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 deck	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Carpentry

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	Locate underground services before digging footings	Hitting underground services	**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]		
2	Dig and pour footings, guarding open holes	Falling through a floor opening or void Wet concrete and cement burns Lifting and carrying heavy loads Rules: WHS Regulation 2011, Part 4.4 Falls; WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**Extreme Possible / Catastrophic**	2.1 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate] 2.2 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate] 2.3 Install stairs early and fit temporary handrails as soon as they go in. [Engineering] 2.4 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative] 2.5 Inspect covers and barriers daily and after other trades have been through. [Administrative] 2.6 Use long-handled tools and pumps to cut down contact. [Engineering] 2.7 Wash concrete off skin straight away with clean water. [Administrative] 2.8 Have clean water and eye wash at the pour. [Administrative] 2.9 Wear waterproof gloves, long sleeves and gumboots with trousers worn over the top. [PPE] 2.10 Wear safety glasses or goggles to stop splashes. [PPE] 2.11 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 2.12 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 2.13 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 2.14 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 2.15 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative]	**Medium Unlikely / Moderate**	Site supervisor
3	Cut treated timber with dust control and wash hands before eating	Saw cuts and kickback Wood and MDF dust Hazardous chemicals Rules: WHS Regulation 2011, Chapter 7 Hazardous chemicals	**High Possible / Major**	3.1 Keep blade guards fitted and working, and use the riving knife on table saws. [Engineering] 3.2 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Engineering] 3.3 Use a sharp, undamaged blade made for the material. [Administrative] 3.4 Stand to one side of the blade line, out of the kickback path. [Administrative] 3.5 Let the blade stop fully before reaching in or putting the saw down. [Administrative] 3.6 Buy pre-cut or pre-finished timber where you can. [Substitute] 3.7 Cut outdoors or in a well-ventilated area away from others. [Isolate] 3.8 Use saws and sanders with dust extraction connected to an M-class (or better) vacuum. [Engineering] 3.9 Clean up with a vacuum, not a broom or compressed air. [Administrative] 3.10 Wear a P2 dust mask for cutting and sanding. [PPE]	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				3.11 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Substitute] 3.12 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Engineering] 3.13 Read the Safety Data Sheet (SDS) before use and keep a register of hazardous chemicals on site. [Administrative] 3.14 Keep chemicals in labelled containers. Never decant into drink bottles. [Administrative] 3.15 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Administrative]		
4	Build bearers and joists, using edge protection if the deck is high	Falling from height Lifting and carrying heavy loads Structural collapse during alterations Rules: WHS Regulation 2011, Part 4.4 Falls; WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**Extreme Likely / Catastrophic**	4.1 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 4.2 Install guardrails or edge protection on all open edges before work starts. [Isolate] 4.3 Use a scaffold, mobile work platform or EWP instead of working off a ladder. [Engineering] 4.4 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering] 4.5 Everyone working at height holds a White Card and has been briefed on this SWMS before going up. [Administrative] 4.6 Have a written emergency and rescue plan, tested before work starts, so a worker hanging in a harness can be brought down within minutes (WHS Regulations r.80). [Administrative] 4.7 Rotate tasks and take breaks on long lifting jobs. [Administrative] 4.8 Wear gloves for grip and safety boots to protect your feet. [PPE] 4.9 Lifting and carrying heavy loads: see step 2 for the full controls [Administrative] 4.10 Get an engineer to check before removing any wall, beam, post or bracing that may be load-bearing. [Eliminate] 4.11 Keep everyone clear of the area under and next to the work. [Isolate] 4.12 Install temporary props, needles or shoring as designed before removing any support. [Engineering] 4.13 Follow the engineer's sequence. Do not change it without approval. [Administrative] 4.14 Check props daily. Do not remove them until the permanent support is in and approved. [Administrative] 4.15 Install temporary support to the engineer's or temporary works design before any load bearing element is altered. [Administrative]	**Medium Unlikely / Moderate**	Site supervisor
5	Lay and fix decking boards	Injury from power tools Nail gun injuries Repetitive work and awkward postures Sun exposure (UV) Rules: WHS Regulation 2011, Part 4.2 Hazardous manual	**High Possible / Major**	5.1 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 5.2 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 5.3 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 5.4 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 5.5 Use a nail gun with a sequential (single shot) trigger, not a contact or	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		tasks		bump trigger. [Substitute] 5.6 Disconnect the air or battery before clearing jams, adjusting or moving between work areas. [Engineering] 5.7 Keep your free hand at least 30 cm from the nailing point. [Administrative] 5.8 Never point the gun at anyone or carry it with your finger on the trigger. [Administrative] 5.9 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Substitute] 5.10 Set work up at waist height on benches or trestles where you can. [Engineering] 5.11 Use light tools with good grips, and keep blades and bits sharp. [Engineering] 5.12 Rotate tasks and take short breaks every hour on repetitive work. [Administrative] 5.13 Plan outdoor work for early morning or late afternoon when UV is lower. [Eliminate] 5.14 Put shade covers over fixed work areas. [Engineering] 5.15 Check the UV index each day. Use sun protection when it is 3 or higher. [Administrative] 5.16 Check your skin regularly and see a doctor about any new or changing spots. [Administrative]		
6	Fit balustrade before anyone uses the deck, then clean up	Falling from height Poor housekeeping and waste Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / Catastrophic**	6.1 Wear a full body harness with a shock-absorbing lanyard, clipped on at all times when using fall arrest. [PPE] 6.2 Falling from height: see step 4 for the full controls [Administrative] 6.3 Order materials to size and send packaging back where you can. [Eliminate] 6.4 Put skip bins and waste chutes close to the work. [Engineering] 6.5 Clean as you go, and do a full clean up at the end of each day. [Administrative] 6.6 Keep exits, stairs and walkways clear at all times. [Administrative] 6.7 Stack materials neatly on level ground, away from edges. [Administrative] 6.8 Wear gloves when handling waste. [PPE]	**Medium Rare / Catastrophic**	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 Safety glasses Hearing protection (earmuffs or plugs) Work gloves	None required

Required PPE	Permits and plans
P2 dust mask Sun protection (brim hat, long sleeves, SPF 50+) Chemical-resistant gloves (nitrile) Safety goggles Knee pads Half-face respirator (P2 or P3 filters) Overalls	

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Circular saw		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Drop saw		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Power drill		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Nail gun					
Hand tools					

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