# 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** | Lighting installation | **Start date** | 9 Nov 2026 |
| **Working hours** | 7:00 am to 3:30 pm | **Trade** | Electrical |

## 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 | **YES** | 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 | Isolate the lighting circuit, lock out and danger tag and test to prove dead | Electric shock from live wiring<br><br>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]<br>1.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate]<br>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]<br>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]<br>1.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Administrative]<br>1.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE] | | |
| 2 | Set up a platform ladder or EWP on level ground under the work | Falling from a ladder<br>Falling from height<br>EWP tip-over or crush<br><br>Rules: WHS Regulation 2011, Part 4.4 Falls; WHS Regulation 2011, Part 4.5 High risk work | **Extreme Likely / Catastrophic** | 2.1 Use a platform ladder, mobile scaffold or EWP for longer jobs instead of a straight ladder. [Substitute]<br>2.2 Use industrial-rated ladders (AS/NZS 1892, 120 kg or more) in good condition. Remove any damaged ladder from site. [Engineering]<br>2.3 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Engineering]<br>2.4 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative]<br>2.5 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative]<br>2.6 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate]<br>2.7 Install guardrails or edge protection on all open edges before work starts. [Isolate]<br>2.8 Use a scaffold, mobile work platform or EWP instead of working off a ladder. [Engineering]<br>2.9 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering]<br>2.10 Everyone working at height holds a White Card and has been briefed on this SWMS before going up. [Administrative]<br>2.11 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]<br>2.12 Check the ground before setting up. Use outriggers and spreader pads, and keep clear of trenches, pits and slopes. [Engineering]<br>2.13 Use a platform with tilt alarm and secondary guarding (anti-entrapment) where there is an overhead crush risk. [Engineering]<br>2.14 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]<br>2.15 Do a pre-start check each day. Keep a trained person on the ground who can lower the platform in an emergency. [Administrative]<br>2.16 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]<br>2.17 Never exceed the safe working load, climb on the rails or use a ladder in the basket. [Administrative]<br>2.18 In boom-type platforms, wear a harness clipped to the basket anchor point. [PPE] | **Medium Unlikely / Major** | Site supervisor |
| 3 | Cut holes for downlights, | General dust | **Extreme** | 3.1 Use low-dust products, such as dust-reduced or pre-mixed | **Medium** | Site supervisor |

| # | Job step | Hazards | Risk before | Controls | Risk after | Responsible |
|---|---|---|---|---|---|---|
| | wearing glasses and a dust mask and checking for insulation and cables | Eye injuries<br>Falling through a floor opening or void<br><br>Rules: WHS Regulation 2011, Part 4.4 Falls | **Possible / Catastrophic** | compounds. [Substitute]<br>3.2 Seal off the work area with plastic sheeting in occupied buildings. [Isolate]<br>3.3 Use tools with dust extraction and a vacuum for clean up. [Engineering]<br>3.4 Lightly mist the area with water to keep dust down, away from anything electrical. [Engineering]<br>3.5 Never dry sweep or blow dust off with compressed air. [Administrative]<br>3.6 Use tool guards and screens to stop flying particles. [Engineering]<br>3.7 Use dust extraction and water to keep dust out of the air. [Engineering]<br>3.8 Keep others out of the area when cutting, grinding or chipping. [Administrative]<br>3.9 Keep an eye wash station or eye wash bottles on site. [Administrative]<br>3.10 Wear safety glasses at all times, goggles for dust and chemicals, and a face shield for grinding. [PPE]<br>3.11 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate]<br>3.12 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate]<br>3.13 Install stairs early and fit temporary handrails as soon as they go in. [Engineering]<br>3.14 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative]<br>3.15 Inspect covers and barriers daily and after other trades have been through. [Administrative] | **Rare / Catastrophic** | |
| 4 | Mount fittings, keeping clearance from insulation and timber | Fire from hot works<br>Repetitive work and awkward postures<br><br>Rules: AS 1674.1 Safety in welding and allied processes (fire precautions); WHS Regulation 2011, Part 4.2 Hazardous manual tasks | **Extreme Possible / Catastrophic** | 4.1 Use cold work methods where you can, such as bolting, press fittings or cutting with a saw instead of a torch. [Eliminate]<br>4.2 Move anything that can burn at least 15 metres away (AS 1674.1), or protect it with fire blankets or screens. [Isolate]<br>4.3 Use fire-resistant screens to stop sparks reaching people or gaps in walls and floors. [Engineering]<br>4.4 Get a hot work permit before starting. [Administrative]<br>4.5 Keep a charged fire extinguisher and fire blanket at the work spot. [Administrative]<br>4.6 Keep a fire watch during the work and for at least 60 minutes after you finish. [Administrative]<br>4.7 Check for smouldering behind walls, in ceilings and under floors before you leave. [Administrative]<br>4.8 Wear flame-resistant clothing, welding gloves and eye or face protection. [PPE]<br>4.9 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Substitute]<br>4.10 Set work up at waist height on benches or trestles where you can. [Engineering]<br>4.11 Use light tools with good grips, and keep blades and bits sharp. [Engineering]<br>4.12 Rotate tasks and take short breaks every hour on repetitive work. | **Medium Unlikely / Moderate** | Site supervisor |

