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	Formwork installation and stripping	**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	Check the formwork design and that props sit on sole plates on firm ground	Formwork collapse	**High Unlikely / Catastrophic**	1.1 Keep people out from under the formwork during the pour. [Isolate] 1.2 Use formwork designed by a competent person or engineer for the load. [Engineering] 1.3 Formwork collapse: see step 7 for the full controls [Administrative]	**Medium Rare / Catastrophic**	Site supervisor
2	Plan deliveries and crane lifts of form materials, with an exclusion zone under the load	Crane and lifting failure Falling tools and materials Being hit by mobile plant	**Extreme Possible / Catastrophic**	2.1 Barricade the lift zone and keep everyone out from under the load. [Isolate] 2.2 Use a crane rated for the load at the radius, set up on firm ground with outrigger pads. [Engineering]	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		Rules: WHS Regulation 2011, Part 4.5 High risk work and Part 5.1 Plant; WHS Regulation 2011, Part 3.2 (falling objects); WHS Regulation 2011, Part 5.1 Plant		2.3 Check slings, chains, shackles and hooks before use. Remove anything damaged or not tagged. [Engineering] 2.4 Plan the lift: weight, radius, ground, path and landing area. Use a written lift plan for complex lifts. [Administrative] 2.5 Crane operators and doggers or riggers hold the right High Risk Work Licence. [Administrative] 2.6 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 2.7 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 2.8 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 2.9 Tether hand tools when working at height. [Engineering] 2.10 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative] 2.11 Separate people and plant with barriers, exclusion zones and marked walkways. [Isolate] 2.12 Use plant with working reversing alarms, cameras and lights. [Engineering] 2.13 Have a traffic management plan showing plant routes, loading areas and pedestrian paths. [Administrative] 2.14 Use a spotter when reversing or working near people. [Administrative] 2.15 Make eye contact with the operator before going near. Stay out of the swing radius. [Administrative]		
3	Install edge protection before anyone works near an edge	Falling from height Falling through a floor opening or void Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / Catastrophic**	3.1 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 3.2 Install guardrails or edge protection on all open edges before work starts. [Isolate] 3.3 Use a scaffold, mobile work platform or EWP instead of working off a ladder. [Engineering] 3.4 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering] 3.5 Everyone working at height holds a White Card and has been briefed on this SWMS before going up. [Administrative] 3.6 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] 3.7 Wear a full body harness with a shock-absorbing lanyard, clipped on at all times when using fall arrest. [PPE] 3.8 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate] 3.9 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate] 3.10 Install stairs early and fit temporary handrails as soon as they go in. [Engineering] 3.11 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				3.12 Inspect covers and barriers daily and after other trades have been through. [Administrative] 3.13 Keep lighting good enough to see openings, especially on lower floors and in the evening. [Administrative] 3.14 Use a harness clipped to a rated anchor when working right next to an open void. [PPE]		
4	Cut and fix form ply and timber with saw guards working	Saw cuts and kickback Nail gun injuries Wood and MDF dust Loud noise Rules: WHS Regulation 2011, Part 4.1 Noise	**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 Use a nail gun with a sequential (single shot) trigger, not a contact or bump trigger. [Substitute] 4.6 Disconnect the air or battery before clearing jams, adjusting or moving between work areas. [Engineering] 4.7 Keep your free hand at least 30 cm from the nailing point. [Administrative] 4.8 Never point the gun at anyone or carry it with your finger on the trigger. [Administrative] 4.9 Buy pre-cut or pre-finished timber where you can. [Substitute] 4.10 Cut outdoors or in a well-ventilated area away from others. [Isolate] 4.11 Use saws and sanders with dust extraction connected to an M-class (or better) vacuum. [Engineering] 4.12 Clean up with a vacuum, not a broom or compressed air. [Administrative] 4.13 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitute] 4.14 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 4.15 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 4.16 Limit time on noisy tools and rotate workers. [Administrative] 4.17 Keep exposure below 85 dB(A) over 8 hours. Give hearing tests to workers who often need hearing protection. [Administrative]	**Medium Unlikely / Major**	Site supervisor
5	Erect props, bearers and joists in the designed order, bracing as you go. Work from a platform or from below, never walking on unfixed joists	Formwork collapse Lifting and carrying heavy loads Falling from height Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks; WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / Catastrophic**	5.1 A competent person inspects the formwork and props before the pour and signs it off. [Administrative] 5.2 Follow the design for prop spacing, bracing and pour rate. [Administrative] 5.3 Formwork collapse: see step 7 for the full controls [Administrative] 5.4 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 5.5 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 5.6 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				carrying by hand. [Engineering] 5.7 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 5.8 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 5.9 Falling from height: see step 3 for the full controls [Administrative]		
