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	Timber flooring installation and sanding	**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	Clear the room and agree access with occupants	Working in an occupied home or building Slips and trips	**Medium Possible / Moderate**	1.1 Plan noisy, dusty or risky work for when the building is empty. [Eliminate] 1.2 Close off the work area with barriers, plastic sheeting or locked doors, and put up signs. [Isolate] 1.3 Keep fire exits and paths clear at all times. [Administrative] 1.4 Tell occupants before you turn off power, water or gas, and before noisy or dusty work. [Administrative] 1.5 Lock away tools, chemicals and materials each day, out of reach of children. [Administrative]	**Low Unlikely / Minor**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				1.6 Clean up dust and debris at the end of each day. [Administrative] 1.7 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 1.8 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 1.9 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 1.10 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 1.11 Keep work areas, stairs and access paths well lit. [Administrative] 1.12 Wear safety boots with good grip, laced up. [PPE]		
2	Cut boards with dust extraction	Saw cuts and kickback Wood and MDF dust Loud noise Rules: WHS Regulation 2011, Part 4.1 Noise	**High** **Possible / Major**	2.1 Keep blade guards fitted and working, and use the riving knife on table saws. [Engineering] 2.2 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Engineering] 2.3 Use a sharp, undamaged blade made for the material. [Administrative] 2.4 Stand to one side of the blade line, out of the kickback path. [Administrative] 2.5 Let the blade stop fully before reaching in or putting the saw down. [Administrative] 2.6 Buy pre-cut or pre-finished timber where you can. [Substitute] 2.7 Cut outdoors or in a well-ventilated area away from others. [Isolate] 2.8 Use saws and sanders with dust extraction connected to an M-class (or better) vacuum. [Engineering] 2.9 Clean up with a vacuum, not a broom or compressed air. [Administrative] 2.10 Wear a P2 dust mask for cutting and sanding. [PPE] 2.11 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitute] 2.12 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 2.13 Loud noise: see step 4 for the full controls [Administrative]	**Medium** **Unlikely / Major**	Site supervisor
3	Lay and nail boards, working on knee pads	Nail gun injuries Repetitive work and awkward postures Lifting and carrying heavy loads Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High** **Possible / Major**	3.1 Use a nail gun with a sequential (single shot) trigger, not a contact or bump trigger. [Substitute] 3.2 Disconnect the air or battery before clearing jams, adjusting or moving between work areas. [Engineering] 3.3 Keep your free hand at least 30 cm from the nailing point. [Administrative] 3.4 Never point the gun at anyone or carry it with your finger on the trigger. [Administrative] 3.5 Train new users before they use a nail gun, and check for pipes, cables and metal behind the surface. [Administrative] 3.6 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Substitute] 3.7 Set work up at waist height on benches or trestles where you can. [Engineering]	**Medium** **Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				3.8 Use light tools with good grips, and keep blades and bits sharp. [Engineering] 3.9 Rotate tasks and take short breaks every hour on repetitive work. [Administrative] 3.10 Warm up before heavy physical work and report aches and pains early. [Administrative] 3.11 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 3.12 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 3.13 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 3.14 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 3.15 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative]		
4	Sand the floor with an extractor and empty bags often, as sanding dust can catch fire	Wood and MDF dust Loud noise Hand-arm and whole-body vibration Fire from hot works Rules: WHS Regulation 2011, Part 4.1 Noise; AS 1674.1 Safety in welding and allied processes (fire precautions)	**Extreme Possible / Catastrophic**	4.1 Wear safety glasses. [PPE] 4.2 Wood and MDF dust: see step 2 for the full controls [Administrative] 4.3 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitute] 4.4 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 4.5 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 4.6 Limit time on noisy tools and rotate workers. [Administrative] 4.7 Keep exposure below 85 dB(A) over 8 hours. Give hearing tests to workers who often need hearing protection. [Administrative] 4.8 Use low-vibration tools and methods, such as a breaker on an excavator instead of a hand jackhammer. [Substitute] 4.9 Keep tools sharp and well maintained, and use anti-vibration handles and seats. [Engineering] 4.10 Limit trigger time on high-vibration tools and rotate workers. [Administrative] 4.11 Keep hands warm and dry, and take regular breaks. [Administrative] 4.12 Use cold work methods where you can, such as bolting, press fittings or cutting with a saw instead of a torch. [Eliminate] 4.13 Move anything that can burn at least 15 metres away (AS 1674.1), or protect it with fire blankets or screens. [Isolate] 4.14 Use fire-resistant screens to stop sparks reaching people or gaps in walls and floors. [Engineering] 4.15 Get a hot work permit before starting. [Administrative]	**Medium Unlikely / Moderate**	Site supervisor
5	Apply coatings with good airflow and no ignition sources	Hazardous chemicals Flammable liquids and gases Rules: WHS Regulation 2011, Chapter 7 Hazardous	**High Unlikely / Catastrophic**	5.1 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Substitute] 5.2 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Engineering] 5.3 Read the Safety Data Sheet (SDS) before use and keep a register of	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		chemicals		hazardous chemicals on site. [Administrative] 5.4 Keep chemicals in labelled containers. Never decant into drink bottles. [Administrative] 5.5 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Administrative] 5.6 Have eye wash and a spill kit nearby, and wash hands before eating. [Administrative] 5.7 Wear chemical-resistant gloves and safety glasses or goggles as listed on the SDS. [PPE] 5.8 Use a respirator with the right cartridge if the SDS calls for one. [PPE] 5.9 Use non-flammable or water-based products where you can. [Substitute] 5.10 Keep ignition sources away: no smoking, no hot work and no running engines near flammables. [Isolate] 5.11 Store fuels and solvents in approved, closed containers in a ventilated area away from the work. [Engineering] 5.12 Refuel equipment outdoors with the engine off and cool. [Administrative] 5.13 Keep only what you need for the day on site. [Administrative] 5.14 Store gas cylinders upright, secured and outdoors. [Administrative] 5.15 Keep a suitable fire extinguisher where flammables are used or stored. [Administrative] 5.16 Wear chemical gloves and safety glasses when pouring or mixing. [PPE]		
6	Dispose of oily rags safely and clean up	Fire and emergencies Poor housekeeping and waste Rules: WHS Regulation 2011, regulation 43 (emergency plans)	**High Unlikely / Catastrophic**	6.1 Provide fire extinguishers suited to the site, checked and easy to reach. [Engineering] 6.2 Keep exits and escape routes clear and signed. [Engineering] 6.3 Have a site emergency plan: alarm, exits, assembly point and emergency contacts. [Administrative] 6.4 Keep a stocked first aid kit and at least one trained first aider on site. [Administrative] 6.5 Know the site address and how emergency services get in. Call 000. [Administrative] 6.6 Go through the emergency plan with every worker and visitor at induction. [Administrative] 6.7 Keep flammable materials and rubbish away from exits and escape routes. [Administrative] 6.8 Order materials to size and send packaging back where you can. [Eliminate] 6.9 Put skip bins and waste chutes close to the work. [Engineering] 6.10 Clean as you go, and do a full clean up at the end of each day. [Administrative] 6.11 Keep exits, stairs and walkways clear at all times. [Administrative] 6.12 Stack materials neatly on level ground, away from edges. [Administrative] 6.13 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 Knee pads Safety glasses P2 dust mask Hearing protection (earmuffs or plugs) Work gloves Welding gloves Face shield Overalls Chemical-resistant gloves (nitrile) Safety goggles Half-face respirator (P2 or P3 filters)	Hot work permit

5. PLANT AND EQUIPMENT

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

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