| # | Job step | Hazards | Risk before | Controls | Risk after | Responsible |
|---|---|---|---|---|---|---|
| | | | | [Administrative]<br>4.13 Warm up before heavy physical work and report aches and pains early. [Administrative]<br>4.14 Wear knee pads for kneeling work and gloves for grip. [PPE] | | |
| 5 | Test, restore power and clean up | Electric shock from live wiring<br>Poor housekeeping and waste<br><br>Rules: WHS Regulation 2011, Part 4.7 General electrical safety | **Extreme Possible / Catastrophic** | 5.1 Electric shock from live wiring: see step 1 for the full controls [Administrative]<br>5.2 Order materials to size and send packaging back where you can. [Eliminate]<br>5.3 Put skip bins and waste chutes close to the work. [Engineering]<br>5.4 Clean as you go, and do a full clean up at the end of each day. [Administrative]<br>5.5 Keep exits, stairs and walkways clear at all times. [Administrative]<br>5.6 Stack materials neatly on level ground, away from edges. [Administrative]<br>5.7 Wear gloves when handling waste. [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<br>Safety glasses<br>Work gloves<br>P2 dust mask<br>Insulated electrical gloves<br>Arc-rated clothing and face shield<br>Hard hat<br>Safety harness and lanyard<br>Hi-vis shirt or vest<br>Safety goggles<br>Face shield<br>Welding gloves<br>Overalls<br>Knee pads | Electrical isolation permit<br>Working at heights permit<br>Hot work permit |

## 5. PLANT AND EQUIPMENT

| Plant / equipment | Licence or training needed | Inspection needed | Rego / ID | Last inspected | Certificate / report |
|---|---|---|---|---|---|
| Electrical test equipment | | Check leads and probes before use; prove the voltage tester on a known live source or proving unit before and after each test for dead; calibrate at the maker's interval | | | |

| Plant / equipment | Licence or training needed | Inspection needed | Rego / ID | Last inspected | Certificate / report |
|---|---|---|---|---|---|
| Platform ladder | | Check before each use to the manufacturer and AS/NZS 1892; tag out damaged ladders | | | |
| 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 | | | | | |
| Scissor lift (EWP) | Trained and assessed for the EWP type (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 | | | |

## 6. CREW COMPETENCY, TICKETS AND LICENCES

Crew listed at sign-on below, with ticket and licence numbers.

## 7. EMERGENCY ARRANGEMENTS

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|---|---|---|---|
| **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

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| **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 |
|---|---|---|---|

| 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 |
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