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	Concrete cutting and core drilling	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Concreting

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	Get the engineer's approval for every cut, then scan the slab and mark cables, conduits, reo and post-tension tendons. Never cut or core through a tendon	Electric shock from live wiring Stored energy Hitting underground services Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	1.1 Isolate the power before any work. Do not do live work except in the limited cases the WHS Regulations allow (r.157; in Qld, the Electrical Safety Regulation 2013). [Eliminate] 1.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 1.3 Test before you touch: prove dead at the point of work with a voltage tester, proving the tester on a known live source before and after (AS/NZS 4836). [Engineering] 1.4 Only licensed electricians do electrical work. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				1.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 1.6 Release or block all stored energy before work: release the pressure in pipes, tanks and hoses, bleed hydraulics, release springs, lower loads. [Eliminate] 1.7 Lock out and tag all energy sources with personal locks. [Isolate] 1.8 Put mechanical blocks or props under raised parts like buckets, tipper bodies and doors. [Engineering] 1.9 Test that the system is dead and nothing can move before you start. [Administrative] 1.10 Follow the maker's procedure, for example for garage door and roller door springs. [Administrative] 1.11 Keep machine buckets well clear of marked services and use a spotter. [Isolate] 1.12 Scan the area with a cable locator before digging and mark services on the ground. [Engineering] 1.13 Hand dig or vacuum excavate to expose services before using a machine near them. [Engineering] 1.14 Lodge a free BYDA (Before You Dig Australia) request and get the plans before any digging. [Administrative] 1.15 Keep plans or locate tickets on site and check them again if the work area grows. [Administrative]		
2	Set an exclusion zone, including the floor below for coring, and keep occupants out	Falling tools and materials Public entering the work area Working in an occupied home or building Rules: WHS Regulation 2011, Part 3.2 (falling objects)	**High** **Possible / Major**	2.1 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 2.2 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 2.3 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 2.4 Tether hand tools when working at height. [Engineering] 2.5 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative] 2.6 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 2.7 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 2.8 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 2.9 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative] 2.10 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative] 2.11 Plan noisy, dusty or risky work for when the building is empty. [Eliminate] 2.12 Close off the work area with barriers, plastic sheeting or locked doors, and put up signs. [Isolate] 2.13 Keep fire exits and paths clear at all times. [Administrative] 2.14 Tell occupants before you turn off power, water or gas, and before	**Medium** **Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				noisy or dusty work. [Administrative] 2.15 Lock away tools, chemicals and materials each day, out of reach of children. [Administrative]		
3	Plan where the water and slurry will go and keep leads off wet ground, using RCD protection	Electric shock from leads and power tools Slips and trips Rules: WHS Regulation 2011, Part 4.7 and AS/NZS 3012	**High** **Possible / Major**	3.1 Use battery-powered tools where you can. [Substitute] 3.2 Plug all tools into an RCD-protected outlet or a portable RCD. [Engineering] 3.3 Keep leads off the ground and out of water, using lead stands or hooks. [Engineering] 3.4 Check leads, plugs and tools before every use. Tag out and remove anything damaged. [Administrative] 3.5 Test and tag leads, tools and RCDs at the intervals in AS/NZS 3012 (every 3 months on construction sites). Push-button test portable RCDs before each use. [Administrative] 3.6 Do not use tools in rain or wet areas unless they are rated for it. [Administrative] 3.7 Wear safety boots and dry gloves. [PPE] 3.8 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 3.9 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 3.10 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 3.11 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 3.12 Keep work areas, stairs and access paths well lit. [Administrative] 3.13 Wear safety boots with good grip, laced up. [PPE]	**Low** **Rare / Major**	Site supervisor
4	Check the blade or bit, guard and water feed before starting	Saw cuts and kickback Injury from power tools	**High** **Possible / Major**	4.1 Keep blade guards fitted and working, and use the riving knife on table saws. [Engineering] 4.2 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Engineering] 4.3 Use a sharp, undamaged blade made for the material. [Administrative] 4.4 Stand to one side of the blade line, out of the kickback path. [Administrative] 4.5 Let the blade stop fully before reaching in or putting the saw down. [Administrative] 4.6 Wear safety glasses, hearing protection and close-fitting clothes. [PPE] 4.7 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 4.8 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 4.9 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 4.10 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 4.11 No loose clothing, jewellery or long hair near spinning parts. [Administrative]	**Medium** **Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				4.12 Wear safety glasses and hearing protection. Do not wear loose gloves on drills or other rotating tools. [PPE]		
