SAFE WORK METHOD STATEMENT (SWMS)

Business name

Document: SWMS-001 Rev 1
Prepared: 9 Nov 2026
Review by: 9 Dec 2026
Highest risk after controls: Medium

1. BUSINESS AND JOB DETAILS

Job	Brick cleaning and acid washing	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Bricklaying

2. HIGH RISK CONSTRUCTION WORK COVERED BY THIS SWMS

	Risk of a person falling more than 2 metres		Work on or near chemical, fuel or refrigerant lines
	Work on a telecommunication tower		Work on or near energised electrical installations or services
	Demolition of an element of a structure that is load-bearing or related to its physical integrity		Work in an area that may have a contaminated or flammable atmosphere
	Likely to involve disturbing asbestos		Work involving tilt-up or precast concrete elements
	Structural alterations or repairs that require temporary support to prevent collapse		Work on, in or next to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians
	Work in or near a confined space		Work in an area with movement of powered mobile plant
	Work in or near a shaft or trench with an excavated depth greater than 1.5 metres		Work in an area with artificial extremes of temperature
	Work in or near a tunnel		Work in or near water or other liquid that involves a risk of drowning
	Use of explosives		Diving work
	Work on or near pressurised gas distribution mains or piping		

3. JOB STEPS, HAZARDS AND CONTROLS

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
1	Read the safety data sheet and set up an eyewash	Hazardous chemicals Rules: WHS Regulation 2011, Chapter 7 Hazardous chemicals	**Medium Possible / Moderate**	1.1 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Substitute] 1.2 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Engineering] 1.3 Read the Safety Data Sheet (SDS) before use and keep a register of hazardous chemicals on site. [Administrative] 1.4 Keep chemicals in labelled containers. Never decant into drink bottles. [Administrative] 1.5 Store chemicals away from heat, food and drink, and keep products	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				that react with each other apart. [Administrative] 1.6 Have eye wash and a spill kit nearby, and wash hands before eating. [Administrative] 1.7 Wear chemical-resistant gloves and safety glasses or goggles as listed on the SDS. [PPE] 1.8 Use a respirator with the right cartridge if the SDS calls for one. [PPE]		
2	Protect windows, plants and drains	Hazardous chemicals Public entering the work area Rules: WHS Regulation 2011, Chapter 7 Hazardous chemicals	**High** **Possible / Major**	2.1 Hazardous chemicals: see step 1 for the full controls [Administrative] 2.2 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 2.3 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 2.4 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 2.5 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative] 2.6 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative] 2.7 Use a spotter when moving plant or materials across public paths. [Administrative]	**Medium** **Unlikely / Moderate**	Site supervisor
3	Always add acid to water, never water to acid	Hazardous chemicals Eye injuries Rules: WHS Regulation 2011, Chapter 7 Hazardous chemicals	**Medium** **Possible / Moderate**	3.1 Hazardous chemicals: see step 1 for the full controls [Administrative] 3.2 Use tool guards and screens to stop flying particles. [Engineering] 3.3 Use dust extraction and water to keep dust out of the air. [Engineering] 3.4 Keep others out of the area when cutting, grinding or chipping. [Administrative] 3.5 Keep an eye wash station or eye wash bottles on site. [Administrative] 3.6 Wear safety glasses at all times, goggles for dust and chemicals, and a face shield for grinding. [PPE]	**Medium** **Unlikely / Moderate**	Site supervisor
4	Apply and wash off from the bottom up	High pressure water jetting Slips and trips	**Medium** **Unlikely / Major**	4.1 Set an exclusion zone around the jetting area. [Isolate] 4.2 Use a dead man's trigger that stops the jet when released, and check hoses and fittings before use. [Engineering] 4.3 Only trained operators use high pressure jetting gear. [Administrative] 4.4 Never point the lance at anyone or put a hand in front of it. [Administrative] 4.5 Treat any jetting injury as serious and go to hospital, even if it looks small. [Administrative] 4.6 Wear a face shield, waterproof clothing, gloves, hearing protection and safety boots. [PPE] 4.7 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 4.8 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 4.9 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 4.10 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative]	**Low** **Rare / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				4.11 Keep work areas, stairs and access paths well lit. [Administrative] 4.12 Wear safety boots with good grip, laced up. [PPE]		
5	Neutralise and dispose of runoff, then clean up	Poor housekeeping and waste	**Medium** **Likely / Minor**	5.1 Order materials to size and send packaging back where you can. [Eliminate] 5.2 Put skip bins and waste chutes close to the work. [Engineering] 5.3 Clean as you go, and do a full clean up at the end of each day. [Administrative] 5.4 Keep exits, stairs and walkways clear at all times. [Administrative] 5.5 Stack materials neatly on level ground, away from edges. [Administrative] 5.6 Wear gloves when handling waste. [PPE]	**Low** **Unlikely / Minor**	Site supervisor

