## Work Method Statement Review Checklist

This check list may be used to guide the review of a work method statement.

| **Work Method Statement Title** | **Organisation** | **Version Date** |
| --- | --- | --- |
|  |  |  |

Use this section to identify / consider foreseeable hazards/risks associated with the work to be conducted.

Check whether these hazards have been identified and adequately addressed in the work method statement.

| **Hazard/Risk** | **Relevant** | **Hazard/Risk** | **Relevant** |
| --- | --- | --- | --- |
| **Yes** | **No** | **Yes** | **No** |
| Communications black spot |  |  | Manual handling and/or ergonomics |  |  |
| Confined space entry |  |  | Mobile plant movement |  |  |
| Contaminated land |  |  | Moving parts of machinery or equipment |  |  |
| Electricity – overhead wires, traction return, work on live equipment |  |  | Illumination levels |  |  |
| Excavation construction and use |  |  | Railway traffic |  |  |
| Explosives |  |  | Road traffic |  |  |
| Extreme weather – flood, rain, lightning, fog, hot / cold days or nights |  |  | Underground utilities – communications, fuel lines, gas, power, water |  |  |
| Hazardous dust/ chemicals/ fumes |  |  | Unsafe noise exposure |  |  |
| Heat – fire, welding |  |  | Vibration exposure |  |  |
| Infrastructure movement – points |  |  | Working at heights |  |  |
| Isolated, lone or remote work |  |  | Working on, in, or above water |  |  |
| Load restraint |  |  | Other? (write here)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Use this section to review the work method statement

| **No.** | **Question** | **Adequate** |
| --- | --- | --- |
| **Yes** | **No** |
| 1 | The work method statement title clearly describes the work? |  |  |
| 2 | Tasks are clearly described, logically sequenced and reflect the actual work to be done? |  |  |
| 3 | Foreseeable hazards/risks for each task are clearly described and comprehensive? |  |  |
| 4 | Controls for each hazard/risk are clearly described, comprehensive and effective? |  |  |
| 5 | Controls for each hazard/risk reflect legal requirements and ARTC standards? |  |  |
| 6 | Controls requiring personal protective equipment are specific? |  |  |
| 7 | Relevant laws, procedures, work instructions, standards, codes of practice and guidance material critical to the work are correctly cited and relevant sections are specified? |  |  |
| 8 | Plant/equipment/ tools critical to the work are clearly and accurately described? |  |  |
| 9 | Permits/licences/ training critical to the work are clearly and accurately described? |  |  |
| 10 | Inspection/testing requirements critical to the work are clearly and accurately specified? |  |  |
| 12 | All fields are complete or otherwise, marked “n/a”? |  |  |
| 13 | Is there an ARTC work method statement for a similar task?(if yes, have the documents been compared and any differences considered?) |  |  |

| **Consultation** |
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| Have relevant workers been consulted (including safety committees)? Indicate any specific individuals or groups. |

| **Notes** |
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| **Reviewer** |
| --- |
| **Name** | **Role** | **Date** |
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Consider recording any actions here for follow up:

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