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	Pour a concrete slab	**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	**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	Plan truck and pump access, checking for overhead power lines and soft ground	Contact with overhead power lines Being hit by mobile plant Road traffic Rules: WHS Regulation 2011, Part 5.1 Plant	**Extreme Possible / Catastrophic**	1.1 Ask the network operator to turn off, move or insulate the lines before work starts. [Eliminate] 1.2 Use non-conductive (fibreglass) ladders near any power lines. [Substitute] 1.3 Contact with overhead power lines: see step 4 for the full controls [Administrative] 1.4 Separate people and plant with barriers, exclusion zones and marked walkways. [Isolate] 1.5 Use plant with working reversing alarms, cameras and lights.	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Engineering] 1.6 Being hit by mobile plant: see step 4 for the full controls [Administrative] 1.7 Do the work at low-traffic times, or close the road or lane with approval. [Eliminate] 1.8 Put solid barriers between the work and traffic where speeds are high, not just cones. [Isolate] 1.9 Use a truck-mounted attenuator or buffer vehicle on high speed roads. [Engineering] 1.10 Have a Traffic Management Plan. Signs and cones are set out by accredited traffic controllers to your state's rules. [Administrative] 1.11 Get a road occupancy or street works permit from the road authority before you start. [Administrative]		
2	Set up traffic control at the site entry and a spotter for reversing trucks	Road traffic Public entering the work area	**Extreme Possible / Catastrophic**	2.1 Park work vehicles to shield the work zone, with beacons on. [Administrative] 2.2 Wear day and night hi-vis clothing (AS/NZS 4602.1). [PPE] 2.3 Road traffic: see step 1 for the full controls [Administrative] 2.4 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 2.5 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 2.6 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 2.7 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative] 2.8 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative] 2.9 Use a spotter when moving plant or materials across public paths. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor
3	Check formwork, edge forms, reo and caps on starter bars before the pour	Formwork collapse Impalement on reo bars	**High Possible / Major**	3.1 Keep people out from under the formwork during the pour. [Isolate] 3.2 Use formwork designed by a competent person or engineer for the load. [Engineering] 3.3 A competent person inspects the formwork and props before the pour and signs it off. [Administrative] 3.4 Follow the design for prop spacing, bracing and pour rate. [Administrative] 3.5 Watch for movement or bulging during the pour and stop if it happens. [Administrative] 3.6 Do not strip formwork until the concrete reaches the strength the engineer requires. [Administrative] 3.7 Wear a hard hat, safety boots and gloves. [PPE] 3.8 Cover or cap all exposed bar ends with approved caps or covers. [Engineering] 3.9 Bend bars over where the design allows. [Engineering] 3.10 Use edge protection near starter bars so nobody can fall onto them. [Engineering]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				3.11 Keep walkways clear of exposed bars and mark the hazard. [Administrative] 3.12 Wear gloves, safety glasses and safety boots when handling bar. [PPE]		
4	Set up the pump with outriggers on pads and an exclusion zone around the boom and hose. Never open a line or clear a blockage until the pressure is released	Being hit by mobile plant Contact with overhead power lines Rules: WHS Regulation 2011, Part 5.1 Plant	**Extreme Possible / Catastrophic**	4.1 Separate people and plant with barriers, exclusion zones and marked walkways. [Isolate] 4.2 Use plant with working reversing alarms, cameras and lights. [Engineering] 4.3 Have a traffic management plan showing plant routes, loading areas and pedestrian paths. [Administrative] 4.4 Use a spotter when reversing or working near people. [Administrative] 4.5 Make eye contact with the operator before going near. Stay out of the swing radius. [Administrative] 4.6 Operators hold a High Risk Work Licence where needed (for example forklift) and are trained and assessed on other plant. [Administrative] 4.7 Do a pre-start check on each machine every day and record it. [Administrative] 4.8 Wear hi-vis clothing and a hard hat. [PPE] 4.9 Ask the network operator to turn off, move or insulate the lines before work starts. [Eliminate] 4.10 Use non-conductive (fibreglass) ladders near any power lines. [Substitute] 4.11 Mark the safe distance with flags, tape or goal posts and keep all plant and people outside it. [Isolate] 4.12 Keep out of the No Go Zone set by your state and the network operator, or get written approval and a safety observer. In NSW and Qld, untrained people and plant stay at least 3 m from lines on poles up to 132 kV, 6 m up to 330 kV and 8 m above 330 kV. In Victoria the limits differ, and work within 8 m of tower lines needs a spotter and the network operator's permission. [Administrative] 4.13 Use a dedicated spotter whenever plant moves or raises anything near lines. [Administrative] 4.14 Treat all lines as live. If plant touches a line, stay in the cab and keep everyone well away. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor
5	Place concrete, keeping clear of the hose end and wearing gloves and boots	Wet concrete and cement burns Lifting and carrying heavy loads Slips and trips Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Likely / Moderate**	5.1 Use long-handled tools and pumps to cut down contact. [Engineering] 5.2 Wash concrete off skin straight away with clean water. [Administrative] 5.3 Have clean water and eye wash at the pour. [Administrative] 5.4 Wear waterproof gloves, long sleeves and gumboots with trousers worn over the top. [PPE] 5.5 Wear safety glasses or goggles to stop splashes. [PPE] 5.6 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 5.7 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 5.8 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering]	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				5.9 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 5.10 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 5.11 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 5.12 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 5.13 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 5.14 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 5.15 Keep work areas, stairs and access paths well lit. [Administrative]		
