

# SAFE WORK METHODS

## Step-by-Step Guide for Creating a New Project

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**Please note: before you start creating your first SWMS document you must add a Project Manager under Personnel. If you do not have a Project Manager you must add yourself as one. Go to headline “Add a Project Manager/Foreman” below for help on how to do it.**


## Add a Project Manager/Foreman

**Before you start your first SWMS Project, you'll need to add the personnel details for your Project Managers and Site Foremen.** These are required for all SWMS documents. After you login, click on the "Manage Personnel" link under "Account Tools" on the right hand side of the home page.

If you do not have a Project Managers and Site Foremen you have to enter your own name under personnel. You do this on the same page as where you add other personnel.

Click the link “**Manage Personnel**” in the red rectangle. See screenshot below:

HOME CONTACT US HELP MSDS LOG OUT



## Welcome to safeworkmethods.com.au

### New Project

To create an SWMS for a new project or work site, click the button below and follow the steps.

[Create New Project](#)

### Existing Projects

For existing projects, select your project and choose to view the completed SWMS document, edit or revise the SWMS. To better manage your project SWMS you may also mark them as being an 'Initial' or 'Completed' project.

Initial
  Revised
  Completed

876 - hj (Initial) ▾

[Revise](#)
[View Current Document](#)
[HRA Document](#)
[Toolbox Meeting Document](#)

[Mark as Completed](#)
[Delete Project](#)

### Account Tools

[Subscription Details](#)  
Update your address and contact details or renew your subscription.

[Manage Personnel](#)  
Add/Update your personnel details to streamline the SWMS creation process.


[Manage Users](#)  
Create additional users to login, create, edit and revise SWMS documents.

[Upload Logo](#)  
Add your Company Logo to personalise your SWMS documents.

[Upload Signature](#)  
Add your Signature and email your SWMS documents.

This link will take you to the next step where you enter information about your Project Managers and Site Foremen.

**Remember: if you do not have any Project Managers and Site Foremen you must add yourself as Project Manager.** To do this, have a look at the screenshot below:



### Manage Personnel

Select Personnel:

Workcover/Worksafe ID:  State:

First Name:

Surname:

Duties:

Experience (Years):

Qualifications:

<input type="checkbox"/> Advanced Boiler Operation (BA)	<input type="checkbox"/> Front End Loader/Backhoe (LB)
<input type="checkbox"/> Basic Boiler Operation (BB)	<input type="checkbox"/> Dragline (LD)
<input type="checkbox"/> Intermediate Boiler Operation (BI)	<input type="checkbox"/> Excavator (LE)
<input type="checkbox"/> Slewing Mobile Cranes (over 100 tonnes) (C0)	<input type="checkbox"/> Forklift Trucks (LF)
<input type="checkbox"/> Slewing Mobile Cranes (up to 100 tonnes) (C1)	<input type="checkbox"/> Front End Loader (LL)
<input type="checkbox"/> Slewing Mobile Crane (up to 20 tonnes) (C2)	<input type="checkbox"/> Order Picking Forklift Trucks (LO)
<input type="checkbox"/> Slewing Mobile Cranes (up to 60 tonnes) (C6)	<input type="checkbox"/> Skid Steer Front End Loader (LS)
<input type="checkbox"/> Bridge and Gantry Grances (CB)	<input type="checkbox"/> Concrete Placing Boom (PB)

You need to add First Name and Surname for yourself or for the Project Manager and Site Foremen. If you do not have a Project Manager and Site Foremen, write your own name and select Project Manager under Duties. See screenshot below:

## Manage Personnel

Select Personnel: Add New Personnel

Workcover/Worksafe ID:  State: NSW

First Name:

Surname:

Duties:

Experience (Years):

Also enter Workcover/Worksafe ID and Years of Experience for each personnel, and then select which qualifications the personnel you just entered have.

