each hazard see below: |
| **Control levels – Use the Risk Hierarchy** |
| 1. **Eliminate** any risk to health or safety associated with the assessment.  2. **Reduce** the risk to health or safety by any one or any combination of the following:   * **Substituting** a new activity, procedure, plant, process or substance * **Isolating** persons from the hazard, such as barricading, fencing or guard railing, or * **Using engineering controls**, such as mechanical or electrical devices.   3. **Use administrative controls**, such as changing the way the work is done.  4. **Use appropriate personal protective equipment.** |
| 5. Brief each team member on this SWMS before commencing work. Ensure team knows that work is to immediately stop if the SWMS is not being followed. |
| 6. Reflect on work being carried out. If controls are not adequate, stop the work, review the SWMS, adjust as required and re-brief the team. |

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| **Hazard** | **Risk** | **Risk Level**  **Low, medium, high, very high, extreme** | **Control Measures/Mitigation** | **Responsible person** |
| **Personal hazards** |  |  |  |  |
| *E.g. Climbing a ladder to inspect ceiling insulation* | *Falling from ladder, causing injury to self, others and/or property* |  |  |  |
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| **Property Hazards** |  |  |  |  |
| *E.g. Theft of property from car* | *Loss of valuables* |  |  |  |
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| **Information Hazards** |  |  |  |  |
| *E.g. Data loss as a result of virus* | *Privacy breach* |  |  |  |
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| **Security Hazards** |  |  |  |  |
| *E.g. Aggressive householder* | *Physical and/or emotional Injury and/or stress* |  |  |  |
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I acknowledge that I have:

* been consulted in the development, or content of this SWMS, and
* read and completed the SWMS, and
* understand the hazards that have been identified and the controls in place.

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| Assessor Name | Signature | Date |
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**The level of a risk is measured in terms of the likelihood of a hazard, or exposure to it, resulting in harm or injury and the consequences that could result from exposure to the hazard.**

**This can be assessed by completing a risk matrix.**

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| **Determine Consequence** | |  | **Determine Likelihood** | |
| **Consequence** | **Description** |  | **Likelihood** | **Description** |
| **Very high** | Fatal or severe injury to person or persons resulting in permanent disability or death, reputational damage resulting in significant business/financial loss |  | **Almost certain** – | Can be expected to occur in most circumstances (i.e. if you touch bare wires electrocution) |
| **High** | Injuries requiring medical attention and long recovery periods. Large financial losses. |  | **Likely** | Will probably occur in most circumstances (i.e. back injury if lifting heavy objects) |
| **Medium** | Injuries requiring first aid and short recovery periods. Some financial loss. Potentially reputational/enviro damage. |  | **Possible** | Might occur at some time |
| **Low** | Injuries requiring first aid with no recovery period. Minor financial loss. |  | **Unlikely** | Could occur at some time but is improbable |
| **Negligible** | Minor injuries, no first aid required, no recovery period. Minor financial losses. |  | **Rare** | May only occur under extreme circumstances. |

**The risk assessment provides a result of low, medium, high and extreme risk. You can record this risk rating, then note appropriate controls for management/mitigation of the risk.**

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| **Determine Risk Rating** | | | | | |
|  | **Consequence** | | | | |
| **Likelihood** | **Negligible** | **Low** | **Medium** | **High** | **Very High** |
| **Almost Certain** | **M** | **M** | **H** | **H** | **E** |
| **Likely** | **L** | **M** | **H** | **H** | **H** |
| **Possible** | **L** | **M** | **M** | **H** | **H** |
| **Unlikely** | **L** | **L** | **M** | **H** | **H** |
| **Rare** | **L** | **L** | **L** | **M** | **M** |