

SWMS CHECKLIST



Business Name:		Trade Type:	
Contact Name:			
Telephone:		Email:	

ENVIRONMENTAL & SAFE WORK METHOD REVIEW CHECKLIST

	Does the documentation comply with the following:	Y/N N/A	Comments
1	Is Company Information supplied: Name, ABN, ACN & Address?		
2	Is the Project name and location given?		
3	Has SWMS been signed by Management Representative?		
4	Scope of Works specified?		
5	Does SWMS define roles and responsibilities?		
6	Are all hazards / risks associated with works identified?		
7	Have all "high" risk construction work identified?		
8	Has a risk rating been determined for each hazard?		
9	Defines appropriate Controls – Environmental, Health & Safety?		
10	Has a risk rating been determined after the control measure?		
11	Identify Licenses / Qualifications / Competency required?		
12	Identify regulatory Permits / Licenses required?		
13	Identify Plant / Equipment & Tools for tasks?		
14	Includes Inspection & Maintenance checks?		
15	List hazardous substances / SDS being used on site?		
16	Includes PPE provisions?		
17	Identify all relevant safety legislation, codes or standards applicable to the works?		
18	Provision for SWMS Sign Off? (To be signed off on site)		

Reviewed By

Name:			
Position			
Date			
Comments:			
Approved	Yes		No