
Purpose

This procedure describes the process for documenting, communicating, implementing and reviewing safe work practices throughout the organisation.

Scope

This procedure applies to all workers responsible for developing safe work practices to control safety risk. Documented safe work practices may include Safe Work Method Statements (SWMS) used in conjunction with high-risk construction work and/or Safe Work Instructions (SWIs) which include standalone workplace safety procedures other than high risk construction work.

Process flow

Process

6.16 Implement Safe Work Practices

6.16.1 Identify hazards

6.16.2 Assess risks

6.16.3 Determine control measures

6.16.4 Implement control measures

6.16.5 Review and monitor control measures

Figure 1 Process flow for managing risks using safe work practices

Procedure

6.16: Implement safe work practices

'Safe work practices' is a term used to describe those work practices that are performed in a certain way to control safety risks.

This document explains how to use a systematic process to make sure safe work practices are:

- justified and appropriate;
- documented and communicated effectively;
- implemented consistently, and
- reviewed periodically.

6.16.1: Identify hazards

Line Managers are responsible for the following procedure.

Procedure

Identify hazards through process such as (but not limited to):

- workplace inspections; formal and informal observations;
- workplace walks prior to pre work briefs;
- consultation with workers; near miss reporting; hazard reports; and
- incident investigations; and inspection and checking of equipment, tools, substances and machinery.

Refer to [SMS-06-OP-3028 06.2 Report and Manage Hazards](#) for further information on identifying, reporting and managing hazards.

6.16.2: Assess risks

The risk assessment will assist Line Managers to determine the need for documented safe work practices, such as Safe Work Method Statements (SWMS) or Safe Work Instructions (SWIs).

Line Managers perform the following procedure.

Procedure

Conduct a risk assessment of hazards using SHEM when:

- there is uncertainty about how the hazard may result in injury or illness; or
- the hazard is not able to be rectified immediately.

6.16.3: Determine control measures

This step explains when and how to develop the key types of safe work practices used in Sydney Trains – SWMS and SWIs.

Documented safe work practices form part of the Administrative Controls in the hierarchy of controls (refer to Figure 2) and should be justified by and traceable to a documented risk assessment. Documented safe work practices can be used as a safety risk control:

- as an interim measure until higher levels of risk control can be implemented;
- to address residual risk after implementation of other forms of risk control;
- when legislation or a Sydney Trains procedure requires them e.g. high-risk construction work as outlined in [SMS-06-OP-3029 Manage Safety in Construction](#); and
- for work tasks where specific steps must be followed or precautions taken to control risk.

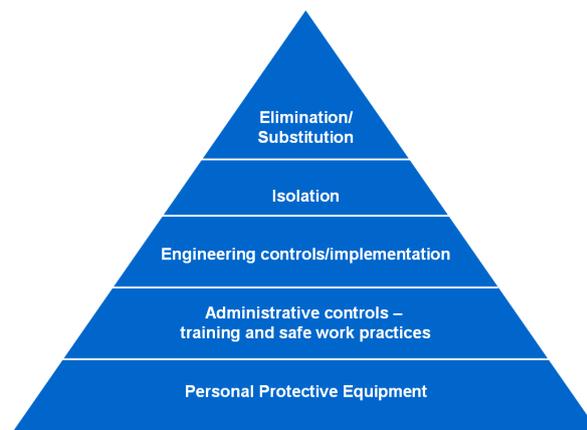


Figure 2 Hierarchy of Controls

6.16.3: (continued)

Safe Work Method Statements (SWMS)

A SWMS is a written document that sets out the high risk construction work activities to be carried out at a workplace, and the risks arising from these activities and the measures to be put in place to control the risks.

SWMS must be prepared in consultation with affected workers and circulated prior to the high risk construction work commencing.

Line Managers are responsible for the following procedure.

Procedure

Use SMS-06-FM-4719 Construction Safety Scoping to identify if there is any high risk construction work to be undertaken. Construction work is high risk if it:

- involves a risk of a person falling more than two metres;
- 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 is carried out in or near a tunnel;
- involves the use of explosives;
- is carried out on or near pressurised gas distribution mains or piping, chemical, fuel or refrigerant lines or 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; and

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- is carried out in or near water or other liquid that involves a risk of drowning; or
 - involves diving work.
- 6.16.3: (continued)

For each high risk task identified, develop a SWMS prior to the work commencing.

In each SWMS specify the hazards relating to the high risk work, the risks to health and safety associated with those hazards, describe the measures to be implemented to control the risks and how those measures are to be implemented, monitored and reviewed;

Ensure the content of a SWMS provides clear direction on the control measures to be implemented. There should be no statements that require a decision to be made by supervisors or workers. For example, the statement “use appropriate PPE” does not detail the control measures required;

A SWMS must take into account the circumstances at the workplace that may affect the way in which the high risk construction work is carried out – that is the workplace, the work environment and the workers carrying out the work;

Prepare generic SWMS where high risk construction work activities are carried out on a regular basis. (However a generic SWMS must be reviewed to take into account the hazards and risks for the specific workplace and be revised as necessary; and

Consult workers and their Health and Safety Representatives (HSRs) in the preparation of a SWMS.

