



Government  
of South Australia

SafeWork SA

# Safe Work Method Statements

2020 Audit Report

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## Executive summary

A compliance campaign on Safe Work Method Statements (SWMS) for High Risk Construction Work (HRCW) was recommended from the [Elevating Work Platforms 2019 Audit Report](#).

*“Consideration is given to developing an audit for Regulation 299, based on the information attained in the audit”.*

From 17 February 2020 to 30 July 2020, SafeWork SA undertook a compliance campaign on SWMS for the 18 HRCW activities as identified in the *Work Health and Safety Regulations 2012 (SA)* (“Regulations”).

SafeWork SA conducted 66 compliance audits consisting of 41 reactive and 25 proactive (25) visits across the 3 construction industry sub-divisions:

- 38 - Commercial
- 23 - Residential
- 5 - Civil

These audits also included 29 construction projects where a principal contractor was in management and control of the workplace:

- 22 - Commercial
- 4 - Residential
- 3 - Civil

64 statutory notices were issued in response to non-compliances, including 17 Prohibition Notices and 47 Improvement Notices. The largest areas of non-compliance related to:

- failure to prepare a SWMS before commencing HRCW (21);
- failure to have adequate control measures in place to manage a risk of a person falling more than 3 metres (16).

The construction industry sub-division that received the highest number of Statutory Notices for non-compliance was residential (33), followed by commercial (28) and civil (3).

It is recommended that SafeWork SA undertakes a follow-up compliance campaign in 2021 to ensure compliance with SWMS for HRCW is being maintained.

# SWMS Compliance Campaign

## Introduction

Construction work is hazardous, dynamic and exposes workers to a variety of hazards and risks, resulting in unacceptably high levels of injuries and fatalities. The construction industry has been identified as a priority in the [Australian Work Health and Safety Strategy 2012-2022](#).

Safe Work Method Statements (SWMS) for High Risk Construction Work (HRCW) are a key strategy relied upon to reduce this toll.

HRCW involves 18 activities identified in the Regulations as having significant potential for serious harm based on historical national injury data.

The 18 HRCW activities are work that:

- involves a risk of a person falling more than 3 metres
- is carried out on a telecommunication tower
- involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure
- involves, or is likely to involve, the disturbance of asbestos
- involves structural alterations or repairs that require temporary support to prevent collapse
- is carried out in or near a confined space
- is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres; or a tunnel
- involves the use of explosives
- is carried out on or near pressurised gas distribution mains or piping
- is carried out on or near chemical, fuel or refrigerant lines
- is carried out on or near energised electrical installations or services
- is carried out in an area that may have a contaminated or flammable atmosphere
- involves tilt-up or precast concrete
- is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians

- is carried out in an area at a workplace in which there is any movement of powered mobile plant
- is carried out in an area in which there are artificial extremes of temperature
- is carried out in or near water or other liquid that involves a risk of drowning
- involves diving work.

The aim of a SWMS is to:

- describe the activity or task to be undertaken
- identify the resources, manpower and skills associated with the task
- assess and select control measures (as appropriate)
- systematically plan the activity so it can be completed efficiently and effectively.

The principle purpose of a SWMS is to assist supervisors, workers and other parties at a workplace to understand the safety requirements that have been established, through consultation, to work in a safe way.

In respect to the importance SWMS has on reducing injuries and fatalities, SafeWork SA engaged with industry stakeholders in February 2019 on the essential requirements of SWMS for HRCW activities to drive positive outcomes.

The industry engagement led to the development of [SWMS guidance material](#), a sample SWMS template and links to additional information being published on the SafeWork SA website in November 2019.



Safe Work Method Statement template.

As part of the audit, SafeWork SA inspectors worked closely with contractors on the worksite to provide education and assistance to encourage on-going compliance with SWMS.

SafeWork SA regulates compliance with *Work Health and Safety Act 2012 (SA)* and can require Persons Conducting a Business or Undertaking (PCBU) to rectify safety breaches through the issuing of statutory notices, expiations or prosecution.

## Audits

The compliance campaign highlighted a number of safety risks which are detailed further in the Summary of Findings section of this report.

Inspectors used a checklist to ensure a consistent approach with each site. Inspectors were instructed to enforce requirements and to take immediate action to mitigate any safety risks identified while on site.

The audit consisted of 4 parts:

**SWMS preparation:** Has a SWMS been developed in consultation with the workers prior to commencing HRCW?

**SWMS compliance:** Are the control measures listed in the SWMS being followed?

**Construction project – duties of contractor:** Has a copy of the SWMS been given to the principal contractor before the HRCW commences?

**Construction project – duties of principal contractors:** Does the principal contractor have arrangements for the collection and any assessment, monitoring and review of the SWMS at the workplace?

An inspection register was created for each audit to record findings and actions taken.

A full breakdown of audit results can be found at [Appendix 4 – Summary of Audit Findings – All](#).



