

SWMS Review Checklist

Is the one in your folder current, correct for your jurisdiction, and actually signed? Fifteen questions.

PROJECT / SITE

DATE

COMPLETED BY

IS IT THE RIGHT DOCUMENT

- ☐ Covers the actual activity being done, not a near-enough version
- ☐ Written for this site, not the last one
- ☐ High-risk construction work correctly identified
- ☐ Plant and equipment listed match what is on site

IS IT CURRENT

- ☐ Revision and version stated on the document
- ☐ Issue date present and review date not passed
- ☐ The copy on site matches the latest issued revision
- ☐ Superseded copies removed from circulation

RIGHT JURISDICTION

- ☐ Cites the Act that applies where the work is — not a generic one
- ☐ NSW, QLD, ACT: WHS Act 2011 · WA: WHS Act 2020
- ☐ SA, TAS: WHS Act 2012 · NT: WHS (Nat. Uniform Leg.) Act 2011
- ☐ **VIC: OHS Act 2004** — Victoria did not adopt the model laws
- ☐ Names your state or territory regulator, not Safe Work Australia

IS IT REAL

- ☐ Controls are specific enough to actually follow
- ☐ Controls follow the hierarchy, not just PPE
- ☐ Consultation with the workers doing the work is recorded
- ☐ Approved by a named competent person who could answer questions on it
- ☐ The crew doing the work have signed on to it

DOES IT WORK ON SITE

- ☐ Available at the workplace, not in the office
- ☐ Reviewed when the work, the site or the people change
- ☐ Someone owns keeping it current

This is the checklist. The controlled version — with risk assessment, control measures, sign-offs and a **live QR record** that proves which revision you are holding — is part of the Obras document system.

obrasonsite.com.au