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	Tilt-up and precast panel installation	**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

YES	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	**YES**	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	Review the erection design and lift plan, and check crane set up and ground	Tilt-up and precast panel failure Crane and lifting failure Rules: WHS Regulation 2011, Part 4.5 High risk work and Part 5.1 Plant	**High Unlikely / Catastrophic**	1.1 Set an exclusion zone around the lift and bracing. Nobody stands under or beside a panel being lifted. [Isolate] 1.2 Use panels, lifting inserts and braces designed and certified by an engineer. [Engineering] 1.3 Use a crane rated for the panel at the radius, with a written lift plan. [Engineering] 1.4 Check bracing after it goes in, daily, and after strong wind. [Administrative] 1.5 Do not remove braces until the panel is permanently fixed and the	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				engineer approves. [Administrative] 1.6 Follow the erection design and bracing plan for every panel, and keep everyone out of the fall zone during lifting and propping. [Administrative] 1.7 Wear a hard hat, hi-vis, gloves and safety boots. [PPE] 1.8 Barricade the lift zone and keep everyone out from under the load. [Isolate] 1.9 Use a crane rated for the load at the radius, set up on firm ground with outrigger pads. [Engineering] 1.10 Check slings, chains, shackles and hooks before use. Remove anything damaged or not tagged. [Engineering] 1.11 Plan the lift: weight, radius, ground, path and landing area. Use a written lift plan for complex lifts. [Administrative] 1.12 Crane operators and doggers or riggers hold the right High Risk Work Licence. [Administrative] 1.13 Use tag lines to control loads and agree on clear radio or hand signals. [Administrative] 1.14 Stop lifting in high wind or when the operator cannot see the signaller. [Administrative] 1.15 Never ride on a load or hook. [Administrative]		
2	Set exclusion zones so no one is under or beside a panel being lifted	Falling tools and materials Crane and lifting failure Public entering the work area Rules: WHS Regulation 2011, Part 3.2 (falling objects); WHS Regulation 2011, Part 4.5 High risk work and Part 5.1 Plant	**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 Crane and lifting failure: see step 1 for the full controls [Administrative] 2.7 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 2.8 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 2.9 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 2.10 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative] 2.11 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative]	**Medium Unlikely / Major**	Site supervisor
3	Inspect lifting inserts and rigging before each lift	Crane and lifting failure Tilt-up and precast panel failure Rules: WHS Regulation 2011, Part 4.5 High risk work and Part 5.1 Plant	**High Unlikely / Catastrophic**	3.1 Crane and lifting failure: see step 1 for the full controls [Administrative] 3.2 Tilt-up and precast panel failure: see step 1 for the full controls [Administrative]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
4	Stand and brace each panel before releasing the crane	Structural collapse during alterations Tilt-up and precast panel failure Strong wind and storms	**High Possible / Major**	4.1 Get an engineer to check before removing any wall, beam, post or bracing that may be load-bearing. [Eliminate] 4.2 Keep everyone clear of the area under and next to the work. [Isolate] 4.3 Structural collapse during alterations: see step 6 for the full controls [Administrative] 4.4 Tilt-up and precast panel failure: see step 1 for the full controls [Administrative] 4.5 Check the forecast each morning and plan work at height and lifting around the weather. [Eliminate] 4.6 Tie down or weigh down loose sheets, panels, boards and rubbish at the end of each shift. [Engineering] 4.7 Set wind limits for roof work, platforms and cranes, using the manufacturer's limits, and stop when they are reached. [Administrative] 4.8 Stop work and get down in lightning. Wait 30 minutes after the last thunder before going back up. [Administrative] 4.9 Check scaffold, fencing and edge protection after strong wind before anyone uses them. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor
5	Release rigging from the EWP, not by climbing the panel	EWP tip-over or crush Falling from height Rules: WHS Regulation 2011, Part 4.5 High risk work; WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / Catastrophic**	5.1 Check the ground before setting up. Use outriggers and spreader pads, and keep clear of trenches, pits and slopes. [Engineering] 5.2 Use a platform with tilt alarm and secondary guarding (anti-entrapment) where there is an overhead crush risk. [Engineering] 5.3 Hold a High Risk Work Licence (WP) for boom-type EWPs with a boom of 11 metres or more. Under 11 metres and scissor lifts: trained and assessed (for example EWPA Yellow Card). [Administrative] 5.4 Do a pre-start check each day. Keep a trained person on the ground who can lower the platform in an emergency. [Administrative] 5.5 Have a written emergency and rescue plan, tested before work starts, for a worker stuck in the platform or hanging in a harness (WHS Regulations r.80). [Administrative] 5.6 Never exceed the safe working load, climb on the rails or use a ladder in the basket. [Administrative] 5.7 In boom-type platforms, wear a harness clipped to the basket anchor point. [PPE] 5.8 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 5.9 Install guardrails or edge protection on all open edges before work starts. [Isolate] 5.10 Use a scaffold, mobile work platform or EWP instead of working off a ladder. [Engineering] 5.11 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering] 5.12 Everyone working at height holds a White Card and has been briefed on this SWMS before going up. [Administrative] 5.13 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] 5.14 Wear a full body harness with a shock-absorbing lanyard, clipped on	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				at all times when using fall arrest. [PPE]		
6	Check braces daily until the structure is tied in	Structural collapse during alterations	High Unlikely / Catastrophic	6.1 Get an engineer to check before removing any wall, beam, post or bracing that may be load-bearing. [Eliminate] 6.2 Keep everyone clear of the area under and next to the work. [Isolate] 6.3 Install temporary props, needles or shoring as designed before removing any support. [Engineering] 6.4 Follow the engineer's sequence. Do not change it without approval. [Administrative] 6.5 Check props daily. Do not remove them until the permanent support is in and approved. [Administrative] 6.6 Install temporary support to the engineer's or temporary works design before any load bearing element is altered. [Administrative] 6.7 Wear a hard hat and safety boots. [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 Hard hat Hi-vis shirt or vest Safety harness and lanyard Work gloves Safety glasses	Lift plan Working at heights permit

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
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			
Boom lift (EWP)	HRWL WP for boom-type EWPs with a boom of 11 m or more. Under 11 m: trained and assessed (e.g. EWPA Yellow Card)	Operator pre-start check each shift; routine and annual inspections to the manufacturer and AS 2550.10, with a major inspection at 10 years			
Power drill		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
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