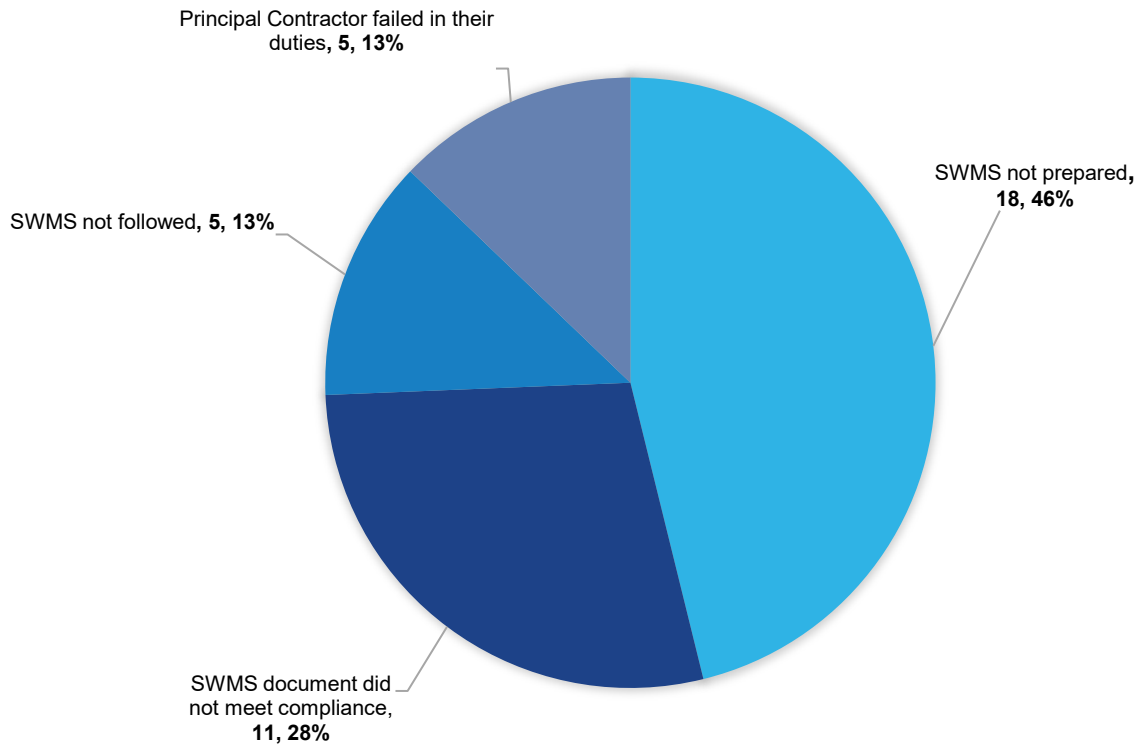
Workers completing a SWMS prior to performing high risk work on a work site.

# Summary of findings

## Statutory notices

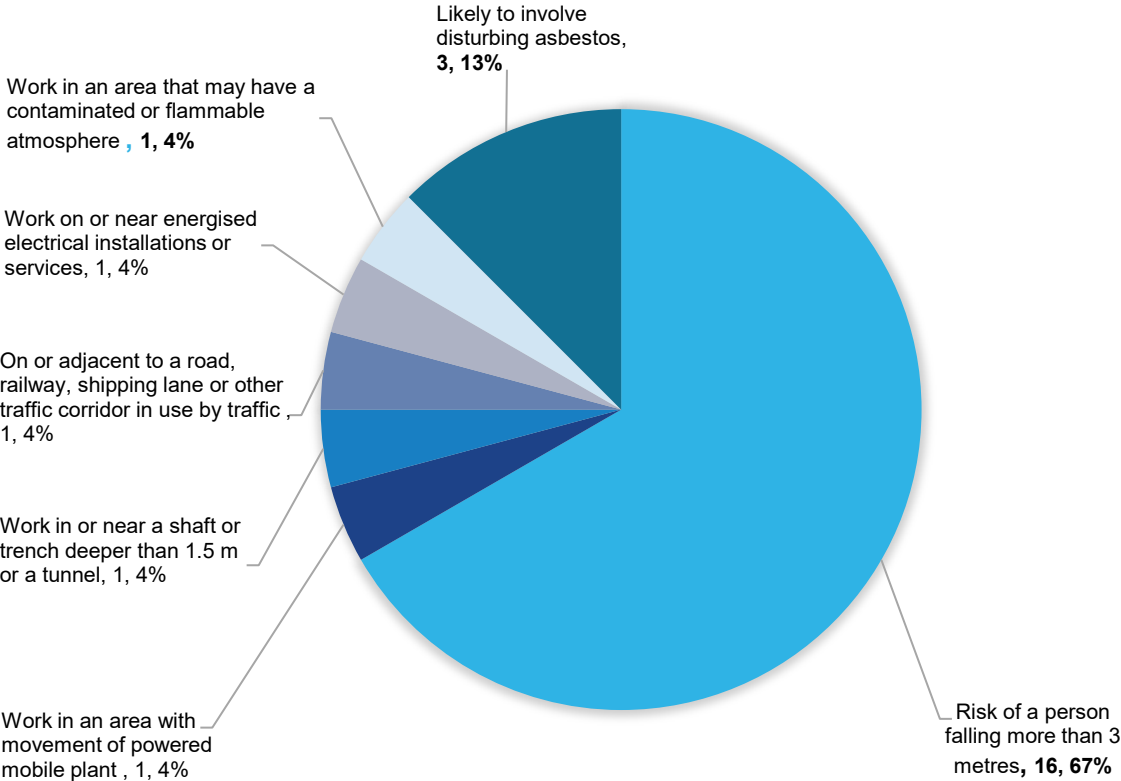
SafeWork SA issued 39 Improvement Notices relating to the SWMS document and the duties of Principal Contractors. A breakdown of notice reasons is below at figure 1.

