



Rethinking safety through  
**INCLUSION**  
 +  
**WELLBEING**

# HEALTH + SAFETY

## SYSTEM REQUIREMENT

10/01/2025

## SAFE WORK METHOD STATEMENTS (SWMS)

### PURPOSE AND SCOPE

The purpose of this document is to explain the requirements and processes for Safety and Environment Work Method Statements (SEWMS).

#### 1.0 SAFE WORK METHOD STATEMENT (SWMS)

- A safe work method statement (SWMS) sets out how high-risk work will be performed and outlines the relevant risk control measures to eliminate or reduce the risk involved in completing the work.
- A SWMS provides those undertaking the work, supervising or other persons at the workplace with information about the risk control measures in relation to the high-risk work to be carried out.
- SWMS shall be task specific and are required for all High-Risk Construction Work or other activities as determined by the Project Risk Assessment (PRA).

High Risk Construction Work includes:

- work that involves a risk of a person falling more than 2 metres
- work on a telecommunication tower
- demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure
- work that involves, or is likely to involve, the disturbance of asbestos
- structural alterations or repairs that require temporary support to prevent collapse
- work in or near a confined space
- work in or near a shaft or trench with an excavated depth greater than 1.5 metres
- work in or near a tunnel
- use of explosives
- work on or near pressurised gas distribution mains or piping
- work on or near chemical, fuel or refrigerant lines
- work on or near energised electrical installations or services
- work in an area that may have a contaminated or flammable atmosphere
- work involving tilt-up or precast concrete
- work on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
- work in areas in which there is movement of powered mobile plant
- work in areas in which there are artificial extremes of temperature
- work in or near water or other liquid that involves a risk of drowning
- work that involves diving work.

Laing O'Rourke also considers any construction activity identified in the PRA with a High-Risk residual score of 13 or greater as High-Risk Construction Work. Refer to **System Requirement Risk Assessment and SiD**.

Those required to work under a SWMS are to confirm they were consulted in the development or review of the SWMS and have been explained its contents prior to signing onto it. They must also confirm that they are qualified to carry out the works identified that they are responsible for in the SWMS. Workers should have a clear understanding the controls in the SWMS and these controls are to be applied as documented.



## 2.0 SWMS PROCESS

The development, review and monitoring of SWMS involves the following three processes:

### 2.1 PART A – SWMS DEVELOPMENT

SWMS must be developed by the company that undertakes the High-Risk Construction Work Activity and include relevant Project Risk Assessment (PRA) controls and Fatal and Severe Risks (FSRs)/Severe Environmental Risks (SERs) critical controls.

The Laing O'Rourke **Safe Work Method Statement Template** shall be utilised for Laing O'Rourke SWMS. Alternative SWMS templates may be used for supply chain partners that meet the following requirements:

- Identify the work that is high risk construction work
- Specify the steps and hazards relating to the high-risk construction work and the risks to health and safety
- Include a residual risk rating
- Describe the measures to be implemented to control the risks
- Describe how the control measures to address all identified risks are to be implemented, monitored and reviewed

SWMS must be developed in consultation with workers who undertake the work (or nominated representative) and those supervising the works.

SWMS are to be managed through Intalex or via a project approved electronic document control system.

SWMS shall be submitted to Laing O'Rourke for review and acceptance via the **'SWMS Review Checklist Part B'** prior to the work commencing. The SWMS are to be reviewed by the associated Laing O'Rourke:

- package lead/delivery engineer
- superintendent/supervisor
- the Health and Safety teams
- the Environmental teams and where required
- the Rail Safety teams

### 2.2 PART B – SWMS REVIEW AND ACCEPTANCE

- The SWMS owner is to submit the SWMS to the associated Laing O'Rourke package lead/delivery engineer for review 2 weeks prior to the commencement of the works. The package lead/delivery engineer is to complete a review of the SWMS to confirm it meets the requirements as per the dot point below.
- The **SWMS Review Checklist Part B** is intended to be utilised to review and assess developed and submitted SWMS against key requirements. This provides an opportunity to provide feedback on any deficiencies identified in the SWMS prior to them being accepted by Laing O'Rourke for use.
- Once the package lead/delivery engineer has completed the initial review of the SWMS it is to be forwarded to the superintendent/supervisor, and then to the Health and Safety, Environmental teams and rail safety teams (where applicable) in accordance with the agreed project procedure or system.
- When all initial reviews have been completed the SWMS is to be returned to the SWMS owner and within 1 week of submission.
- Any non-conformances, or 'NO' answers identified through this process must be actioned prior to the SWMS acceptance.