6	Vibrate and screed, keeping power leads out of wet concrete	Hand-arm and whole-body vibration Electric shock from leads and power tools Repetitive work and awkward postures Rules: WHS Regulation 2011, Part 4.7 and AS/NZS 3012; WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High** **Possible / Major**	6.1 Use low-vibration tools and methods, such as a breaker on an excavator instead of a hand jackhammer. [Substitute] 6.2 Keep tools sharp and well maintained, and use anti-vibration handles and seats. [Engineering] 6.3 Limit trigger time on high-vibration tools and rotate workers. [Administrative] 6.4 Keep hands warm and dry, and take regular breaks. [Administrative] 6.5 Report tingling, numbness or white fingers early. [Administrative] 6.6 Use battery-powered tools where you can. [Substitute] 6.7 Plug all tools into an RCD-protected outlet or a portable RCD. [Engineering] 6.8 Keep leads off the ground and out of water, using lead stands or hooks. [Engineering] 6.9 Check leads, plugs and tools before every use. Tag out and remove anything damaged. [Administrative] 6.10 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] 6.11 Do not use tools in rain or wet areas unless they are rated for it. [Administrative] 6.12 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Substitute] 6.13 Set work up at waist height on benches or trestles where you can. [Engineering] 6.14 Repetitive work and awkward postures: see step 7 for the full controls [Administrative]	**Medium** **Unlikely / Moderate**	Site supervisor
7	Finish the surface, taking breaks in heat and sun	Heat stress Sun exposure (UV) Repetitive work and awkward postures Rules: WHS Regulation 2011, Part 4.2 Hazardous manual	**High** **Possible / Major**	7.1 Schedule heavy work for the cooler part of the day. [Eliminate] 7.2 Provide shade over work and rest areas, and fans or cooling in roof spaces. [Engineering] 7.3 Supply cool drinking water close by and drink a cup every 15 to 20 minutes. [Administrative] 7.4 Take regular rest breaks in the shade, more often as it gets hotter. [Administrative]	**Medium** **Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		tasks		7.5 Let new and returning workers build up to full work in the heat over about a week. [Administrative] 7.6 Plan outdoor work for early morning or late afternoon when UV is lower. [Eliminate] 7.7 Put shade covers over fixed work areas. [Engineering] 7.8 Check the UV index each day. Use sun protection when it is 3 or higher. [Administrative] 7.9 Check your skin regularly and see a doctor about any new or changing spots. [Administrative] 7.10 Wear a broad-brim hat or hard hat brim, long sleeves, sunglasses and SPF 50+ sunscreen, reapplied every 2 hours. [PPE] 7.11 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Substitute] 7.12 Set work up at waist height on benches or trestles where you can. [Engineering] 7.13 Use light tools with good grips, and keep blades and bits sharp. [Engineering] 7.14 Rotate tasks and take short breaks every hour on repetitive work. [Administrative] 7.15 Warm up before heavy physical work and report aches and pains early. [Administrative]		
8	Wash out the pump and trucks only in the set wash out area, away from drains	Wet concrete and cement burns Poor housekeeping and waste	**Medium Possible / Moderate**	8.1 Wet concrete and cement burns: see step 5 for the full controls [Administrative] 8.2 Order materials to size and send packaging back where you can. [Eliminate] 8.3 Put skip bins and waste chutes close to the work. [Engineering] 8.4 Clean as you go, and do a full clean up at the end of each day. [Administrative] 8.5 Keep exits, stairs and walkways clear at all times. [Administrative] 8.6 Stack materials neatly on level ground, away from edges. [Administrative] 8.7 Wear gloves when handling waste. [PPE]	**Low Unlikely / Minor**	Site supervisor
9	Cut control joints the next day with water suppression	Silica dust from concrete, brick, stone and tiles Saw cuts and kickback Loud noise Rules: WHS Regulations, Chapter 8A (Crystalline silica substances and engineered stone); WHS Regulation 2011, Part 4.1 Noise	**Extreme Likely / Catastrophic**	9.1 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] 9.2 Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. [Substitute] 9.3 Cut outdoors or in a separate area, with other people well away and upwind. [Isolate] 9.4 Use water on the blade or on-tool dust extraction connected to an H-class vacuum. [Engineering] 9.5 Clean up with a vacuum or wet methods. Never dry sweep or use compressed air. [Administrative]	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				9.6 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] 9.7 Wear a fit-tested P2 (or better) respirator. [PPE] 9.8 Keep blade guards fitted and working, and use the riving knife on table saws. [Engineering] 9.9 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Engineering] 9.10 Use a sharp, undamaged blade made for the material. [Administrative] 9.11 Stand to one side of the blade line, out of the kickback path. [Administrative] 9.12 Let the blade stop fully before reaching in or putting the saw down. [Administrative] 9.13 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitute] 9.14 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 9.15 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 9.16 Limit time on noisy tools and rotate workers. [Administrative] 9.17 If you have to shout to be heard 1 metre away, wear hearing protection. [Administrative] 9.18 Keep exposure below 85 dB(A) over 8 hours. Give hearing tests to workers who often need hearing protection. [Administrative]		

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 Hi-vis shirt or vest Chemical-resistant gloves (nitrile) Safety glasses Sun protection (brim hat, long sleeves, SPF 50+) Hard hat Work gloves Safety goggles Knee pads Hearing protection (earmuffs or plugs) Half-face respirator (P2 or P3 filters) P2 dust mask	None required

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Concrete pump (boom or line)	High Risk Work Licence PB for truck-mounted concrete placing booms (not needed for line pumps)	Pre-start check each shift; concrete placing booms are registered as an item of plant and inspected to the manufacturer and AS 2550.15			
Wacker plate					
Hand tools					
Concrete saw					

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