Safe Work Method Statements: knowledge check

Select the best answer. Suggested pass mark: 8 out of 10.

1. What is the primary purpose of a SWMS?

A. To help implement and monitor control measures for high-risk work.
B. To replace all WHS laws and regulations.
C. To prove that no incident can occur.
D. To give workers a general safety slogan.

2. When must a SWMS be prepared?

A. Only after the project is complete.
B. Before high-risk construction work starts.
C. Only if a worker asks for it.
D. Only for office-based design work.

3. Who must be consulted when a SWMS is prepared?

A. Workers directly engaged in the high-risk work and their health and safety representatives, if any.
B. Only the accounts team.
C. The public after the work is finished.
D. A person with no knowledge of the task.

4. Which statement is too vague for a SWMS control measure?

A. Use barriers to separate pedestrians from mobile plant.
B. Brief the team before work starts.
C. Use appropriate PPE.
D. Stop work if the SWMS is not followed.

5. What must happen if multiple PCBUs share the duty to ensure a SWMS is prepared?

A. They must consult, cooperate and coordinate who will prepare it.
B. Each should ignore the other.
C. The newest business automatically decides everything.
D. No SWMS is required.

6. What should a generic SWMS be checked against?

A. The specific workplace and circumstances.
B. The colour of the company logo.
C. A worker's favourite method.
D. Only the file name.

7. Which is the highest-order control measure?

A. PPE
B. Administrative controls
C. Elimination
D. Warning signs only

8. When should a SWMS be reviewed?

A. When a new hazard is identified or controls are inadequate.
B. Only every ten years.
C. Never, once signed.
D. Only if the client asks politely.

9. For a construction project, who must receive the SWMS before high-risk work starts?

A. The principal contractor.

B. A random supplier.

C. The media team.

D. No one.

10. What does a useful SWMS do for workers and supervisors?

A. It gives clear direction on how controls will be implemented, monitored and reviewed.

B. It hides hazards in general language.

C. It removes the need for supervision.

D. It replaces consultation.

Score: ____ / 10 Result: ☐ Passed ☐ Review required

Facilitator answer key

Question	Answer	Rationale
1	A	A SWMS helps implement and monitor risk controls for high-risk construction work.
2	B	The SWMS must be prepared before high-risk construction work starts.
3	A	Workers directly engaged in the high-risk work, and their health and safety representatives if any, must be consulted when the SWMS is prepared.
4	C	“Use appropriate PPE” does not specify the required control.
5	A	PCBUs sharing the duty must consult and cooperate with each other to coordinate who will prepare the SWMS.
6	A	Generic material must be reviewed against the actual workplace.
7	C	Elimination is the highest order control and should be considered first.
8	A	Changes, new hazards, new information, a notifiable incident, inadequate controls or non-compliance should trigger review.
9	A	The principal contractor must receive the SWMS before high-risk work starts on a construction project.
10	A	Useful SWMS content gives practical direction, not general slogans.

Source and use note

Primary source: Safe Work Australia, Model Code of Practice: Construction Work, November 2024. This independent demonstration was prepared by Plainward from publicly available guidance. It was not commissioned, approved or endorsed by Safe Work Australia. Local WHS requirements should be checked with the relevant regulator.