**If you do not know your personnel's Workcover/Worksafe ID, Years of Experience and Qualifications you can let them add this with a pen once the document is finalized and printed.**

At the bottom of the screen you can add more qualifications if you need it.

When you have entered requested information you can click the Save button at the bottom of the screen and information about you or your personnel is saved.

If you want to add more personnel you can start over at the top of the screen and enter Name, Duties and so on.

If you have created a project manager and want to start creating your SWMS document you click the link "Return to home page" at the bottom of the screen. See screenshot below:

Reciprocating Steam Engine Operation (ES)

Materials Hoist (cantilever platform) (HM)

Hoist (Personnel and Materials) (HP)


Other:

Status:  Active  Inactive

[Return to home page](#)

You are now back at the initial screen which you get to when you log in:

HOME CONTACT US HELP MSDS LOG OUT



## Welcome to safeworkmethods.com.au

### New Project

To create an SWMS for a new project or work site, click the button below and follow the steps.

**Create New Project**

### Existing Projects

For existing projects, select your project and choose to view the completed SWMS document, edit or revise the SWMS. To better manage your project SWMS you may also mark them as being an 'Initial' or 'Completed' project.

Initial
  Revised
  Completed

876 - hj (Initial)

[Revise](#)
[View Current Document](#)
[HRA Document](#)
[Toolbox Meeting Document](#)

[Mark as Completed](#)
[Delete Project](#)

### Account Tools

[Subscription Details](#)  
Update your address and contact details or renew your subscription.

[Manage Personnel](#)  
Add/Update your personnel details to streamline the SWMS creation process.

[Manage Users](#)  
Create additional users to login, create, edit and revise SWMS documents.


[Upload Logo](#)  
Add your Company Logo to personalise your SWMS documents.

[Upload Signature](#)  
Add your Signature and email your SWMS documents.

You have now added a Project Manager and are ready to start. Click the “Create New Project” button in the red rectangle. See screenshot below:

## Create a New SWMS Document

HOME CONTACT US HELP MSDS LOG OUT



## Welcome to safeworkmethods.com.au

### New Project

To create an SWMS for a new project or work site, click the button below and follow the steps.

**Create New Project**

### Existing Projects

For existing projects, select your project and choose to view the completed SWMS document, edit or revise the SWMS. To better manage your project SWMS you may also mark them as being an 'Initial' or 'Completed' project.

Initial
  Revised
  Completed

876 - hj (Initial)

[Revise](#)
[View Current Document](#)
[HRA Document](#)
[Toolbox Meeting Document](#)

[Mark as Completed](#)
[Delete Project](#)

### Account Tools

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Create additional users to login, create, edit and revise SWMS documents.

[Upload Logo](#)  
Add your Company Logo to personalise your SWMS documents.

[Upload Signature](#)  
Add your Signature and email your SWMS documents.

When you have clicked the “Create New Project” you will be taken to step 1 “Project Details”

## Step 1 – Project Details

The initial screen looks like as in screenshot below:

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Step 1 Project Details Step 2 Work Activities Step 3 Job Steps & Hazards Step 4 Codes & Standards Step 5 Personnel Step 6 Equipment, PPE & Materials Step 7 Preview & Print

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### Project Details

Project Name:  ?

Project Reference ID:  ?

Project Location:  ?

Description of Works:  ?

Document Format: NSW ?

Document Status: Initial

Document Version: 1.0

SWMS Prepared By: System Administrator

Principal Contractor: SWMS Admin ?  
Add Contractor

Sub Contractor: SWMS Admin ?

Project Manager: Brown, Steve (LF/LL/RI/SA) - Active  
Add Personnel ?

Site Foreman: Brown, Steve (LF/LL/RI/SA) - Active  
Add Personnel

Home Next >

**Remember: if you do not have any Project Managers and Site Foremen you must add yourself as Project Manager.** If you have not already done this, click the “Add Personnel” button on the right hand side of the screen.

