



This is important when communicating information contained within a Safe Work Method Statement
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exercise and needs to be taken with all seriousness.

Steps to ensure proper and effective communication of SWMS need to include the following:



Ensure the SWMS being communicated is correct for the current work environment.
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to be reviewed and updated for the current environment addressing what is necessary
id'Zchj g' i] Z_dW'h'XdcYj XiZY'hV[Zan\$



9dchj a'Vi'dc'h'kZgn' b edgVci' c'Xdb b j c'XVi'c' \Vc'Z ZXi' i L C i \$9dchj a'Vi'dc'h'Vhd V'
g'f j g' b Zci' j cYZgi ZXi'dc' *- d[i^ i'Zan b e
regarding their health and safety.



7aizb eadnZZh"Xdcig\Xidgh'VcY Veeq'Zci'XZh'b j hi'WZ'\kZc'i] Z'deedgj c'n'id'g'VY'VcY'
egdk'YZ [ZZYWX' i] Zn'Vg'Vh'ZY'id'h'Ac'd' dc'Vcn'l dg' g' d'Vi'c' \id'V' i L C i \$g' hi'
WZXVj hZ'i] Zn'] V'kZ'h'AcZY'd' dc'V'\ZcZgX'dcZ'Vi'c'Yj Xi'dc'YdZh'cdi'XdkZgd' Vcn'
i L C i l' g'fiZc'[dgV'heZX^X'dW'h'ZVX] dcZ'h'j c'f j Z\$] Zn'b j hi'WZ'\kZc'i] Z'
opportunity to read each SWMS individually prior to signing them.



L] Zc'hdb ZdcZ'h'ch'd' dc'V' i L C i "i] Zn'Vg' h'Ac'c' \V'z' \VaYdXj b Zci'hi'Vi'c' \i] Zn''
j cYZghi'VcY'l] Vi'i] Z'dWZci'V'h'VcY'i] Z'Xdcig'd'h'c'ea'XZ\$] Zn'b j hi'j cYZghi'VcY'l] Vi'
i] Zn'Vg'Yd'c' \c'g' d'Vi'c' id'i] Z'l dg' j cYZgV'Zc\$] Zc'hi'Vg'c' \V'cZl' d'W'VcY'Vi'
toolbox meetings) it's good practise to follow up with workers to ensure everyone
understands any high risk activities in the SWMS and any relevant controls in place.

