

JSA/SWMS – Checking Tool

(Complete as you review the SWMS)

Review item	Y / N	Comments
Does it identify the organisation that prepared it, and that is to carry out the work (usually the same)?		
Is it site and task specific?		
Does it describe the work to be undertaken?		
Does it identify High Risk Construction Work (HRCW) activities?		
Does it identify the specific plant and equipment to be used for the task e.g. platform ladder, scaffolds, battery grinder etc.?		
Does it detail the work to be undertaken step-by-step in the correct sequence and in appropriate detail?		
Does it identify the potential hazards associated with each step of the work?		
Does it include a risk assessment with risk rating before control measures are implemented?		
Does it identify specific & suitable control measures in accordance with the Hierarchy of Control to minimise the hazards with each step of the work?		
Does it identify any hazardous substances that will be used during the task?		
Does it include safety precautions from the material safety data sheet for the hazardous substance?		
Does it identify the name of the person responsible to ensure the control measures are implemented?		
Does it identify the skills/training required to undertake the task?		
Does it include an attached register of the name, signature and date of when each employee was inducted into the SWMS?		
Does it confirm each employee was consulted and given opportunity for input in the development of the SWMS even if it is generic?		