6	Lay the deck, cover penetrations and cap reo bars that stick up	Falling through a floor opening or void Impalement on reo bars Falling from height Strong wind and storms Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / Catastrophic**	6.1 Falling through a floor opening or void: see step 3 for the full controls [Administrative] 6.2 Cover or cap all exposed bar ends with approved caps or covers. [Engineering] 6.3 Bend bars over where the design allows. [Engineering] 6.4 Use edge protection near starter bars so nobody can fall onto them. [Engineering] 6.5 Keep walkways clear of exposed bars and mark the hazard. [Administrative] 6.6 Falling from height: see step 3 for the full controls [Administrative] 6.7 Check the forecast each morning and plan work at height and lifting around the weather. [Eliminate] 6.8 Tie down or weigh down loose sheets, panels, boards and rubbish at the end of each shift. [Engineering] 6.9 Set wind limits for roof work, platforms and cranes, using the manufacturer's limits, and stop when they are reached. [Administrative] 6.10 Stop work and get down in lightning. Wait 30 minutes after the last thunder before going back up. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor
7	Inspect forms and props and get sign off before the pour, then watch them during it	Formwork collapse Wet concrete and cement burns	**High Unlikely / Catastrophic**	7.1 Keep people out from under the formwork during the pour. [Isolate] 7.2 Use formwork designed by a competent person or engineer for the load. [Engineering] 7.3 A competent person inspects the formwork and props before the pour and signs it off. [Administrative] 7.4 Follow the design for prop spacing, bracing and pour rate. [Administrative] 7.5 Watch for movement or bulging during the pour and stop if it happens. [Administrative] 7.6 Do not strip formwork until the concrete reaches the strength the engineer requires. [Administrative] 7.7 Wear a hard hat, safety boots and gloves. [PPE] 7.8 Use long-handled tools and pumps to cut down contact. [Engineering] 7.9 Wash concrete off skin straight away with clean water. [Administrative] 7.10 Have clean water and eye wash at the pour. [Administrative] 7.11 Wear waterproof gloves, long sleeves and gumboots with trousers worn over the top. [PPE] 7.12 Wear safety glasses or goggles to stop splashes. [PPE]	**Medium Rare / Catastrophic**	Site supervisor
8	Strip forms only when the engineer says so, from a safe position, back propping as	Falling tools and materials Structural collapse during alterations	**High Possible / Major**	8.1 Lower materials with a hoist, chute or rope. Never throw or drop anything down. [Administrative] 8.2 Wear a hard hat anywhere objects could fall. [PPE]	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
	designed	Lifting and carrying heavy loads Rules: WHS Regulation 2011, Part 3.2 (falling objects); WHS Regulation 2011, Part 4.2 Hazardous manual tasks		8.3 Falling tools and materials: see step 2 for the full controls [Administrative] 8.4 Get an engineer to check before removing any wall, beam, post or bracing that may be load-bearing. [Eliminate] 8.5 Keep everyone clear of the area under and next to the work. [Isolate] 8.6 Install temporary props, needles or shoring as designed before removing any support. [Engineering] 8.7 Follow the engineer's sequence. Do not change it without approval. [Administrative] 8.8 Check props daily. Do not remove them until the permanent support is in and approved. [Administrative] 8.9 Install temporary support to the engineer's or temporary works design before any load bearing element is altered. [Administrative] 8.10 Rotate tasks and take breaks on long lifting jobs. [Administrative] 8.11 Wear gloves for grip and safety boots to protect your feet. [PPE] 8.12 Lifting and carrying heavy loads: see step 5 for the full controls [Administrative]		
9	Denail, stack timber and clean up	Cuts from sharp edges Poor housekeeping and waste	**Medium Likely / Minor**	9.1 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 9.2 Use knives with retractable or self-retracting blades. [Engineering] 9.3 Cut away from your body and keep your other hand clear. [Administrative] 9.4 Put used blades in a blade bin or sharps container. [Administrative] 9.5 Use two people to handle large sheets of metal or glass. [Administrative] 9.6 Wear cut-resistant gloves and long sleeves. [PPE] 9.7 Order materials to size and send packaging back where you can. [Eliminate] 9.8 Put skip bins and waste chutes close to the work. [Engineering] 9.9 Clean as you go, and do a full clean up at the end of each day. [Administrative] 9.10 Keep exits, stairs and walkways clear at all times. [Administrative] 9.11 Stack materials neatly on level ground, away from edges. [Administrative] 9.12 Wear gloves when handling waste. [PPE]	**Low Unlikely / Minor**	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 Hard hat Safety glasses	Lift plan

Required PPE	Permits and plans
Work gloves Hearing protection (earmuffs or plugs) Safety harness and lanyard Hi-vis shirt or vest P2 dust mask Chemical-resistant gloves (nitrile) Safety goggles Knee pads Cut-resistant gloves	

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			
Nail gun					
Power drill		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Crane (Franna or mobile)	HRWL for the crane class (e.g. C2, CN, C6), plus Dogging licence (DG) where slinging needs judgement or the load is out of the operator's view	Pre-start check each shift; routine, annual and major inspections to the manufacturer and AS 2550; mobile cranes over 10 t are registered as an item of plant			
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