- The SWMS owner is to update the SWMS as necessary to address any deficiencies identified. The SWMS is to be resubmitted to Laing O'Rourke for acceptance 48 hours prior to the commencement of the relevant activity.
- All SWMS including those developed by Laing Rourke or those submitted by Supply Chain Partners or Supply Chain Sub Contractors shall be reviewed and accepted by utilising the 'SWMS Review Checklist - Part B'.
- Accepted 'SWMS Review Checklist – Part B' forms are to be maintain in Intelex or other project approved electronic document control system as part of the approval process.
- The Project Leader / Construction Manager must review and approve all SWMS that have any activities with a high residual risk score of 13 or greater. Refer to SR Risk Assessment and SiD.
- A Safe Work Method Statement Register or an equivalent alternative electronic method or database shall be maintained of accepted SWMS. Refer to the Laing O'Rourke Safe Work Method Statement Review Register. This register is intended to record accepted SWMS for the project and track the SWMS review requirements.
- SWMS shall be reviewed at a frequency no greater than every 6 months or more frequent determined by the project based on the risk profile of the activity or specific client requirements.

A SWMS also is to be reviewed as required to suit the phase of the project, including after:

- A significant change to the Safety in Design or PRA
- A significant change in scope, systems of work or plant, company, project and legislative requirements
- An actual or potential class 1 event
- Adverse health effects are identified by health surveillance
- Requested by a Worker/Health and Safety Representative

Any design changes or construction variations that occur will drive a review of the Safety in Design and PRA and thus SWMSs that are affected by these changes also need to be reviewed.

Any changes that must be made to the SWMS must be made in consultation with workers who undertake the work (or nominated representative) and those supervising the works.

Where significant changes are made to SWMS as part of a review and/or update process e.g. significant scope change, significant change to equipment, changes that affect FSR/SER controls. The SWMS review Part B should be resubmitted for review and acceptance of this revision/update.

### 2.3 PART C – SWMS TASK OBSERVATION

The **SWMS Task Observation Part C** is intended to be utilised to observe and assess works detailed in the SWMS are being carried out in the method described and that the documented control measures listed are in place, being used and are effective - *work as imagined vs. work as done*.

SWMS Task Observations can be carried out by any member of the LOR management team, supply chain representatives and elected health and safety representatives / health and safety committee members. The project's Construction Health & Safety Plan will outline the responsibilities, timing and scheduling for SWMS Task Observations to be conducted.

SWMS Task Observations shall be completed at a frequency no greater than every 3 months for active SWMS or more frequent determined by the project based on the risk profile of the activity or specific client requirements.

Where the SWMS Task Observation identifies work not being carried out as per the SWMS then the required corrective actions must be recorded on the SWMS Task Observation Part C document and communicated to the supervisor of the work crew immediately. Where a serious risk has been identified then work must cease immediately until rectification has taken place.

Completed SWMS Task Observations Part Cs are to be completed within Intelex.



Where the work or control measures are not being adhered to, but the practices observed are acceptable or an improvement on the recorded practices then the SWMS may need to be reviewed to include these improved practices.

Where significant changes are made to SWMS as part of a review and/or update process e.g. significant scope change, significant change to equipment, changes that affect FSR/SER controls. The SWMS review Part B should be resubmitted for review and acceptance of this revision/update.

### 3.0 MANAGEMENT OF NON HIGH RISK CONSTRUCTION ACTIVITIES

Where works are conducted that are not deemed high risk construction works and do not require the activity to be managed under a Safe Work Method Statement, the project should have an agreed and documented risk management process in place for the management of these activities. This could be managed for example under one of the following as determined and agreed by the project:

- Job Safety Environmental Analysis (JSEA)
- Pre Task Hazard Assessment (PTHA)
- STARRT Card
- Safe Operating Procedure (SOP): or
- Safe Work Method Statement (SWMS)

### 4.0 REGULATIONS AND CODES

Key Regulations and Codes are as follows:

- Work Health & Safety Regulation 2011 (QLD, ACT), 2012 (SA) and 2017 (NSW, NT)
- s299 Safe work method statement required for high risk construction work
- Work Health & Safety (General) Regulation 2020 (WA)
- s299 Safe work method statement required for high risk construction work
- Occupational Health and Safety Regulations 2017 (VIC)
- s327 Safe work method statement required for high risk construction work
- Safe Work Code of Practice Construction Work
- NSW, NT, WA Code of Practice Construction Work

### 5.0 FORMS AND TEMPLATES

For all forms, templates and plans please refer to LOR HSEMS [www.lorhsems.com](http://www.lorhsems.com).