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	Bonded (non-friable) asbestos removal	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Demolition

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
YES	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	Measure the area. Over 10 m2 of non-friable asbestos needs a Class B licensed removalist, who prepares an asbestos removal control plan and notifies the regulator at least 5 days before work (r.464, r.466). Tell neighbours	Disturbing asbestos Public entering the work area Rules: WHS Regulations, Chapter 8 (Asbestos)	**Extreme Possible / Catastrophic**	1.1 Before work, check the asbestos register (workplaces built before 2004). For homes, or if there is no register, have a competent person identify asbestos or assume it is present. [Eliminate] 1.2 Seal off the work area and keep everyone else out. [Isolate] 1.3 If asbestos must be disturbed, keep it wet, use hand tools not power tools, and clean up with an H-class vacuum. [Engineering] 1.4 Friable asbestos (Class A) and more than 10 square metres of non-friable asbestos (Class B) must be removed by a licensed removalist. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				1.5 Stop work straight away if you find suspect asbestos. Do not touch it and tell your supervisor. [Administrative] 1.6 Wear a fitted P2 (or better) respirator and disposable coveralls. [PPE] 1.7 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 1.8 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 1.9 Public entering the work area: see step 2 for the full controls [Administrative]		
2	Set up the work area with barriers, signs and plastic sheeting, and close nearby windows	Disturbing asbestos Public entering the work area Rules: WHS Regulations, Chapter 8 (Asbestos)	**Extreme Possible / Catastrophic**	2.1 Disturbing asbestos: see step 1 for the full controls [Administrative] 2.2 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 2.3 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 2.4 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 2.5 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative] 2.6 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative] 2.7 Use a spotter when moving plant or materials across public paths. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor
3	Set up a decontamination point and put on disposable coveralls and a fitted respirator	Disturbing asbestos Rules: WHS Regulations, Chapter 8 (Asbestos)	**Extreme Possible / Catastrophic**	3.1 Disturbing asbestos: see step 1 for the full controls [Administrative]	**Medium Rare / Catastrophic**	Site supervisor
4	Have a licensed electrician isolate and disconnect power to anything fixed to the sheets, and check where the service line is attached	Electric shock from live wiring Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	4.1 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] 4.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 4.3 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] 4.4 Only licensed electricians do electrical work. [Administrative] 4.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 4.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Administrative] 4.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE]	**Medium Rare / Catastrophic**	Site supervisor
5	Use fall protection when removing from roofs, as sheets are fragile	Falling through a fragile roof or skylight Falling from a roof edge	**Extreme Likely / Catastrophic**	5.1 Work from underneath or from an EWP so nobody stands on the fragile roof. [Eliminate] 5.2 Cover or guard every skylight and fragile sheet with a fixed, marked	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		Rules: WHS Regulation 2011, Part 4.4 Falls		cover or mesh before work starts. [Isolate] 5.3 Install safety mesh under new roof sheeting, and use crawl boards or staging to spread the load on fragile surfaces. [Engineering] 5.4 Use fall arrest on rated anchors when working near fragile areas. [Engineering] 5.5 Treat all roof sheets as fragile until a competent person confirms they are not. Old fibre cement and plastic sheets are fragile. [Administrative] 5.6 Put "Fragile roof" signs at every roof access point. [Administrative] 5.7 Never walk on sheets between purlins or along skylights. Stay on boards or staging. [Administrative] 5.8 Wear a full body harness clipped to a rated anchor. [PPE] 5.9 Do what you can from the ground or from a scaffold at the gutter line, for example pre-assemble parts on the ground. [Eliminate] 5.10 Install edge protection or guardrails on all open roof edges before work starts. [Isolate] 5.11 Use a perimeter scaffold with handrails and toe boards along the eaves where practical. [Engineering] 5.12 Where guardrails