

SWMS – Review Checklist

	Mandatory requirements that must be adequately addressed in the SWMS are marked as "M".
<input type="checkbox"/>	(M) Does the SWMS show the name of a senior contact person of the organization?
<input type="checkbox"/>	(M) Is the name and position of the person to be responsible for and supervise the works nominated?
<input type="checkbox"/>	(M) Does the SWMS detail who is responsible for implementing each control that has been allocated? This does not need to be a specific name but could be a position such as Supervisor / EWP operator.
<input type="checkbox"/>	(M) Does the SWMS show the name and registered office address of the organization?
<input type="checkbox"/>	(M) Does the SWMS show the Subcontractor's ABN?
<input type="checkbox"/>	(M) Does the SWMS include applicable site specific hazards and controls relevant to the activity?
<input type="checkbox"/>	(M) Is the scope of work covered by the SWMS adequately defined?
<input type="checkbox"/>	(M) Is the work process described in a logical step-by-step sequence?
<input type="checkbox"/>	(M) Are the hazards related to each step described and listed separately (i.e. hazards and risks are not to be grouped together)?
<input type="checkbox"/>	Are manual handling hazards adequately addressed?
<input type="checkbox"/>	Are any special temporary supports, props or structures detailed?
<input type="checkbox"/>	(M) Has a risk assessment for each hazard been carried out in terms of likelihood and consequence?
<input type="checkbox"/>	(M) Has the Subcontractor adequately used the Hierarchy of Controls in developing controls to eliminate or minimize Class 1 (High) and Class 2 (Medium) risks?
<input type="checkbox"/>	(M) Are PPE requirements listed? The type of PPE required is to be specific.
<input type="checkbox"/>	Are any special notices or permits (eg/ hot works, permit to dig, State OHS Authority) nominated?
<input type="checkbox"/>	Is protection of other trades and/or the public detailed?
<input type="checkbox"/>	Are any Consultant (Engineer) inspections listed (eg/ Formwork)?
<input type="checkbox"/>	Has the specific working at heights hierarchy of controls been followed in relation to fall risks?
<input type="checkbox"/>	Is any scaffolding or other access requirements detailed and are ladders used as a last resort?
<input type="checkbox"/>	Are controls for falling objects detailed?
<input type="checkbox"/>	Are emergency response procedures referenced against relevant hazards?

<input type="checkbox"/>	Are emergency response resources available (plant, trained personnel)?
<input type="checkbox"/>	Do the persons undertaking the work require special qualifications? If so, are requirements nominated? (e.g. Working at Heights training, Operator tickets/licenses)
<input type="checkbox"/>	Is the plant required to undertake the work listed?
<input type="checkbox"/>	Are plant, tools and equipment hazards addressed?
<input type="checkbox"/>	Have calibration records been obtained for necessary equipment?
<input type="checkbox"/>	Are the hazardous materials to be used listed and relevant Material Safety Data Sheets received?
<input type="checkbox"/>	Have the Manufacturer's recommendations for storage, handling and exposure been incorporated into the SWMS?
<input type="checkbox"/>	(M) Has the relevant OHS legislation, codes and standards applicable to the work been identified and requirements incorporated?
<input type="checkbox"/>	Have the environmental hazards/ aspects and associated risks/ impacts been eliminated or reduced to an acceptable level?
<input type="checkbox"/>	(M) Has each worker printed their name, signed and dated the SWMS?
<input type="checkbox"/>	(M) Have copies of records showing worker or HSR involvement in the development of the SWMS been received? (e.g./ toolbox meeting minutes, SWMS acknowledgement of participation)