**FIGURE 1: REASONS FOR NOTICES ISSUED FOR SWMS FOR HRCW**



SafeWork SA issued 24 Statutory Notices against HRCW activities, comprising of 17 Prohibition Notices and 7 Improvement Notices. A breakdown of notice reasons is below at figure 2.

**FIGURE 2: REASONS FOR NOTICES ISSUED FOR SWMS FOR HRCW**





## Residential Construction Sector

The 23 audits completed in the residential construction sector revealed serious safety concerns for managing the work health and safety hazards and risks associated with working at height.

33 statutory notices were issued in response to non-compliances, including 13 Prohibition Notices and 20 Improvement Notices. The largest areas of non-compliance related to a failure to prepare a SWMS before commencing HRCW and not having adequate control measures in place to manage a risk of a person falling more than 3 metres.

13 Improvement Notices were issued to PCBU's where no SWMS was prepared for the high risk construction work being undertaken. Of the 10 SWMS that had been prepared, three did not meet the requirements of regulation 299 of the Regulations and on 5 occasions the controls measures listed in the SWMS were documented but not being followed.

27 HRCW activities were identified by Inspectors during the audits, with the most being work that involves a risk of a person falling more than 3 metres (19) and work involving, or is likely to involve, the disturbance of asbestos (3).

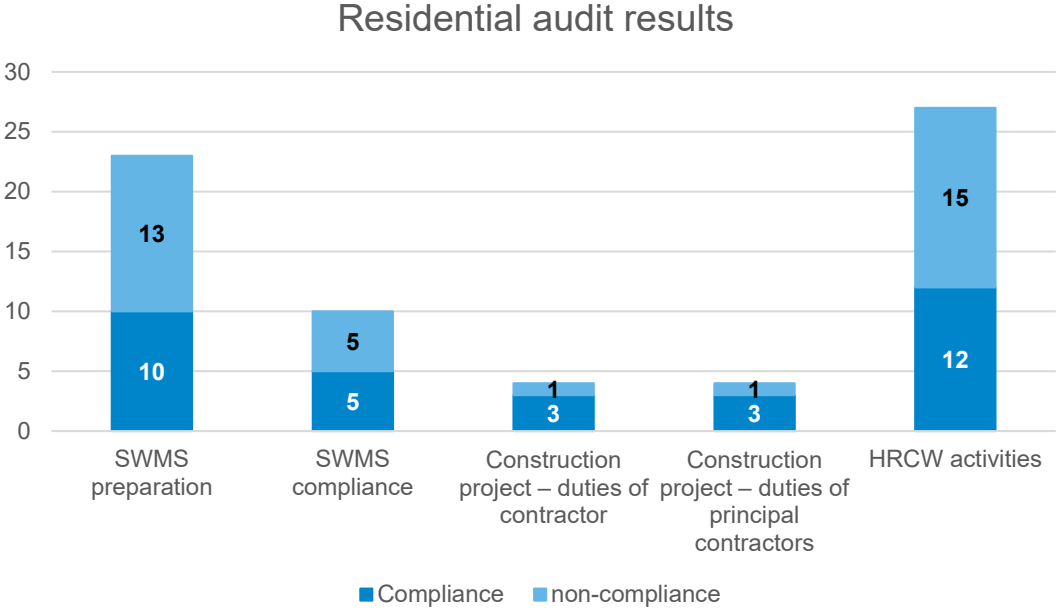
15 statutory notices were issued for HRCW activities, consisting of 13 Prohibition and 2 Improvement notices. 11 Prohibition notices were issued for work that involved a risk of a person falling more than 3 metres due to the imminent and immediate risk to the workers' health and safety.



A worker performing high risk work is secured to a safety line while undertaking roofing work. SafeWork SA found not having adequate control measures in place to manage a risk of a person falling more than 3 metres accounted for 67% of the statutory notices issued.

4 audits were associated with a construction project where a principal contractor had management and control of the workplace. One principal contractor did not have a written WHS management plan for the workplace while another principal contractor's WHS management plan did not have arrangements for the collection, assessment, monitoring and review of the SWMS prior to HRCW commencing.

A full breakdown of audit results for residential can be found at [Appendix 1 – Summary of Audit Findings – Residential.](#)



## Commercial Construction Sector

The 38 audits completed in the commercial construction sector found a greater understanding of SWMS for HRCW.

28 statutory notices were issued in response to non-compliances, including 3 Prohibition Notices and 25 Improvement Notices. The largest areas of non-compliance related to a failure to follow the control measures listed in the SWMS, not preparing the SWMS in a way that is readily accessible and understandable to workers and not having adequate control measures in place to manage a risk of a person falling more than 3 metres.



