

Pre-work safety planning

Review hazards and checks for each example, then prepare an assessment and work documents for your actual site.

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01 Local documents and scope

Use a Risk Assessment for the task and check whether it is high risk construction work before selecting a SWMS. A SWMS is not the name for every Australian JSA. Confirm the relevant state or territory requirements and regulator guidance, including Victoria where applicable. Connect the plan with a Pre-start / Toolbox discussion and the permits required for the actual work.

Risk Assessment

Safe Work Method Statement (SWMS)

Permit to Work

Pre-start / Toolbox Talk

Pre-start Inspection Checklist

This is a planning reference. Verify numerical limits, permits and qualifications for the jurisdiction, sector and equipment. Record fresh site measurements, people and signatures for each job.

02 From example to site use

1 Define the job

Identify equipment, location, sequence, people, nearby activities and access. Separate preparation, execution and close-out, and record hazards observed at the site.

2 Match controls to each step

Consider elimination, substitution and engineering controls first, then procedures and PPE. Assign an owner, a verification method and stop-work conditions for each control.

3 Connect documents and site checks

Choose the local assessment, procedure and applicable permits, then brief the crew. Add drawings and checklists, reassess changes and retain the output for this job.

COMMON-01**Pre-task TBT & PPE Inspection****Potential hazards**

Unclear scope of work, improper PPE use

Checks to verify and specify on site

- Verify task-specific training, qualifications and procedures. Record process and equipment protections, exposure controls, emergency arrangements and the responsible person's checks in the work plan.

COMMON-02**Work at height****Potential hazards**

Anchor point failure, slips due to weather

Checks to verify and specify on site

- Avoiding height work; platforms and collective fall protection; Fall restraint/arrest equipment, anchors and required clearance; Access, fragile surfaces, openings and falling-object controls; Weather, work conditions, equipment inspection and stop criteria; Site rescue method, people, equipment, communication and readiness.

COMMON-03**Hot work****Potential hazards**

Hot work sparks, residual gas explosion

Checks to verify and specify on site

- Combustible removal/shielding; opposite faces, lower areas and openings; Fire watch, extinguishing equipment, post-work watch duration and completion time; Gas, vapour, fume and dust assessment, testing and ventilation; Vessel/pipe residues, cylinders, hoses, flashback protection and equipment checks.

COMMON-04**Rigging & Hoisting Setup****Potential hazards**

Poor ground stability, sling/cable failure

Checks to verify and specify on site

- Verify weight, centre of gravity, lifting points, rated capacity and sling angles. Define ground conditions, route, exclusion zone and signals; follow the lift plan.

COMMON-05

Confined space entry

Potential hazards

Oxygen deficiency, toxic gas inhalation

Checks to verify and specify on site

- Space identification, need for entry, access and escape routes; Entrants, outside attendant, person in charge and communication; Atmospheric test targets, acceptance criteria and repeat/continuous monitoring; Isolation of incoming substances and energy; locks and stored-energy checks; Ventilation, respiratory protection, contaminant controls and failure response; Site rescue method, people, equipment, communication and readiness.

COMMON-06

Excavation & Trenching Safety

Potential hazards

Utility strikes, trench cave-ins/collapse

Checks to verify and specify on site

- Survey utilities, soil and adjacent structures. Plan support or slopes for depth and ground conditions; check access, drainage, plant separation and inspections after changes.

COMMON-07

Electrical isolation and work

Potential hazards

Accidental re-energisation, residual shock

Checks to verify and specify on site

- Equipment, circuits, supplies, backfeed, induced voltage and stored energy; Disconnection, prevention of re-energisation, locks and tags; Voltage detector, functional check, absence-of-voltage result and tester; Earthing/short-circuiting where required; adjacent live-part protection and boundaries; Completion, personnel clearance, lock removal and re-energisation authority.

COMMON-08

Barricading & Radiation Protection

Potential hazards

Unauthorised entry, ionising radiation exposure

Checks to verify and specify on site

- Verify task-specific training, qualifications and procedures. Record process and equipment protections, exposure controls, emergency arrangements and the responsible person's checks in the work plan.

COMMON-09

Commissioning & Loop Testing

Potential hazards

Bypassed interlocks, high-pressure leaks

Checks to verify and specify on site

- Isolate, release and verify pressure and contents before opening. Use the design code and approved procedure for test pressure, medium and sequence; define exclusion and stop criteria.
- Check manufacturer procedures, guards, energy isolation and release of stored energy; account for people and tools before restart.

COMMON-10

Housekeeping & Post-Job LOTO Removal

Potential hazards

Leftover tools/debris, short-circuit hazards

Checks to verify and specify on site

- Check manufacturer procedures, guards, energy isolation and release of stored energy; account for people and tools before restart.

04 Fresh site records

Record date, location, equipment ID, responsible people, crew, permit references, measurements, times, testers, inspections and changes. Do not reuse previous signatures or readings.

05 Official references

These sources support local terminology and scope. The examples are editorial planning prompts from Smart JSA Bridge, not official forms.

- [Safe Work Australia · High risk construction work and SWMS ↗](#)
- [WorkSafe Victoria · SWMS ↗](#)
- [Safe Work Australia · Risk management and worker consultation ↗](#)

<https://smartjsabridge.com/en-AU/guideline/common>