



Contractor Safe Work Method Statement Checklist

Uncontrolled copy

Installation of Separation Kerbing, Linemarking and Signs

Employee Name:
 Phone Number:
 Job Title:
 Date Created: 09/09/2008 01:53 PM

Division:
 Business Area:
 Workgroup:
 Manager/Supervisor:

Description of Contracted Works:

Contract No.:	Contractor:	
Location:	Position:	Date:
Contractor SWMS evaluation by:	Position:	Date:
Surveillance (1) by:	Position:	Date:
Surveillance (2) by:	Position:	Date:
Comments:		
Surveillance (3) by:	Position:	Date:
Comments:		
WorkCover Reg. No.:		
Public Liability Policy No.:	Contract Date:	
Co. Incorp. No.:	Contract Expiry Date:	

- All tenderers to respond to requirements
 Only selected contractor to respond to requirements

Draft

Safe Work Method Statement

Reviewed as satisfactory by:
 Assessment Result:

Date:

Special OH&S Conditions of Contract

- Contractors are responsible for undertaking all contracted works in accordance with relevant legislative and regulatory OH&S requirements and VicRoads special OH&S conditions of contract as identified in the specification below.
- Contractors must submit a fully completed Safe Work Method Statement (SWMS). Which as a minimum responds to the requirements identified in the following specification.
- The SWMS must be supported by documentary evidence relating to each identified control measure.

Primary Hazard(s)	Is this Applicable to the Job?	Contractor's response to control Risk including the supporting document and page it can be found	Reviewed	Surveillance of Contractor Proposal
High risk construction work identified	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Working near Plant and Equipment	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Pedestrians	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Traffic	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Manual Handling (Lifting and Manoeuvring Equipment)				

Manoeuvring Equipment)	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Working at Heights more than 2 metres	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Operation of Cranes/Lifting Appliances	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Noise	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Working in the vicinity of overhead and underground services	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Dust	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Hot Melt Adhesive	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Other:	<input type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Other:	<input type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Other:	<input type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review

Plant & Equipment	Is this Applicable to the Job?	Contractor's specific response on how they will deal with issue	Reviewed	Surveillance of Contractor Proposal
Plant and Equipment Operator Manuals	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Plant and Equipment Risk Assessments/Controls	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Plant, Vehicle and Equipment Maintenance Records	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Daily Pre Start safety checks	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Plant Fault Reporting Arrangements	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Lock Out/Tag Out procedures	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Warning Lights and Reversing Alarms	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Fire Extinguishers				

Other:	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Other:	<input type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Other:	<input type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Other:	<input type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review

Training/Competency Requirements	Is this Applicable to the Job?	Contractor's specific response on how they will deal with issue	Reviewed	Surveillance of Contractor Proposal
Site Safety Inductions	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Worksite Traffic Management	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Plant, vehicle and equipment operator licences and competencies	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Plant and equipment operators manual training	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Spotter Training	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Current First Aid Certificates	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Manual Handling Training	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Safe work method statements	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Emergency Contact Numbers	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Safe Operating Procedures for Linemarking	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Tool Box Meetings	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Hazard/Risk identification and control	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Working in proximity to overhead and underground services	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Other:				

Other:	<input type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
	<input type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Other:	<input type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review

Work Method/System	Is this Applicable to the Job?	Contractor's specific response on how they will deal with issue	Reviewed	Surveillance of Contractor Proposal
Safe Operating Procedures for Installation of Separation Kerb, Linemarking and Signs.	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Workplace Safety Rules	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Working in proximity to mobile plant	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Working in proximity to underground and overhead services	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Working at Heights - Regulations and Code of Practice	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Emergency Communications procedures	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Safe use of power tools	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Attach in a written procedure - specify types of incidents immediately reportable to WorkSafe	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
- how incidents notified to WorkSafe / VicRoads	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
incident site preservation	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Personal Protective Equipment (ear/eye protection, high visibility vests, etc)	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Manual Handling Risk Assessment Reports	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Other:	<input type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Other:	<input type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Other:				

	<input type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
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Managing Sub-Contractors	Is this Applicable to the Job?	Contractor's specific response on how they will deal with issue	Reviewed	Surveillance of Contractor Proposal
Register of sub-contractors	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Safe work method statements for sub-contracted works	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Applicable certificates, licences and competencies	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Safe Plant and Equipment	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Other:	<input type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Other:	<input type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Other:	<input type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review

OH&S Acts, Regulations and Codes of Practice applicable to the contracted works:	Is this Applicable to the Job?	Contractor's specific response on how they will deal with issue	Reviewed	Surveillance of Contractor Proposal
OHS Regulations - Plant and Compliance Code	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Occupational Health and Safety Act - Incident Notification	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Fist Aid in the Workplace Compliance Code	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
OHS Regulations - Certification of Plant Operator	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
OHS Regulations - Manual Handling and Compliance Code	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review
Workplace amenities and work environment Compliance Code	<input checked="" type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Reviewed <input type="radio"/> Returned <input type="radio"/> Check later	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory <input type="radio"/> Review

Comments

Date/Time

Editor