The first thing you must do on this page is to enter a **Project Name** and a **Project Reference ID**.

The Project Name and Project Reference ID can be anything (number or text) that you choose. You enter it in the red rectangle as shown in screenshot below:

## Project Details

Project Name:  ?

Project Reference ID:  ?

Project Location:  ?

Description of Works:  ?

When you have entered a Project Name and Project Reference ID (remember: you can add anything you like) you enter the address of the building you are working on and then what kind of work (e.g. install light weight walls to the new building).

When you have entered information about the job you are going to do you choose which document format you want (the state you are doing your job in).

You have now entered required information on the left hand side of the screen and must now enter required information on the right hand side of the screen. See the red rectangle on screenshot below:

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### Project Details

Project Name:  ?

Project Reference ID:  ?

Project Location:  ?

Description of Works:

Principal Contractor: SWMS Admin ?  
Add Contractor

Sub Contractor: SWMS Admin ?

Project Manager: Brown, Steve (LF/LL/RI/SA) - Active ?  
Add Personnel

Site Foreman: Brown, Steve (LF/LL/RI/SA) - Active ?  
Add Personnel

**Principal Contractor:** This is the name of your organisation.

**Sub contractor:** This is the name of your organisation unless you have sub contractors doing the job for you.

**Project Manager:** Every job is required to have a Project Manager and if you are doing the job yourself you will have to be the project manager. If you have not added a project manager yet click the “Add Personnel” button or go back to “Add a Manager/Foreman” at the top of this document.

**Site Foreman:** Every job is required to have a Foreman and if you are doing the job yourself you will have to be the foreman. If you are doing the job yourself and have added you as a project manager you will also be the foreman. If someone else is going to be the site foreman click the “Add Personnel” button and enter required information.

When you have entered the required information you can click the button “Next” at either the top right or bottom right hand side of the screen. This will take you to step 3 “Job Steps & Hazards”

## Step 2 – Work Activities

The initial screen for this page looks like:

The screenshot shows a web application interface for 'Step 2 – Work Activities'. At the top, there is a navigation bar with links for HOME, CONTACT US, HELP, MSDS, and LOG OUT. Below this is a banner image with six panels showing construction-related scenes. A progress bar below the banner indicates the current step: Step 1 (Project Details), Step 2 (Work Activities), Step 3 (Job Steps & Hazards), Step 4 (Codes & Standards), Step 4 (Personnel), Step 5 (Equipment, PPE & Materials), and Step 6 (Preview & Print). Navigation buttons '< Back' and 'Next >' are present. The main content area is titled 'Work Activities/Tasks Required' and includes instructions: 'Select each work activity for your project. Once you have selected the activities you need, the job steps and hazards will automatically be added to the SWMS document.' There is a 'Filter categories:' section with 'General' selected and 'Construction' unselected. A 'Select Activities:' section lists several activities with checkboxes: Carting/Handling Materials, Cleaning Site, Ladders, Mobile Elevated Work Platforms (MEWP), Mobile Scaffolds/Work Platforms, Sun Safety, and Test. An 'Add New Activity' button with a question mark is located at the bottom left. The 'HRA/JSA' section has a 'Number of HRA/JSA Pages:' input field set to '1'. Navigation buttons '< Back' and 'Next >' are also at the bottom right.

In this step you choose which activities you will do on the building site. If the activity you are looking for is not listed, click the “Add New Activity” at the bottom left hand side of the screen.

**Number of HRA/JSA Pages:** The number of HRA/JSA pages you want and being able to fill in yourself.

When you are done you click the “Next” button at either the top right hand side or bottom right hand side on the screen. This will take you to step 3 “Job Steps & Hazards”.

## Step 3 – Job Steps & Hazards

In the previous step you chose what activities you will undertake and in this step the common hazards related to those activities will be listed. If you for example selected category *Construction* in the previous step and that you or your personnel will be do *glazing* this screen will look like:

The following hazards have been added to your SWMS.  
If more hazards need to be added, click the "Add Hazard to SWMS" button, to remove a hazard, click the delete button listed next to that hazard.

