

SWMS REVIEW CHECKLIST

To be completed by Harbour Town Representative

Operation: Harbour Town	HTCM:	SWMS Title, Number and Revision:
Person Completing SWMS:	Date SWMS Completed:	Activity Location:

Activity Description:

Item	SWMS Criteria Verification	Initial Review	Final Review
1	SWMS Title, number, date and revision (if applicable)		
2	Scope and task(s) to be undertaken including activity location defined clearly		
3	Name and signature of person who developed the SWMS and those who were consulted		
4	Responsible person identified to ensure that the work activity is monitored, reviewed and carried out in accordance with the SWMS		
5	Plant/equipment to be used is described and includes: maintenance and inspection checks done, certification by qualified person and/or registration		
6	Workers qualifications – current licenses, operator’s certification are described and location of copies known/identified		
7	Relevant EHS Legislation, Standards, Codes, Regulations, are noted and compliance is confirmed		
8	PPE requirements clearly identified, where PPE requirements extends further than Lend Lease minimum requirement, the type of PPE is specifically listed		
9	Site specific and sets out step by step how the work activity will be carried out at the operation		
10	Hazards and the consequences associated with each step of the work activity are identified		
11	Risks for each step of the work activity are initially assessed/rated (e.g. high, med, low) then reassessed with residual risk after controls have been applied		
12	Controls to manage risks for each step (based on the hierarchy of controls - in order: eliminate; substitute; isolate; engineer; administrate; Personal Protective Equipment {PPE} are defined and describe how they are to be implemented.		

13	Photos/diagrams/sketches provided to enhance SWMS for complex or high risk work activities [OPTIONAL]		
14	Section to indicate that the SWMS has been communicated and all workers inducted		
15	Emergency arrangements e.g. fire, first aid, rescue from height are described		

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What permits/checklists are required?						

SWMS acceptance

Does the SWMS address the above acceptance criteria? Yes If no, why not? [state below]

Criteria Number	Reason/Further Action Required

Summary of Reviews Undertaken and Updates Received

I have reviewed this SWMS, and to the best of my knowledge, it meets all Lend Lease acceptance criteria

Subcontractors signature:		Harbour Town Representative signature:	
Subcontractors name:	Date:	Harbour Town Representative name:	Date:

ONGOING VERIFICATION CHECKS HTGC will monitor the activities of HTCM/subcontractor to the extent necessary to determine whether or not the HTCM/subcontractor is complying with their SWMS

Date	Checked By (HT Rep Name)	Signature	Verification Actions (list outcomes) 1. Complies, 2. Observation (minor changes/new revision), 3. Non-conformance (issue non-compliance notification, note number here)
