



Safe Work Method Statement (SWMS) / Job Safety Analysis (JSA) Proforma
OHS_F_031_0 Feburay 2010

Project Name Company Name

SWMS / JSA Prepared by Accepted by : Date :

Section 1 Scope of this SWMS / JSA
(describe the activity this statement will cover and when the activity is scheduled to commence):

Note : A separate SWMS / JSA must be completed for each Major Activity undertaken

Section 2 Sequence of each type of work (break each activity down into steps. Each step should accomplish some major task and be in a logical sequence)	Section 3 Risk Assessment List anticipated hazards and class of risk (Identify hazards associated with each step. Examine each to find possibilities that could lead to an accident)	CLASS OF RISK 1, 2 or 3	Section 4 Control measures to be adopted to eliminate or minimise assessed risks (Specify what action will be taken to eliminate or minimise the hazards, the risk of injury/damage and or the potential severity factors. Include measures to ensure that proposed controls will be maintained)	Resp.	Siganture