[Add Hazard to SWMS](#)

Show Activity/Task: Glazing ?

Job Step	Hazard	Risk Class	Initial Probability	Controls	Final Probability	Person Responsible
Create Safe Work Area	Fall/Trip Injury	5	H	Keep work area clear of debris.	L	Person undertaking activity & direct supervisor. <a href="#">Edit</a> <a href="#">Delete</a>
Create Safe Work Area	Strain Injury	3	H	Only lift weight you are comfortable with. Always lift with vertical back & bent knees. Do not twist. Get help if you are not sure.	L	Person undertaking activity & direct supervisor. <a href="#">Edit</a> <a href="#">Delete</a>
Create Safe Work Area	Injury to Third Party	4	H	If necessary set up appropriate barricading/signage to isolate work area. Be aware of others & advise them of what you are doing .	L	Person undertaking activity & direct supervisor. <a href="#">Edit</a> <a href="#">Delete</a>

You can now see the risk class, initial probability, controls, final probability and person responsible for each hazard.

If you find that there are some missing hazards to each activity you can click the “Add Hazard to SWMS” button and add more of your liking. See red rectangles in screenshot below.

If you want to edit or delete any of the hazards, click on the appropriate button on the row you want to edit or delete.

See red rectangles in screenshot below:

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Step 1 Project Details Step 2 Work Activities **Step 3 Job steps & Hazards** Step 4 Codes & Standards Step 5 Personnel Step 6 Equipment, PPE & Materials Step 7 Preview & Print

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### Job Steps & Hazards

The following hazards have been added to your SWMS.  
If more hazards need to be added, click the "Add Hazard to SWMS" button. To remove a hazard, click the delete button listed next to that hazard.

**Add Hazard to SWMS**

Show Activity/Task: Glazing ?

Job Step	Hazard	Risk Class	Initial Probability	Controls	Final Probability	Person Responsible
Create Safe Work Area	Fall/Trip Injury	5	H	Keep work area clear of debris.	L	Person undertaking activity & direct supervisor. <b>Edit Delete</b>
Create Safe Work Area	Strain Injury	3	H	Only lift weight you are comfortable with. Always lift with vertical back & bent knees. Do not twist. Get help if you are not sure.	L	Person undertaking activity & direct supervisor. <b>Edit Delete</b>
Create Safe Work Area	Injury to Third Party	4	H	If necessary set up appropriate barricading/signage to isolate work area. Be aware of others & advise them of what you are doing.	L	Person undertaking activity & direct supervisor. <b>Edit Delete</b>

If you want to add additional categories, click the "< Back" button on the top right or bottom right hand side of the screen.

When you are satisfied with the Job Steps & Hazards click the "Next >" button on the top right or bottom right hand side of the screen. This will take you to step 4 "Codes & Standards".

## Step 4 – Codes & Standards

The upper part of the screen looks like as in screenshot below:

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Step 1 Project Details Step 2 Work Activities Step 3 Job Steps & Hazards **Step 4 Codes & Standards** Step 5 Personnel Step 6 Equipment, PPE & Materials Step 7 Preview & Print

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### Codes & Standards

Select each Code/Standard applicable to the project.