Workers undertaking high risk work using an Elevating Work Platform.

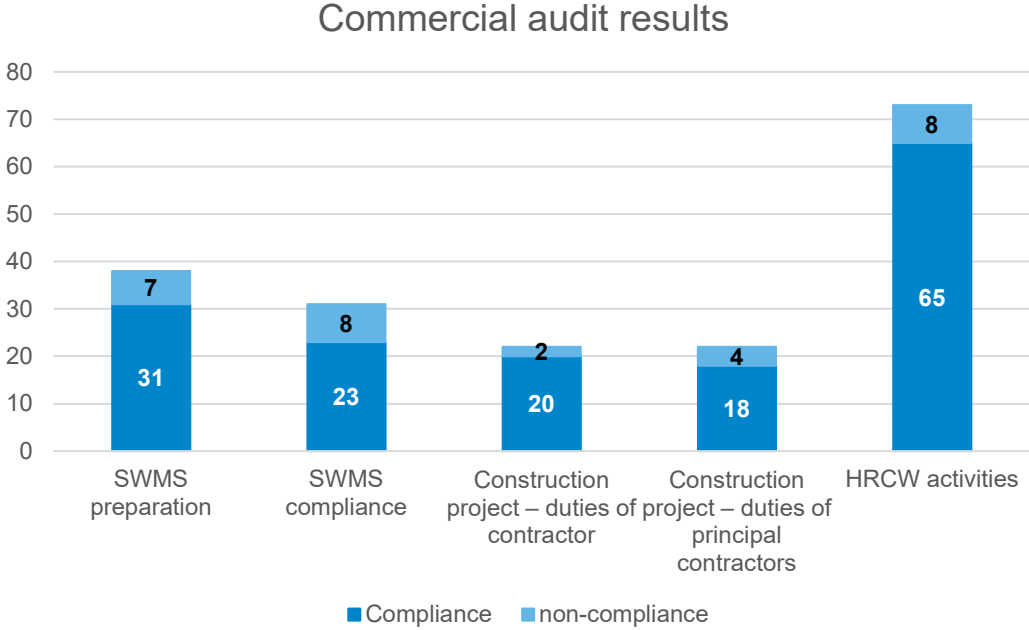
7 Improvement Notices were issued to PCBU's where no SWMS was prepared for the HRCW being undertaken. Of the 31 SWMS that had been prepared, 8 did not meet the requirements of regulation 299 of the Regulations and on 8 occasions the controls measures listed in the SWMS were not being followed.

73 HRCW activities were identified by Inspectors during the audits, with the most being work that is carried out in an area at a workplace in which there is any movement of powered mobile plant (27), followed by work that involves a risk of a person falling more than 3 metres (25).

8 statutory notices were issued for HRCW activities, consisting of 3 Prohibition and 5 Improvement Notices. 1 Prohibition Notices and 2 Improvement Notices were issued for work that involved a risk of a person falling more than 3 metres.

22 audits were associated with a construction project where a principal contractor had management and control of the workplace. 2 principal contractors did not have a written WHS Management Plan for the workplace while another 4 principal contractor's WHS Management Plans did not have arrangements for the collection, assessment, monitoring and review of the SWMS prior to HRCW commencing.

A full breakdown of audit results for commercial can be found at [Appendix 2 – Summary of Audit Findings – Commercial.](#)



## Civil Construction Sector

While only 5 audits were undertaken in the civil construction sector, most showed compliance with the control measures listed in the SWMS.

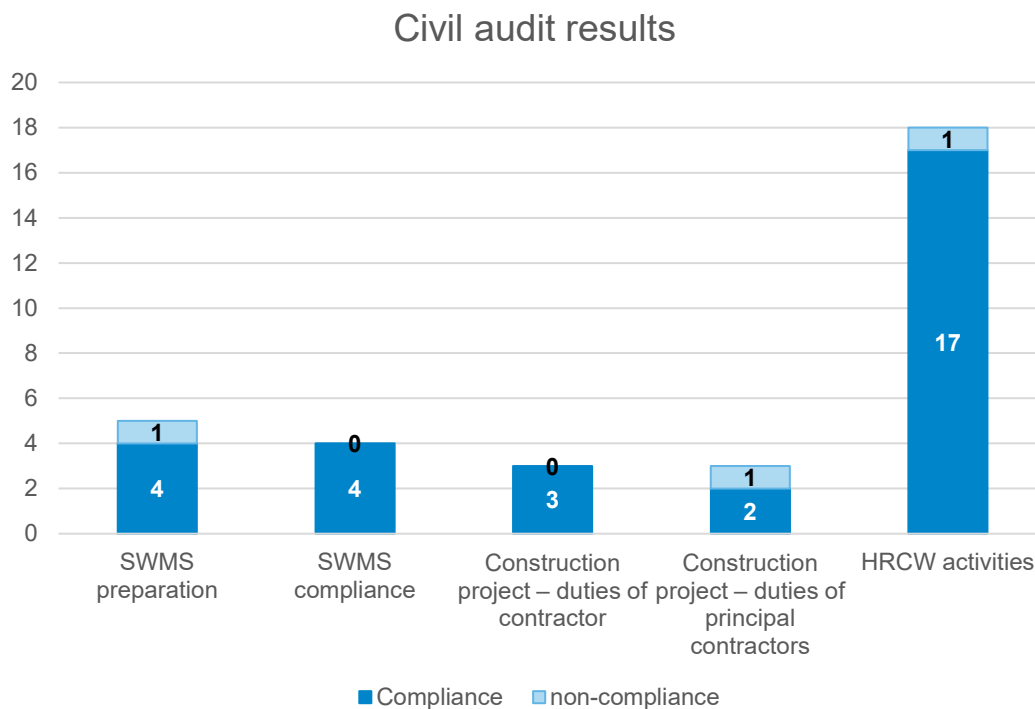
3 statutory notices were issued in response to non-compliances, including 1 Prohibition Notice and 2 Improvement Notices.