6.16.3: (continued) **Safe Work Instructions (SWIs)**

SWIs document standalone workplace safety procedures other than high risk construction work. SWIs provide specific task steps, list precautions and basic details necessary to achieve and maintain safety.

Line Managers are responsible for the following procedure.

Procedure

Use SWIs as a control measure to document safe work practices:

- for operating plant or equipment;
- for handling hazardous substances; and
- when accessing a hazardous work area.

Note

1. Where safe work practices currently exist in non-organisational documents, such as equipment manuals, they need not be rewritten provided the document:
 - includes all instructions written in clear and legible English suitable for the target audience;
 - adequately addresses (or through minor amendment will address) the specific safe work practice(s) required.
2. SWIs do not replace the requirement for training but may be used to supplement or guide the training process and provide reminders to workers on operating protocols and controls.



6.16.4: Implement control measures

Line Managers are responsible for the following procedure unless otherwise stated.

Procedure – When a SWMS is required

1. Review the existing SWMS in the local or corporate SMS to see if a suitable SWMS is available to either be adopted or adapted before coordinating the development of a new SWMS;
2. Nominate a local Document Custodian to develop a SWMS, where a new SWMS is required or where an existing SWMS needs to be adapted;
3. Nominate an Approver (Line Manager overseeing the task) to review and approve the new SWMS. The Document Approver cannot be the Document Custodian.

6.16.3: (continued)

4. To develop a new SWMS, the Custodian should follow the requirements of [SMS-05-OP-3005 Control Local Safety Documents](#) and:

- use [SMS-06-TP-4026 SWMS Template](#) to record hazards and the assessment of risks associated with each step of the task in consultation with workers;
- provide clear direction on the control measures to be implemented following the sequence of tasks to be completed;
- reference and incorporate the specific requirements of Standards, Codes of Practice, legislation, other related approved documents applicable to the process or task, e.g. specific SDS requirements and operating instructions;
- do not include vague controls such as “appropriate PPE”; and
- describe and allocate responsibility for implementing controls to eliminate risks, or where this is not reasonably practicable, to control risk SFAIRP.

The nominated approver will:

- review newly developed Sydney Trains SWMS using [SMS-06-FM-4024 SWMS/SWI Review](#);
- review contractor SWMS using [SMS-06-FM-4024 SWMS/SWI Review](#) (refer to [SMS-13-OP-3120 Manage Safety in Procurement – Works and Services](#) and [SMS-06-OP-3029 06.3 Manage Safety in Construction](#) for the process for requesting SWMS from Contractors and Suppliers); and
- either approve or reject the SWMS by completing the section on the [SMS-06-FM-4024 SWMS/SWI Review](#). If rejected, the approver will return the SWMS to the custodian to be amended before being re-submitted for review and approval.

Publish the SWMS

To publish the approved Sydney Trains SWMS refer to [SMS-05-OP-3004 Publish SMS Documents](#).

Record the approved contractor SWMS into the WHS Management Plan or any other safety documentation folder.

Implement the SWMS

To implement a SWMS, Line Managers will make sure:

- superseded documents are removed from the workplace and affected workers are notified, refer to [SMS-05-OP-3005 Control Local Safety Documents](#)

- affected workers are instructed in the SWMS (e.g. when performing a task for the first time, if the task has not been done for 3 months or more or there are doubts about how to do the task);
- if the SWMS is not being followed work is stopped immediately and only permitted to recommence when the SWMS can be followed.

Refer to SMS-06-OP-3114 Pre-Work Briefings for additional requirements when undertaking work at a construction workplace or construction or maintenance work in the rail corridor.

Record the event as a form of communication if instruction or training is selected as a control measure. Refer to SMS-11-SP-3011 Training and Competence and SMS-10-SP-3070 Communication and Consultation.



<SWMS Title>

Doc. No:
 SWMS Issue date: DD/MM/YY
 Review date: DD/MM/YY

Work Activity: ■			WHS Management Plan reference (where applicable): ■
Scope/assumptions: ■			Person¹ responsible for making sure compliance with the SWMS: ■
High Risk Construction Work: ■			
Plant/Equipment/Tools: ■	Training/qualifications required: ■	Permits/licences required: ■	PPE required: ■
Inspection/testing required: ■			
Applicable Standards, Codes of Practice and guidance: ■		How will control measures be implemented, monitored and reviewed: ■	

Figure 3 SWMS Template

6.16.4: (continued) Line Managers are responsible for the following procedure to develop or adapt SWIs except where stated otherwise.

Procedure – When a SWI is required

Consider existing SWIs to determine if they could be used and adapted to suit similar work tasks.

Nominate:

- a Document Custodian to develop a new SWI
- an approver to review and approve the new SWI. The Approver cannot be the same person as the Document Custodian.