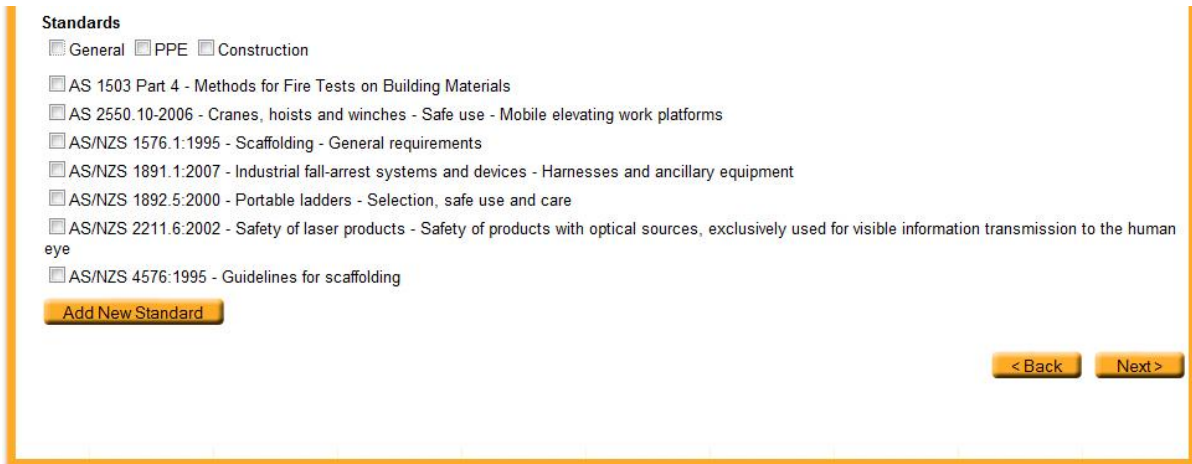
**Codes of Practice**

- Manual Handling
- Prevention of Falls in General Construction
- Risk Assessment
- Safe Use of synthetic mineral fibres
- Safe Work on Roofs Part 1-Commercial and Industrial Buildings
- Safe Work on Roofs Part 2-Residential Buildings

**Add New Code**

**Codes of Practice:** select the Codes of Practice that are applicable to the project. If a code you need is not listed click the “Add New Code” button and write the name of the code. Click “Save” and you can now see it in the list.

The bottom part of the screen looks like:



**Standards**

General  PPE  Construction

AS 1503 Part 4 - Methods for Fire Tests on Building Materials

AS 2550.10-2006 - Cranes, hoists and winches - Safe use - Mobile elevating work platforms

AS/NZS 1576.1:1995 - Scaffolding - General requirements

AS/NZS 1891.1:2007 - Industrial fall-arrest systems and devices - Harnesses and ancillary equipment

AS/NZS 1892.5:2000 - Portable ladders - Selection, safe use and care

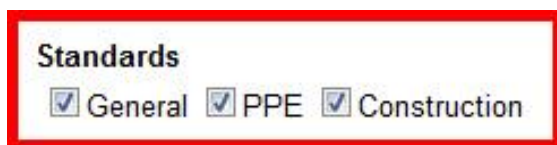
AS/NZS 2211.6:2002 - Safety of laser products - Safety of products with optical sources, exclusively used for visible information transmission to the human eye

AS/NZS 4576:1995 - Guidelines for scaffolding

[Add New Standard](#)

[< Back](#) [Next >](#)

**Standards:** select the standards you need and these will be shown on the finalized SWMS document. To show more standards tick the three boxes under Standards as show in screenshot below:



**Standards**

General  PPE  Construction

If a standard you need is not listed click the “Add New Standard” button at the bottom left hand side of the screen.

When you have selected the Codes and Standards you need you can click the “Next>” button at either the upper or lower right hand side of the screen. This will take you to step 5, “Personnel”.

## Step 5 - Personnel

The initial view of this screen looks like:

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Step 1 Project Details Step 2 Work Activities Step 3 Job Steps & Hazards Step 4 Codes & Standards Step 5 Personnel Step 6 Equipment, PPE & Materials Step 7 Preview & Print

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### Personnel

Select the personnel involved in this project. Each worker is required to sign the completed SWMS.

