

This Safe Work Procedure (SWP) proforma is a simplified version of the WorkCover Safe Work Method Statement (SWMS). This SWP proforma is suitable for most circumstances. If you need greater detail you may use the WorkCover format for *Writing Safe Work Method Statements* which can be located on the WorkCover NSW website

http://www.workcover.nsw.gov.au/formspublications/publications/Documents/writing_work_method_statement_plain_english_guidelines_0231.pdf

SAFE WORK PROCEDURE			
Issue Date:	Date when there is consensus by workers on best practice procedure	Working Group There are 8 OHS working groups Enter the number of the group responsible for updating the procedure relevant OHS working group	
Title:	Chose a title which include key words. This will facilitate the search function		
Identified Risk:	There may be multiple risks		
Level of Inherent Risk (KnowRisk Matrix)	Use 4.23 Knowrisk matrix to calculate Likelihood X consequence	Level of residual risk If SWP used properly	This hopefully is lower than inherent risk
Relevant Legislation	OHS Regulation 2001 Chapter 2 CI 9-20 requires that employers adopt a risk management system . CI 37 requires controllers of workplaces conduct risk assessments risk assessments are undertaken Chapter 8.4 CI 230-237 sets out requirements for controlling risks during construction works		
Standard Required:	Chose required standard e.g. Competent or competent under supervision etc		
Method of Communication:	This may be verbal, written instructions, website, supervisor instruction, tool box session, training etc		
Training / Competency Requirements:	OHS Reg 2001 Chapter 9 sets out WorkCover certification requirements for prescribed activities		
Procedure written by:	Name of supervisor /worker who wrote the procedure Date Date procedure written		
Procedure to be reviewed by:	Name or Position	Review Date:	Usually 5 years unless there is a change of equipment or workplace environment
Responsible person Workplace Manager Supervisor/Delegate:		File Number: This may be an internal number or TRIM document number	TRIM : A05/72 File in trim folder A05/72

Sequential Steps/Stages for Procedure: (Imagine that you are explaining the way to do a task to a six year old. Use simple language and ensure that you include all actions .Test the procedure by asking someone who is unfamiliar with the task to follow your instructions)

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

SAFE WORK PROCEDURE (Sample)			
Issue Date:		Working Group	
Title:	Setting up workstation for new employee		
Identified Risk:			
Level of Inherent Risk (Knowrisk Matrix)		Level of residual risk If SWP used properly	
Relevant Legislation	Occupational Health and Safety Act 2000 Sections 8, 20, and 21		
Standard Required:	competent		
Method of Communication:	Induction, orientation, Safe Work Practices (SWP)		
Training / Competency Requirements:	One on one training by supervisor; peer review; toolbox sessions		
Procedure written by:	Date		
Procedure to be reviewed by:	Name Position	Review Date:	
Responsible person Workplace Manager Supervisor/Delegate:		File Number:	TRIM : A05/72

Sequential Steps/Stages for Procedure:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9