1 Prohibition Notice was issued for work that involves, or is likely to involve, the disturbance of asbestos, 1 Improvement Notice was issued to a PCBU's where no SWMS was prepared for the HRCW being undertaken and 1 Improvement Notice did not meet the requirements of regulation 299.

18 HRCW activities were identified by Inspectors during the audits, with the most being work that is carried out in an area at a workplace in which there is any movement of powered mobile plant (4), followed by work is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres; or a tunnel (3).

3 audits were associated with a construction project where a principal contractor had management and control of the workplace. 1 principal contractor's WHS Management Plan did not have arrangements for the collection, assessment, monitoring and review of the SWMS prior to HRCW commencing.

A full breakdown of audit results can be found at [Appendix 3 – Summary of Audit Findings – Civil](#).





A worker performing high risk work on power lines.

## Construction projects

29 audits were completed at a construction project. A construction project is a project that involves construction work where the cost of the construction work is \$450,000 or more and has a principal contractor appointed. The audit results found that contractor's undertaken HRCW activities at a construction project were more likely to identify HRCW, prepare a SWMS prior to commencing HRCW and implement and follow the control measures listed in their SWMS.

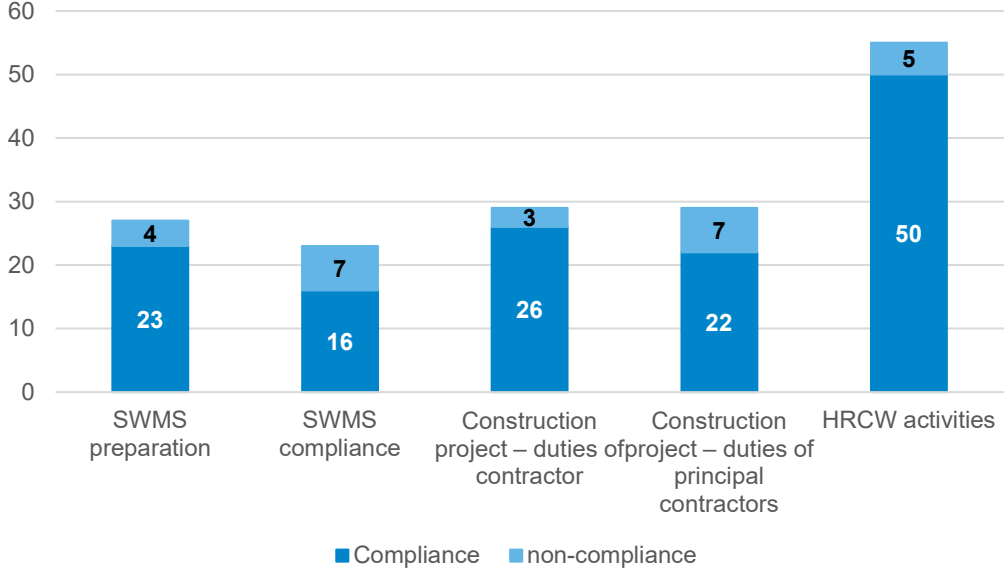
5 Improvement Notices were issued to principal contractors in response to non-compliances. The largest areas of non-compliance related WHS Management Plans not including the arrangements for the collection and any assessment, monitoring and review of SWMS and a failure of the principal contractors to demonstrate how they assess, monitor and review the SWMS prior to HRCW commencing.

4 audits identified contractors who had not prepared a SWMS for the HRCW being undertaken, 6 SWMS did not meet the requirements of regulation 299 and on 4 occasions the controls measures listed in the SWMS were not being followed.

55 HRCW activities were identified by Inspectors during the audits, with the most being work that is carried out in an area at a workplace in which there is any movement of powered mobile plant (20), followed by work that involves a risk of a person falling more than 3 metres (16).

5 statutory notices were issued for HRCW activities, consisting of 3 Prohibition and 2 Improvement Notices. 2 of those Prohibition Notices were issued for work that involved a risk of a person falling more than 3 metres at a residential construction project.