5	Fix the core drill rig with an anchor or vacuum base so it cannot spin	Injury from power tools Lifting and carrying heavy loads Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Likely / Moderate**	5.1 Injury from power tools: see step 4 for the full controls [Administrative] 5.2 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 5.3 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 5.4 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 5.5 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 5.6 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 5.7 Rotate tasks and take breaks on long lifting jobs. [Administrative] 5.8 Wear gloves for grip and safety boots to protect your feet. [PPE]	**Medium Unlikely / Moderate**	Site supervisor
6	Cut with water suppression or extraction, never dry cut. Indoors, use electric or hydraulic saws; never run petrol saws or generators inside (carbon monoxide)	Silica dust from concrete, brick, stone and tiles Saw cuts and kickback Loud noise Hand-arm and whole-body vibration Rules: WHS Regulations, Chapter 8A (Crystalline silica substances and engineered stone); WHS Regulation 2011, Part 4.1 Noise	**Extreme Likely / Catastrophic**	6.1 If the job involves engineered stone: do not supply, fabricate or install engineered stone benchtops, panels or slabs (banned since 1 July 2024). 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] 6.2 Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. [Substitute] 6.3 Cut outdoors or in a separate area, with other people well away and upwind. [Isolate] 6.4 Use water on the blade or on-tool dust extraction connected to an H-class vacuum. [Engineering] 6.5 Clean up with a vacuum or wet methods. Never dry sweep or use compressed air. [Administrative] 6.6 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] 6.7 Saw cuts and kickback: see step 4 for the full controls [Administrative] 6.8 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitute] 6.9 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 6.10 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 6.11 Limit time on noisy tools and rotate workers. [Administrative] 6.12 Keep exposure below 85 dB(A) over 8 hours. Give hearing tests to workers who often need hearing protection. [Administrative] 6.13 Use low-vibration tools and methods, such as a breaker on an excavator instead of a hand jackhammer. [Substitute] 6.14 Keep tools sharp and well maintained, and use anti-vibration handles and seats. [Engineering]	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				6.15 Limit trigger time on high-vibration tools and rotate workers. [Administrative] 6.16 Keep hands warm and dry, and take regular breaks. [Administrative]		
7	Support cut pieces and cores so they do not drop or pinch the blade	Lifting and carrying heavy loads Falling tools and materials Structural collapse during alterations Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks; WHS Regulation 2011, Part 3.2 (falling objects)	**High Likely / Moderate**	7.1 Lifting and carrying heavy loads: see step 5 for the full controls [Administrative] 7.2 Lower materials with a hoist, chute or rope. Never throw or drop anything down. [Administrative] 7.3 Wear a hard hat anywhere objects could fall. [PPE] 7.4 Falling tools and materials: see step 2 for the full controls [Administrative] 7.5 Get an engineer to check before removing any wall, beam, post or bracing that may be load-bearing. [Eliminate] 7.6 Keep everyone clear of the area under and next to the work. [Isolate] 7.7 Install temporary props, needles or shoring as designed before removing any support. [Engineering] 7.8 Follow the engineer's sequence. Do not change it without approval. [Administrative] 7.9 Check props daily. Do not remove them until the permanent support is in and approved. [Administrative] 7.10 Install temporary support to the engineer's or temporary works design before any load bearing element is altered. [Administrative]	**Medium Unlikely / Major**	Site supervisor
8	Cover or guard new holes, vacuum slurry and clean up	Falling through a floor opening or void Poor housekeeping and waste Slips and trips Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Possible / Catastrophic**	8.1 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate] 8.2 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate] 8.3 Install stairs early and fit temporary handrails as soon as they go in. [Engineering] 8.4 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative] 8.5 Inspect covers and barriers daily and after other trades have been through. [Administrative] 8.6 Order materials to size and send packaging back where you can. [Eliminate] 8.7 Put skip bins and waste chutes close to the work. [Engineering] 8.8 Clean as you go, and do a full clean up at the end of each day. [Administrative] 8.9 Keep exits, stairs and walkways clear at all times. [Administrative] 8.10 Stack materials neatly on level ground, away from edges. [Administrative] 8.11 Slips and trips: see step 3 for the full controls [Administrative]	**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) P2 dust mask Work gloves Hard hat Hi-vis shirt or vest Half-face respirator (P2 or P3 filters)	Electrical isolation permit

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Concrete saw					
Core drill		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Generator					
H-class vacuum		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			

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