cannot be fitted, use fall restraint on certified roof anchors so workers cannot reach the edge. [Engineering] 5.13 Only workers briefed on this SWMS go on the roof. Stop and review the SWMS if the roof, weather or method changes. [Administrative] 5.14 Use one safe, controlled access point and keep others off the roof. [Administrative] 5.15 Stop roof work in strong wind or rain, and when the roof is wet, icy or covered in dust or frost. [Administrative] 5.16 Have a written emergency and rescue plan, tested before work starts, for any worker using a harness (WHS Regulations r.80). [Administrative] 5.17 Wear a harness clipped to a rated anchor when using restraint or fall arrest, and soft-soled non-slip boots. [PPE]		
6	Wet the sheets with a low pressure spray and undo fixings by hand, removing sheets whole. Never use compressed air or high pressure water on asbestos (r.446), and use no power tools or brooms	Disturbing asbestos Lifting and carrying heavy loads Heat stress Rules: WHS Regulations, Chapter 8 (Asbestos); WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**Extreme Possible / Catastrophic**	6.1 Disturbing asbestos: see step 1 for the full controls [Administrative] 6.2 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 6.3 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 6.4 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 6.5 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 6.6 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 6.7 Schedule heavy work for the cooler part of the day. [Eliminate] 6.8 Provide shade over work and rest areas, and fans or cooling in roof spaces. [Engineering] 6.9 Supply cool drinking water close by and drink a cup every 15 to 20 minutes. [Administrative] 6.10 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
				6.11 Let new and returning workers build up to full work in the heat over about a week. [Administrative]		
7	Lower sheets carefully; never drop or slide them	Disturbing asbestos Falling tools and materials Lifting and carrying heavy loads Rules: WHS Regulations, Chapter 8 (Asbestos); WHS Regulation 2011, Part 3.2 (falling objects); WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**Extreme Possible / Catastrophic**	7.1 Disturbing asbestos: see step 1 for the full controls [Administrative] 7.2 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 7.3 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 7.4 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 7.5 Tether hand tools when working at height. [Engineering] 7.6 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative] 7.7 Rotate tasks and take breaks on long lifting jobs. [Administrative] 7.8 Wear gloves for grip and safety boots to protect your feet. [PPE] 7.9 Lifting and carrying heavy loads: see step 6 for the full controls [Administrative]	**Medium Unlikely / Major**	Site supervisor
8	Wrap sheets in heavy plastic (200 micron), label as asbestos waste and take to a site licensed to accept asbestos, following your state EPA tracking rules (r.472)	Disturbing asbestos Poor housekeeping and waste Rules: WHS Regulations, Chapter 8 (Asbestos)	**Extreme Possible / Catastrophic**	8.1 Disturbing asbestos: see step 1 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]	**Medium Rare / Catastrophic**	Site supervisor
9	Clean up with an H-class vacuum and wet wipes, then decontaminate	Disturbing asbestos Rules: WHS Regulations, Chapter 8 (Asbestos)	**Extreme Possible / Catastrophic**	9.1 Disturbing asbestos: see step 1 for the full controls [Administrative]	**Medium Rare / Catastrophic**	Site supervisor
10	After licensed removal, an independent competent person does a clearance inspection and issues a clearance certificate before the area is used again (r.473, r.474). For small non-licensed jobs, do a visual check and record it	Disturbing asbestos Rules: WHS Regulations, Chapter 8 (Asbestos)	**Extreme Possible / Catastrophic**	10.1 Disturbing asbestos: see step 1 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
Half-face respirator (P2 or P3 filters) Overalls Chemical-resistant gloves (nitrile) Steel cap boots Safety glasses Work gloves Hi-vis shirt or vest Safety harness and lanyard Hard hat Sun protection (brim hat, long sleeves, SPF 50+)	Asbestos removal control plan Roof access permit Working at heights permit

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Hand tools					
H-class vacuum		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Extension ladder		Check before each use to the manufacturer and AS/NZS 1892; tag out damaged ladders			
Trailer					

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	**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

	confirm they understand it.		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