### Construction project results



# Recommendations

It is recommended that:

- communication of the outcome of the compliance campaign is provided to internal and external stakeholders.
- unannounced follow-up audits are conducted in 2021 to confirm improvement across the construction sectors with SWMS for HRCW.
- a greater representation of civil construction is audited in 2021.
- consideration is given to developing a compliance campaign for managing risk of falls in the residential sector, based on the information attained in the audit.
- SafeWork SA to further engage with the Housing Industry Association, Masters Builders SA, Civil Contractors Federation, union representatives and other key stakeholders to reinforce the need for PCBUs to identify HRCW activities and implement SWMS in consultation with workers.

For further information and advice on complying with legislative requirements, call SafeWork SA on 1300 365 255. Or speak to one of our friendly Workplace Advisors, who can provide you with WHS information, practical advice and support, and even visit you at your workplace.

You can request a visit from our [advisory service](#) who can provide practical advice based on your workplace's industry, size, risk and complexity. Our Advisors can visit your workplace to help you understand your work health and safety responsibilities as well as provide practical support to improve your systems, practices and general approach to safety.

Our Advisors have no inspector powers.



## Appendix A – Summary of Audit Findings – Residential

High Risk Construction Work Activity	Total	Controls in place	Non-compliant	Prohibition notice	Improvement notice
involves a risk of a person falling more than 3 metres	19	6	13	11	2
is carried out in an area at a workplace in which there is any movement of powered mobile plant	1	1	0	0	0
is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres; or a tunnel	1	0	1	1	0
is carried out on or near energised electrical installations or services	1	1	0	0	0
is carried out in an area that may have a contaminated or flammable atmosphere	2	2	0	0	0
involves, or is likely to involve, the disturbance of asbestos	3	2	1	1	0
<b>Total number of statutory notices issued</b>				<b>13</b>	<b>2</b>

SWMS - Preparation	Total	Yes	No
Has a SWMS for HRCW been prepared prior to work commencing?	23	10	13
Does the SWMS identify all the work that is high risk construction work?	10	8	2
Does the SWMS specify hazards relating to each of the HRCW activities and the risks to health and safety associated with those hazards?	10	8	2
Does the SWMS describe the measures to be implemented to control the risks?	10	9	1
Does the SWMS follow the hierarchy of controls to prioritise higher-level control measures and not rely on administrative controls only?	10	9	1
Does the SWMS describe how the control measures are to be implemented, monitored and reviewed?	10	7	3
Has site specific factors with potential to impact the works been considered?	10	7	3
Is the SWMS set out and prepared in a way that is readily accessible (reached quickly) and understandable to workers who use it?	10	7	3
<b>Total number of improvement notices issued</b>	<b>13</b>		

<b>SWMS - Compliance</b>	<b>Total</b>	<b>Yes</b>	<b>No</b>
Are the control measures listed in the SWMS being followed?	10	5	5
Have relevant workers been consulted and provided input in to the development of the SWMS? Can they demonstrate that they understand the content of the SWMS?	10	7	3
Has the PCBU got arrangements in place to ensure HRCW is carried out in accordance with the SWMS?	10	6	4
If relevant control measure have been revised, has the SWMS been reviewed and as necessary revised?	10	6	4
<b>Total number of improvement notices issued</b>	<b>3</b>		

<b>Construction Project – Duties of contractor</b>	<b>Total</b>	<b>Yes</b>	<b>No</b>
Has a copy of the SWMS been given to the principal contractor before the HRCW commenced?	4	3	1
Has the SWMS taken into account the WHS management plan that has been prepared for the workplace?	4	3	1
<b>Total number of improvement notices issued</b>	<b>0</b>		

<b>Construction Project – Duties of principal contractor</b>	<b>Total</b>	<b>Yes</b>	<b>No</b>
Does the principal contractor have a written WHS management plan for the workplace?	4	3	1
Has the principal contractor ensured, so far as is reasonably practicable, that each person who is to carry out construction work in connection with the project is, before commencing work, made aware of the content of the WHS management plan for the workplace?	4	3	1
Does the WHS management plan include the arrangements for the collection and any assessment, monitoring and review of SWMS at the workplace?	4	2	2
Can the principal contractor demonstrate they have taken all reasonable steps to obtain (collect) a copy of the contractors SWMS before the HRCW commenced?	4	2	2
Can the principal contractor demonstrate how they assess, monitor and review the SWMS at the workplace	4	2	2
<b>Total number of improvement notices issued</b>	<b>2</b>		

## Appendix 2 – Summary of Audit Findings – Commercial

High Risk Construction Work Activity	Total	Controls in place	Non-compliant	Prohibition notice	Improvement notice
involves a risk of a person falling more than 3 metres	25	22	3	1	2
is carried out in an area at a workplace in which there is any movement of powered mobile plant	27	26	1	1	0
is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres; or a tunnel	1	1	0	0	0
Tilt-up or precast concrete elements	1	1	0	0	0
On or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic	4	3	1	0	1
Demolition of load-bearing structure	2	2	0	0	0
Work in or near a confined space	1	1	0	0	0
Work on or near pressurised gas mains or piping	1	1	0	0	0
is carried out on or near energised electrical installations or services	4	3	1	0	1
Temporary load-bearing support for structural alterations or repairs	1	1	0	0	0
is carried out in an area that may have a contaminated or flammable atmosphere	2	1	1	0	1
involves, or is likely to involve, the disturbance of asbestos	4	3	1	1	0
<b>Total number of statutory notices issued</b>				<b>3</b>	<b>5</b>