Select Personnel:

<input checked="" type="checkbox"/> Brown, Steve (LF/LL/RI/SA) - Active	<input type="checkbox"/> Smith, Jim (TT/WP) - Active
<input checked="" type="checkbox"/> Davies, Ray (LF/RA/SI/TT/WP) - Active	<input checked="" type="checkbox"/> Smith, John (HP/LF/LL/RA/SA/WP) - Active
<input checked="" type="checkbox"/> Griffin, Matt (LF/LL/RI/SA/TT/WP) - Active	<input type="checkbox"/> testsurname, testname () - Active
<input checked="" type="checkbox"/> Jones, Mike (TT/WP) - Active	<input checked="" type="checkbox"/> Smith, Jim (TT/WP) - Inactive

Add Personnel ?

Update Personnel Details ?

Additional Personnel Rows: 10 ?

Trades Coordination: Coordinate with plasterboard contractor. Plumber to install services prior to electrical rough in. ?

< Back Next >

In this screen you select which personnel that will be involved in the project. When the document is finalized and printed each worker is required to sign the completed SWMS document.

If any personnel are missing in the list you can either add them by clicking the “Add Personnel” button or select how many additional workers there will be involved in the project. You also have the option to edit the details of workers already registered by clicking the “Update Personnel Details” button.

Example: you don’t know the details of the additional workers so you select in the “Additional Personnel Rows” how many they are and there will be blank lines for them to sign on the printed document.

**Trade Coordination:** Write the name of any other traders that will be involved with your own work. E.g. electrician to rough-in walls before sheeting.

When you have selected the workers that will be involved in the project, how many additional workers (zero if there are none) that will be involved and any other trades coordinated you can click the “Next>” button on either the top right or bottom right hand side of the screen. This will take you to step 6 “Equipment, PPE & Materials”.

## Step 6 - Equipment, PPE & Materials

The initial screen of this page looks like:

Step 1 Project Details   Step 2 Work Activities   Step 3 Job Steps & Hazards   Step 4 Codes & Standards   Step 5 Personnel   **Step 6 Equipment, PPE & Materials**   Step 7 Preview & Print

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### Plant/Equipment To Be Used

Select each of the Equipment, Hazardous Substances and PPE to be used on site. If the item is not listed, click the relevant button to add it.

**Plant, Equipment and Tools to be used:**

- Works Platform
- Platform Ladder
- Folding Scaffold
- Scaffold - Aluminium or Fibreglass
- Elevated Work Platform
- Scissor Lift
- Boom Lift
- Genie hoist
- Portable Power Tools
- Ladder

[Add New Equipment](#)

**Hazardous substances to be used or handled:**

- Diesel Fuel
- Methylated Spirits
- Paint
- Stud Adhesive
- Plaster

[Add New Substance](#)

**PPE to be used:**

- Hard Hat
- Steel Cap Boots
- Hi-Vis Vest
- Safety Eyewear
- Dust Masks
- Ear Protection
- Sun Screen
- Hard Hat Brim
- Gloves

[Add New PPE](#)

< Back   Next >

In this screen you first select which Plant, Equipment and Tools to be used. Then which hazardous substances to be used or handled and last which Personal Protection Equipment (PPE) to be used.

If you want to add additional equipment, substance or PPE you click respective button.


When you are satisfied with your selections you click the “Next>” button in either the top right or bottom right hand side. This will take you to step 7 which is the final step.

## Step 7 - Preview & Print

Your SWMS document is now ready to be printed. Click the link “View and Print SWMS” in the red rectangle as shown in screenshot below.

If you want to email the document to yourself or someone else enter the email address and click the Send button.

HOME CONTACT US HELP MSDS LOG OUT



Step 1 Project Details Step 2 Work Activities Step 3 Job Steps & Hazards Step 4 Codes & Standards Step 5 Personnel Step 6 Equipment, PPE & Materials Step 7 **Preview & Print**

### Preview & Print

SWMS is now Complete. Click link below to print the finalized document.

[View and Print SWMS](#)  
[View Toolbox Meeting Form](#)

**Email SWMS** ?

Send

< Back Home