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	Build a brick fence	**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	**YES**	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	Get BYDA plans and set up a barrier from the footpath	Hitting underground services Public entering the work area	**Extreme** **Possible / Catastrophic**	1.1 Keep machine buckets well clear of marked services and use a spotter. [Isolate] 1.2 Scan the area with a cable locator before digging and mark services on the ground. [Engineering] 1.3 Hand dig or vacuum excavate to expose services before using a machine near them. [Engineering] 1.4 Lodge a free BYDA (Before You Dig Australia) request and get the plans before any digging. [Administrative] 1.5 Keep plans or locate tickets on site and check them again if the work	**Medium** **Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				area grows. [Administrative] 1.6 If you hit a service, stop, get everyone clear, and call the owner and emergency services. [Administrative] 1.7 Wear safety boots, gloves and hi-vis when digging. [PPE] 1.8 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 1.9 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 1.10 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 1.11 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative] 1.12 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative] 1.13 Use a spotter when moving plant or materials across public paths. [Administrative]		
2	Dig and pour the footing	Trench or excavation collapse Wet concrete and cement burns Being hit by mobile plant Rules: WHS Regulations, Part 6.3 Division 3 (Excavation work, r.304 to 306); WHS Regulation 2011, Part 5.1 Plant	**Extreme Possible / Catastrophic**	2.1 Use methods that keep people out of the trench, such as directional boring or working from the surface. [Eliminate] 2.2 Barricade or cover the excavation so people and plant cannot fall in. [Isolate] 2.3 Shore, bench or batter the walls of any trench 1.5 metres deep or more before anyone goes in, unless a geotechnical engineer advises in writing that the sides are safe. [Engineering] 2.4 Keep spoil, materials and plant at least 1 metre back from the edge. [Engineering] 2.5 Provide a safe way in and out, such as a ladder near where people work. [Engineering] 2.6 Inspect the excavation at the start of each shift and after rain or anything that could weaken it. Record it. [Administrative] 2.7 Use long-handled tools and pumps to cut down contact. [Engineering] 2.8 Wash concrete off skin straight away with clean water. [Administrative] 2.9 Have clean water and eye wash at the pour. [Administrative] 2.10 Wear waterproof gloves, long sleeves and gumboots with trousers worn over the top. [PPE] 2.11 Wear safety glasses or goggles to stop splashes. [PPE] 2.12 Separate people and plant with barriers, exclusion zones and marked walkways. [Isolate] 2.13 Use plant with working reversing alarms, cameras and lights. [Engineering] 2.14 Have a traffic management plan showing plant routes, loading areas and pedestrian paths. [Administrative] 2.15 Use a spotter when reversing or working near people. [Administrative] 2.16 Make eye contact with the operator before going near. Stay out of the swing radius. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor
3	Lay bricks with wet cutting	Silica dust from concrete, brick, stone and tiles	**Extreme Likely /**	3.1 If the job involves engineered stone: do not supply, fabricate or install engineered stone benchtops, panels or slabs (banned since 1 July 2024).	**Medium Unlikely /**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		Lifting and carrying heavy loads Repetitive work and awkward postures Rules: WHS Regulations, Chapter 8A (Crystalline silica substances and engineered stone); WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**Catastrophic**	Removing, repairing or making minor changes to existing engineered stone is only allowed with water suppression or on-tool extraction, a fitted respirator, and written notice to the regulator before the work starts. [Eliminate] 3.2 Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. [Substitute] 3.3 Cut outdoors or in a separate area, with other people well away and upwind. [Isolate] 3.4 Use water on the blade or on-tool dust extraction connected to an H-class vacuum. [Engineering] 3.5 Clean up with a vacuum or wet methods. Never dry sweep or use compressed air. [Administrative] 3.6 If the cutting, grinding or drilling is high risk, prepare a silica risk control plan (or include the r.529CA assessment in this SWMS), train workers in silica risks and give them the plan before work starts. [Administrative] 3.7 Wear a fit-tested P2 (or better) respirator. [PPE] 3.8 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 3.9 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 3.10 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 3.11 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 3.12 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 3.13 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Substitute] 3.14 Set work up at waist height on benches or trestles where you can. [Engineering] 3.15 Use light tools with good grips, and keep blades and bits sharp. [Engineering] 3.16 Rotate tasks and take short breaks every hour on repetitive work. [Administrative] 3.17 Warm up before heavy physical work and report aches and pains early. [Administrative]	**Moderate**	
4	Brace piers and walls until cured	Structural collapse during alterations Strong wind and storms	**High** **Possible / Major**	4.1 Get an engineer to check before removing any wall, beam, post or bracing that may be load-bearing. [Eliminate] 4.2 Keep everyone clear of the area under and next to the work. [Isolate] 4.3 Install temporary props, needles or shoring as designed before removing any support. [Engineering] 4.4 Follow the engineer's sequence. Do not change it without approval. [Administrative] 4.5 Check props daily. Do not remove them until the permanent support is in and approved. [Administrative] 4.6 Install temporary support to the engineer's or temporary works design before any load bearing element is altered. [Administrative]	**Medium** **Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				4.7 Wear a hard hat and safety boots. [PPE] 4.8 Check the forecast each morning and plan work at height and lifting around the weather. [Eliminate] 4.9 Tie down or weigh down loose sheets, panels, boards and rubbish at the end of each shift. [Engineering] 4.10 Set wind limits for roof work, platforms and cranes, using the manufacturer's limits, and stop when they are reached. [Administrative] 4.11 Stop work and get down in lightning. Wait 30 minutes after the last thunder before going back up. [Administrative] 4.12 Check scaffold, fencing and edge protection after strong wind before anyone uses them. [Administrative] 4.13 Do not carry large sheets on roofs in wind. [Administrative] 4.14 Wear a hard hat with a chin strap at height in windy conditions. [PPE]		
5	Clean up and reopen the footpath	Poor housekeeping and waste Sun exposure (UV)	**High Likely / Moderate**	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] 5.7 Plan outdoor work for early morning or late afternoon when UV is lower. [Eliminate] 5.8 Put shade covers over fixed work areas. [Engineering] 5.9 Check the UV index each day. Use sun protection when it is 3 or higher. [Administrative] 5.10 Check your skin regularly and see a doctor about any new or changing spots. [Administrative] 5.11 Wear a broad-brim hat or hard hat brim, long sleeves, sunglasses and SPF 50+ sunscreen, reapplied every 2 hours. [PPE]	**Medium Unlikely / Moderate**	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
Steel cap boots Chemical-resistant gloves (nitrile) Safety glasses P2 dust mask Hi-vis shirt or vest Sun protection (brim hat, long sleeves, SPF 50+) Safety goggles	None required

Required PPE	Permits and plans
Knee pads Hard hat Half-face respirator (P2 or P3 filters) Hearing protection (earmuffs or plugs) Work gloves	

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Concrete mixer		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Concrete saw					
Excavator	Verification of competency (VOC) for the machine	Operator pre-start check each shift; servicing and inspection to the manufacturer			
Hand tools					

6. TRAINING REQUIRED FOR THIS WORK

- Silica risk training before work starts (WHS Regulations r.529CD)

7. CREW COMPETENCY, TICKETS AND LICENCES

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

8. 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.		

9. 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.

10. REVIEW AND AMENDMENT RECORD

Rev	Date	By	What changed
1	9 Nov 2026		First issue

11. 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