SWMS - Preparation	Total	Yes	No
Has a SWMS for HRCW been prepared prior to work commencing?	38	31	7
Does the SWMS identify all the work that is high risk construction work?	31	28	3
Does the SWMS specify hazards relating to each of the HRCW activities and the risks to health and safety associated with those hazards?	31	26	5
Does the SWMS describe the measures to be implemented to control the risks?	31	28	3
Does the SWMS follow the hierarchy of controls to prioritise higher-level control measures and not rely on administrative controls only?	31	27	4
Does the SWMS describe how the control measures are to be implemented, monitored and reviewed?	31	27	4
Has site specific factors with potential to impact the works been considered?	31	27	4
Is the SWMS set out and prepared in a way that is readily accessible (reached quickly) and understandable to workers who use it?	31	23	8
<b>Total number of improvement notices issued</b>	<b>15</b>		

<b>SWMS - Compliance</b>	<b>Total</b>	<b>Yes</b>	<b>No</b>
Are the control measures listed in the SWMS being followed?	31	23	8
Have relevant workers been consulted and provided input in to the development of the SWMS? Can they demonstrate that they understand the content of the SWMS?	31	29	2
Has the PCBU got arrangements in place to ensure HRCW is carried out in accordance with the SWMS?	31	25	6
If relevant control measure have been revised, has the SWMS been reviewed and as necessary revised?	31	27	4
<b>Total number of improvement notices issued</b>	<b>1</b>		

<b>Construction Project – Duties of contractor</b>	<b>Total</b>	<b>Yes</b>	<b>No</b>
Has a copy of the SWMS been given to the principal contractor before the HRCW commenced?	22	20	2
Has the SWMS taken into account the WHS management plan that has been prepared for the workplace?	22	20	2
<b>Total number of improvement notices issued</b>	<b>0</b>		

<b>Construction Project – Duties of principal contractor</b>	<b>Total</b>	<b>Yes</b>	<b>No</b>
Does the principal contractor have a written WHS management plan for the workplace?	22	22	0
Has the principal contractor ensured, so far as is reasonably practicable, that each person who is to carry out construction work in connection with the project is, before commencing work, made aware of the content of the WHS management plan for the workplace?	22	22	0
Does the WHS management plan include the arrangements for the collection and any assessment, monitoring and review of SWMS at the workplace?	22	18	4
Can the principal contractor demonstrate they have taken all reasonable steps to obtain (collect) a copy of the contractors SWMS before the HRCW commenced?	22	21	1
Can the principal contractor demonstrate how they assess, monitor and review the SWMS at the workplace	22	19	3
<b>Total number of improvement notices issued</b>	<b>4</b>		



## Appendix 3 – Summary of Audit Findings – Civil

High Risk Construction Work Activity	Total	Controls in place	Non-compliant	Prohibition notice	Improvement notice
involves a risk of a person falling more than 3 metres	1	1	0	0	0
is carried out in an area at a workplace in which there is any movement of powered mobile plant	4	4	0	0	
is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres; or a tunnel	3	3	0	0	0
On or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic	2	2	0	0	0
Demolition of load-bearing structure	1	1	0	0	0
Work in or near a confined space	1	1	0	0	0
Work on or near pressurised gas mains or piping	1	1	0	0	0
is carried out on or near energised electrical installations or services	3	3	0	0	0
is carried out in an area that may have a contaminated or flammable atmosphere	1	1	0	0	0
involves, or is likely to involve, the disturbance of asbestos	1	0	1	1	0
<b>Total number of statutory notices issued</b>				<b>1</b>	<b>0</b>

SWMS - Preparation	Total	Yes	No
Has a SWMS for HRCW been prepared prior to work commencing?	5	4	1
Does the SWMS identify all the work that is high risk construction work?	4	3	1
Does the SWMS specify hazards relating to each of the HRCW activities and the risks to health and safety associated with those hazards?	4	4	0
Does the SWMS describe the measures to be implemented to control the risks?	4	4	0
Does the SWMS follow the hierarchy of controls to prioritise higher-level control measures and not rely on administrative controls only?	4	3	1
Does the SWMS describe how the control measures are to be implemented, monitored and reviewed?	4	4	0
Has site specific factors with potential to impact the works been considered?	4	3	1
Is the SWMS set out and prepared in a way that is readily accessible (reached quickly) and understandable to workers who use it?	4	3	1
<b>Total number of improvement notices issued</b>	<b>2</b>		

SWMS - Compliance	Total	Yes	No
Are the control measures listed in the SWMS being followed?	4	4	0
Have relevant workers been consulted and provided input in to the development of the SWMS? Can they demonstrate that they understand the content of the SWMS?	4	4	0
Has the PCBU got arrangements in place to ensure HRCW is carried out in accordance with the SWMS?	4	4	0
If relevant control measure have been revised, has the SWMS been reviewed and as necessary revised?	4	4	0
<b>Total number of improvement notices issued</b>	<b>0</b>		

