|  |  |  |  |
| --- | --- | --- | --- |
| RMSGov_logo_mono_RGB |  | Contractor Work Method Statement Review checklist | 909 |
| Regional Maintenance  |  | For more information about this form, see OCP-04 Contractor Management |

**For the purpose of the WHS legislation, SWMS are referred to as WMS within the RM system.**

**References: RMS, G22, Annex. D Part 2 stipulates the following requirements to be met by SWMS. RMS G36 Annexure D lists activities which require EWMS.**

|  |  |
| --- | --- |
| Project |  |
| Project Number |  |
| Contract |  | Contractor |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| WMS title |  | Revision No, date |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Reviewer confirms compliance: | **Y** | Acceptable | Review by |  |  |  |  |  |  |  |
| **N** | Not acceptable |  |  | Name |  | Signature |  | Date |  |

Work Method Statements (WMS) must be developed in consultation with workers for all activities assessed as having a health and safety risk and/or high risk construction activities as listed in Chapter 6 Part 6.1 Clause 291 of WHS Regulation.

| Requirement | CompliesY/N | Action Required | CompliesY/N |
| --- | --- | --- | --- |
| Safe Work Method Statements must be … |  |  |  |
| On a company letterhead showing the registered office address of the company.  |  |  |  |
| Signed and dated by a senior member of the management representative of the company. |  |  |  |
| Prepared for all work activities assessed as having high safety risks and/or those relevant high risk construction activities listed in Chapter 6 Part 6.1 Clause 291 of WHS Regulation. |  |  |  |
| Is there evidence that the SWMS have been reviewed to ensure they are site specific and is there provision or prompts to review and reflect changes at the site including changes to personnel, plant and equipment, process or work hours. |  |  |  |
| Work Method Statements must include … |  |  |  |
| A description of the work to be undertaken.  |  |  |  |
| The foreseeable hazards associated with the work.  |  |  |  |
| The actual step by step sequence involved in doing the work.  |  |  |  |
| Are Hierarchy of controls applied to control the hazards?  |  |  |  |
| All precautions are to be taken to protect health and safety. |  |  |  |
| SWMS to include environmental protection controls (if applicable). |  |  |  |
| All instructions that are to be given to workers involved in the work.  |  |  |  |
| The names and qualifications of those who will:* supervise the works
 |  |  |  |
| * inspect and approve work areas
 |  |  |  |
| * inspect and approve work methods
 |  |  |  |
| * inspect and approve protective measures
 |  |  |  |
| * inspect and approve plant, equipment, tools, structures and substances.
 |  |  |  |
| A description of the training that is provided to people involved with the work.  |  |  |  |
| The names and qualifications of those responsible for training workers in accordance with the requirements of the WMS.  |  |  |  |
| The names of those who will be or have been trained in the work activity described in the WMS. |  |  |  |
| The names of those work crew members who have been involved in development of the WMS. |  |  |  |
| Identification of health and safety related codes applicable to the works and where they are kept.  |  |  |  |
| Identification of the plant, equipment and substances that will most likely be used on site e.g. ladders, scaffold, grinders, electrical leads.  |  |  |  |
| Details of the inspection and maintenance checks that will be or have been carried out on the equipment listed.  |  |  |  |

### Additional comments

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