The SWI Custodian will follow the requirements of [SMS-05-OP-3005 Control Local Safety Documents](#) and:

- use the [SMS-06-TP-4317 SWI Template](#) (see Figure 4)
- list the main points concisely
- use pictures where helpful.
- reference and incorporate the specific requirements of Standards, Codes of Practice, legislation, other related approved documents applicable to the process or task, e.g. specific SDS requirements and operating instructions; and
- do not include vague controls such as “appropriate PPE”;

The nominated approver will:

- review the newly-developed Sydney Trains SWI using [SMS-06-FM-4024 SWMS/SWI Review](#)
- either approve or reject the SWI by completing the section on [SMS-06-FM-4024 SWMS/SWI Review](#) checklist. If rejected, the approver will return the SWI to the custodian to be amended before being re-submitted for review and approval.

Publish approved Sydney Trains SWI

Refer to [SMS-05-OP-3004 Publish SMS Documents](#).

Implement the SWI

Line Managers will make sure:

- superseded documents are removed from the workplace and affected workers are notified (refer to [SMS-05-OP-3005 Control Local Safety Documents](#));
- affected workers are instructed in the SWI (e.g. when performing a task for the first time, or if the task has not been done for three

months or more or if there are doubts about how to do the task);

- refer to [SMS-06-OP-3114 6.20 Pre-Work Briefings](#) for additional requirements when undertaking work at a construction workplace or construction or maintenance work in the rail corridor;
- if the SWI is not being followed that work is stopped immediately and only permitted to recommence when the SWI can be followed.

Record the event as a form of communication if instruction or training is selected as a control measure. Refer to [SMS-11-SP-3011 Training and Competence](#) and [SMS-10-SP-3070 Communication and Consultation](#).

6.16.4: (continued)

Procedure – Other documented Safe Work Practices

Reinforce safe work practices through adequate supervision. Consider the following when determining supervisory arrangements:

- the competence and experience of workers performing tasks
 - the degree of risk of the task
 - other human factors that may affect the implementation of safe work practices.
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Safe Work Instruction		
<title e.g. Using petrol powered blower vacuums>		
Document no.	Work description <i>(brief description of the job/task e.g. Care of laminators)</i>	
DSYD201X/		
	Scope <i>(e.g. Not applicable to large industrial laminator)</i>	
Review date	References <i>(relevant legislation, codes or practice, Australian Standards or manufacturer's manual)</i>	
PPE and precautions	Competencies or qualifications	Licences or permits required
Tools and equipment required		
Warning		
	Warning <text>	
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Additional controls		
<i>If the base of a ladder will be in a pedestrian or road traffic area, or within the swing arc of a door or gate, provide details of the controls to be used, e.g. traffic controllers, barricades, door locks etc.</i>		

Figure 4 Safe Work Instruction template

6.16.5: Review safe work practices

Documented safe work practices are subject to periodic review to make sure they are:

- documented in accordance with Sydney Trains and/or legislative requirements (where applicable);
- understood by affected workers; and
- effectively controlling the risk(s) they are intended to control.

Line Managers are responsible for the following procedure.

Procedure

Review safe work practices, in consultation with affected workers:

- As part of ongoing safety interaction, workplace inspection and audit programs;
- within document control review timeframes;
- following a request from a HSR or committee;
- following a safety incident relating to the safe work practice; and
- whenever there is a change in the workplace or work processes that may affect the safe work practice.

If a SWMS/SWI is identified to not be effectively controlling the risk(s), immediately cease the work activity and conduct a review of the risk(s) and associated controls undertaken in consultation with affected workers.

Following the introduction or identification of additional hazards and controls, brief workers on the changes to SWMS/SWIs, refer to 6.16.4 Implement control measures.

Retain and store documented safe work practices in the organisation's record keeping system in accordance with the requirements of [SMS-09-SP-3021 Records Management](#).

Note



The decision to either amend an existing SWMS/SWI or prepare and deploy a new one, will depend on the level of risk to be controlled and the complexity of the changes to be communicated.

References

[SMS-05-OP-3002 Create and Approve SMS Documents](#)

[SMS-05-OP-3005 Control Local Safety Documents](#)

[SMS-06-OP-3029 Manage Safety in Construction](#)

[SMS-05-OP-3003 Modify and Review SMS Documents](#)

[SMS-05-OP-3004 Publish SMS Documents](#)

[SMS-06-OP-3028 Report and Manage Hazards](#)

[SMS-06-TP-4317 SWI Template](#)

[SMS-06-TP-4026 SWMS Template](#)

Version Control

Version	Change from previous	Date	Comment
1.0	First release of Sydney Trains SMS	01/07/2013	Launch of Sydney Trains SMS documents
1.1	Issues, Approver name amended. New SWM & SWI Template added to Page 7 & 9	14/05/2014	Issue No 5148 reference on page 2 fixed now states SMS-16-SP-3076 completed.
1.2	Operating Procedure updated to provide clarity on content of SWMS/SWIs. Approver and Custodian details and hyperlinks updated. Also updated figures included to reflect current versions. The word site replaced with workplace.	16/08/2017	
1.3	As a result of the introduction of SHEM, SMS-06-FM-4107 WHS Risk Assessment Form will no longer be used to conduct and record the risk Assessment. Therefore all the references in the document to WHS Risk Assessment Form are updated to use SHEM.	02/11/2018	