



DTL-HSE-PRO-0012

SWMS Development Procedure

DTL Health & Safety Management System

Doc No: DTL-HSE-PRO-0012

Version: 1.0 — Apr 2026

Review: Apr 2027

Owner: Annelize Van Tonder

Purpose: Describes how Safe Work Method Statements are developed, used and reviewed for high-risk construction work, as required by the WHS Regulations.

1 · Purpose & Scope

Describes how Safe Work Method Statements are developed, used and reviewed for high-risk construction work, as required by the WHS Regulations.

2 · Developing a SWMS

1. identify the high-risk construction work involved;
2. list the job steps, the hazards of each and the control measures;
3. develop the SWMS in consultation with the workers doing the task;
4. brief all workers on the SWMS before work starts;
5. review and update the SWMS if the work, plant or conditions change.

3 · Responsibilities

- **Management** — provide resources, set expectations and review effectiveness.
- **Supervisors** — apply this procedure on site and verify controls.
- **Workers & contractors** — follow this procedure and report issues.

4 · References

- DTL-HSE-Doc-0002 SWMS Review Form
- DTL-HSE-SWMS-0001 (and the SWMS library)

Approval

Approved for issue

Tyson Knight — Director
27 May 2026

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