Construction Project – Duties of contractor	Total	Yes	No
Has a copy of the SWMS been given to the principal contractor before the HRCW commenced?	3	3	0
Has the SWMS taken into account the WHS management plan that has been prepared for the workplace?	3	3	0
<b>Total number of improvement notices issued</b>	<b>0</b>		

<b>Construction Project – Duties of principal contractor</b>	<b>Total</b>	<b>Yes</b>	<b>No</b>
Does the principal contractor have a written WHS management plan for the workplace?	3	3	0
Has the principal contractor ensured, so far as is reasonably practicable, that each person who is to carry out construction work in connection with the project is, before commencing work, made aware of the content of the WHS management plan for the workplace?	3	3	0
Does the WHS management plan include the arrangements for the collection and any assessment, monitoring and review of SWMS at the workplace?	3	2	1
Can the principal contractor demonstrate they have taken all reasonable steps to obtain (collect) a copy of the contractors SWMS before the HRCW commenced?	3	3	0
Can the principal contractor demonstrate how they assess, monitor and review the SWMS at the workplace	3	3	0
<b>Total number of improvement notices issued</b>	<b>0</b>		

## Appendix 4 – Summary of Audit Findings – All

High Risk Construction Work Activity	Total	Controls in place	Non-compliant	Prohibition notice	Improvement notice
involves a risk of a person falling more than 3 metres	35	29	16	12	4
is carried out in an area at a workplace in which there is any movement of powered mobile plant	32	31	1	1	0
is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres; or a tunnel	5	4	1	1	0
Tilt-up or precast concrete elements	1	1	0	0	0
On or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic	6	5	1	0	1
Demolition of load-bearing structure	3	3	0	0	0
Work in or near a confined space	2	2	0	0	0
Work on or near pressurised gas mains or piping	2	2	0	0	0
is carried out on or near energised electrical installations or services	8	7	1	0	1
Temporary load-bearing support for structural alterations or repairs	1	1	0	0	0
is carried out in an area that may have a contaminated or flammable atmosphere	4	3	1	0	1
involves, or is likely to involve, the disturbance of asbestos	8	5	3	3	0
<b>Total number of statutory notices issued</b>				<b>17</b>	<b>7</b>

<b>SWMS - Preparation</b>	<b>Total</b>	<b>Yes</b>	<b>No</b>
Has a SWMS for HRCW been prepared prior to work commencing?	66	45	21
Does the SWMS identify all the work that is high risk construction work?	45	39	6
Does the SWMS specify hazards relating to each of the HRCW activities and the risks to health and safety associated with those hazards?	45	38	7
Does the SWMS describe the measures to be implemented to control the risks?	45	40	5
Does the SWMS follow the hierarchy of controls to prioritise higher-level control measures and not rely on administrative controls only?	45	39	6
Does the SWMS describe how the control measures are to be implemented, monitored and reviewed?	45	40	5
Has site specific factors with potential to impact the works been considered?	45	37	8
Is the SWMS set out and prepared in a way that is readily accessible (reached quickly) and understandable to workers who use it?	45	33	12
<b>Total number of improvement notices issued</b>	<b>30</b>		

<b>SWMS - Compliance</b>	<b>Total</b>	<b>Yes</b>	<b>No</b>
Are the control measures listed in the SWMS being followed?	45	32	13
Have relevant workers been consulted and provided input in to the development of the SWMS? Can they demonstrate that they understand the content of the SWMS?	45	40	5
Has the PCBU got arrangements in place to ensure HRCW is carried out in accordance with the SWMS?	45	35	10
If relevant control measure have been revised, has the SWMS been reviewed and as necessary revised?	45	37	8
<b>Total number of improvement notices issued</b>	<b>4</b>		

<b>Construction Project – Duties of contractor</b>	<b>Total</b>	<b>Yes</b>	<b>No</b>
Has a copy of the SWMS been given to the principal contractor before the HRCW commenced?	29	26	3
Has the SWMS taken into account the WHS management plan that has been prepared for the workplace?	29	26	3
<b>Total number of improvement notices issued</b>	<b>0</b>		

<b>Construction Project – Duties of principal contractor</b>	<b>Total</b>	<b>Yes</b>	<b>No</b>
Does the principal contractor have a written WHS management plan for the workplace?	29	28	1
Has the principal contractor ensured, so far as is reasonably practicable, that each person who is to carry out construction work in connection with the project is, before commencing work, made aware of the content of the WHS management plan for the workplace?	29	28	1
Does the WHS management plan include the arrangements for the collection and any assessment, monitoring and review of SWMS at the workplace?	29	22	7
Can the principal contractor demonstrate they have taken all reasonable steps to obtain (collect) a copy of the contractors SWMS before the HRCW commenced?	29	26	3
Can the principal contractor demonstrate how they assess, monitor and review the SWMS at the workplace	29	24	5
<b>Total number of improvement notices issued</b>	<b>6</b>		