

## SWMS REVIEW & CHECKLIST



Review to be completed prior to commencement at work

GWH B to complete: REVIEWED BY:

REVIEWER SIGNATURE:

POSITION:

Work Activity: \_\_\_\_\_ Review Date: \_\_\_\_\_ SWMS No: \_\_\_\_\_ Contractor: \_\_\_\_\_

### GWH BUILD STANDARD SWMS REQUIREMENTS

Item	Descriptive Points	Contractor	GWH Build	Comment / Rectification required
1.	Company Name & Address / ABN.	<input type="radio"/>	<input type="radio"/>	
2.	Site Specific Project Name.	<input type="radio"/>	<input type="radio"/>	
3.	Date SWMS was Prepared.	<input type="radio"/>	<input type="radio"/>	
4.	Name/Signatures of Personnel who Prepared/Approved SWMS.	<input type="radio"/>	<input type="radio"/>	
5.	Names/Signatures of workers who have been involved in the development of the SWMS.	<input type="radio"/>	<input type="radio"/>	
6.	Personnel Qualifications, Competencies listed to safely perform the work i.e. EWP, Working at Heights, Scaffold, Dogging etc.	<input type="radio"/>	<input type="radio"/>	
7.	Has Work Activity been identified as a High Risk Activity in the SWMS.	<input type="radio"/>	<input type="radio"/>	
8.	Defines the Step by Step method for completing the work.	<input type="radio"/>	<input type="radio"/>	
9.	Hazards Identified with each step & risk ranked by using a recognized Risk Assessment Matrix.	<input type="radio"/>	<input type="radio"/>	
10.	Details of Plant & Inspection Frequency is documented in the SWMS.	<input type="radio"/>	<input type="radio"/>	
11.	List of Hazardous Materials /Substance (SDS'S) are attached the SWMS.	<input type="radio"/>	<input type="radio"/>	
12.	Relevant Legislation & Code of Practice Referenced.	<input type="radio"/>	<input type="radio"/>	
13.	Mandatory plus additional PPE Requirements is documented in the SWMS.	<input type="radio"/>	<input type="radio"/>	
14.	Person Responsible for Implementation of Control Measures is identified.	<input type="radio"/>	<input type="radio"/>	
15.	Further documentation requirements i.e Harness Register, Electrical Register, Handover Certificates etc.	<input type="radio"/>	<input type="radio"/>	

### SECTION D- SWMS APPROVAL (PLEASE TICK)

SWMS Approved

SWMS Provisionally Approved (see Comments above)

SWMS Not Approved

**PLEASE NOTE: This SWMS checklist must be completed by the contractor.**

**When all SWMS requirements are met, submit to the relevant Project Managers / Contract Administrators for review 5 days prior to commencing on site. Hard copies of SWMS / insurances / tickets / SDS's etc must be given to the Site Manager on arrival to site prior to commencing work on site.**