Risk key: risk = likelihood x consequence on a 5 x 5 matrix. Low, Medium, High, Extreme. Work must not start while the risk after controls is high or above. Controls are listed in order of the hierarchy of control: Eliminate, Substitute, Isolate, Engineering, Administrative, PPE.

4. PPE AND PERMITS

Required PPE	Permits and plans
Safety goggles Face shield Chemical-resistant gloves (nitrile) Overalls Steel cap boots Half-face respirator (P2 or P3 filters) Hi-vis shirt or vest Safety glasses Work gloves Hearing protection (earmuffs or plugs)	None required

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Pressure cleaner					
Knapsack or tank sprayer	ChemCert or state chemical user accreditation for herbicides				
Mobile scaffold	Scaffolding HRWL (SB or higher) to erect, alter or dismantle where a person or object could fall more than 4 m	Check before each use to the manufacturer. Over 4 m: written handover certificate before first use (WHS Regulations r.225(2)), then inspected before use after any incident, alteration or repair and at least every 30 days (r.225(3))			

6. CREW COMPETENCY, TICKETS AND LICENCES

Crew listed at sign-on below, with ticket and licence numbers.

7. EMERGENCY ARRANGEMENTS

Emergency number	000	**First aid kit**	In the work vehicle
Fire extinguisher	In the work vehicle	**Alarm and evacuation**	Shout for help and stop work. Make the area safe and go to the assembly point. Call the emergency number and send someone to meet the ambulance.
Reporting incidents	Notify the regulator immediately of any notifiable incident and preserve the site.		

8. IMPLEMENTING, MONITORING AND REVIEWING THE CONTROLS

How they are put in place	Controls are set up before the work starts. The person responsible explains this SWMS to every worker before they start, and workers sign to confirm they understand it.	**How they are monitored**	The person responsible checks the controls are in place before work starts each day and during the work, and talks to the workers about any problems. Stop work and review this SWMS if the work changes, the controls are not working, after any incident, or if a worker raises a concern.
When it is reviewed	Reviewed when the work or site changes, after any incident, if a control is not working, or if a worker or health and safety representative asks.		

Legal basis: Work Health and Safety Regulations 2011, Part 6.3 (Victoria: OHS Regulations 2017). A SWMS must be prepared before any high risk construction work starts. It must list the high risk work, the hazards and risks, the control measures, and how those controls will be put in place, monitored and reviewed. It must be easy for the workers to read and understand.

Keep this SWMS, and every revised version, until the high risk construction work is finished, where workers and inspectors can see it on site. If a notifiable incident happens during the work, keep it for at least 2 years after the incident.

9. REVIEW AND AMENDMENT RECORD

Rev	Date	By	What changed
1	9 Nov 2026		First issue

10. SIGN-OFF

	Name	Signature	Date	
Prepared by				
Person responsible (supervisor)				
Principal contractor review				Accepted for use: Yes / No

By signing below, each worker confirms they were consulted on and have read and understood this SWMS, and will follow it. If the work cannot be done as this SWMS says, stop as soon as it is safe and do not restart until the SWMS is reviewed.

Name	Role / company	Tickets / licences	Inducted	Signature	Date

Name	Role / company	Tickets / licences	Inducted	Signature	Date