# 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** | Site cut and levelling | **Start date** | 9 Nov 2026 |
| **Working hours** | 7:00 am to 3:30 pm | **Trade** | Excavation and earthworks |

## 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 | Get BYDA plans, check for overhead power lines and plan truck movements | Hitting underground services<br>Contact with overhead power lines<br>Road traffic | **Extreme Possible / Catastrophic** | 1.1 Keep machine buckets well clear of marked services and use a spotter. [Isolate]<br>1.2 Scan the area with a cable locator before digging and mark services on the ground. [Engineering]<br>1.3 Hand dig or vacuum excavate to expose services before using a machine near them. [Engineering]<br>1.4 Lodge a free BYDA (Before You Dig Australia) request and get the plans before any digging. [Administrative]<br>1.5 Keep plans or locate tickets on site and check them again if the work | **Medium Rare / Catastrophic** | Site supervisor |

| # | Job step | Hazards | Risk before | Controls | Risk after | Responsible |
|---|---|---|---|---|---|---|
| | | | | area grows. [Administrative]<br>1.6 Ask the network operator to turn off, move or insulate the lines before work starts. [Eliminate]<br>1.7 Use non-conductive (fibreglass) ladders near any power lines. [Substitute]<br>1.8 Mark the safe distance with flags, tape or goal posts and keep all plant and people outside it. [Isolate]<br>1.9 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]<br>1.10 Use a dedicated spotter whenever plant moves or raises anything near lines. [Administrative]<br>1.11 Treat all lines as live. If plant touches a line, stay in the cab and keep everyone well away. [Administrative]<br>1.12 Do the work at low-traffic times, or close the road or lane with approval. [Eliminate]<br>1.13 Put solid barriers between the work and traffic where speeds are high, not just cones. [Isolate]<br>1.14 Use a truck-mounted attenuator or buffer vehicle on high speed roads. [Engineering]<br>1.15 Have a Traffic Management Plan. Signs and cones are set out by accredited traffic controllers to your state's rules. [Administrative]<br>1.16 Get a road occupancy or street works permit from the road authority before you start. [Administrative] | | |
| 2 | Set up a spotter and exclusion zones for machines | Being hit by mobile plant<br><br>Rules: WHS Regulation 2011, Part 5.1 Plant | **Extreme Possible / Catastrophic** | 2.1 Separate people and plant with barriers, exclusion zones and marked walkways. [Isolate]<br>2.2 Use plant with working reversing alarms, cameras and lights. [Engineering]<br>2.3 Have a traffic management plan showing plant routes, loading areas and pedestrian paths. [Administrative]<br>2.4 Use a spotter when reversing or working near people. [Administrative]<br>2.5 Make eye contact with the operator before going near. Stay out of the swing radius. [Administrative]<br>2.6 Operators hold a High Risk Work Licence where needed (for example forklift) and are trained and assessed on other plant. [Administrative]<br>2.7 Do a pre-start check on each machine every day and record it. [Administrative]<br>2.8 Wear hi-vis clothing and a hard hat. [PPE] | **Medium Rare / Catastrophic** | Site supervisor |
| 3 | Cut the site, battering or retaining cut faces | Trench or excavation collapse Structural collapse during alterations<br><br>Rules: WHS Regulations, Part | **Extreme Possible / Catastrophic** | 3.1 Use methods that keep people out of the trench, such as directional boring or working from the surface. [Eliminate]<br>3.2 Barricade or cover the excavation so people and plant cannot fall in. [Isolate]<br>3.3 Shore, bench or batter the walls of any trench 1.5 metres deep or | **Medium Rare / Catastrophic** | Site supervisor |

| # | Job step | Hazards | Risk before | Controls | Risk after | Responsible |
|---|---|---|---|---|---|---|
| | | 6.3 Division 3 (Excavation work, r.304 to 306) | | more before anyone goes in, unless a geotechnical engineer advises in writing that the sides are safe. [Engineering]<br>3.4 Keep spoil, materials and plant at least 1 metre back from the edge. [Engineering]<br>3.5 Provide a safe way in and out, such as a ladder near where people work. [Engineering]<br>3.6 Inspect the excavation at the start of each shift and after rain or anything that could weaken it. Record it. [Administrative]<br>3.7 Never work alone in a trench. Watch for water, cracks and bulging walls, and get out if you see them. [Administrative]<br>3.8 Wear a hard hat, hi-vis and safety boots. [PPE]<br>3.9 Get an engineer to check before removing any wall, beam, post or bracing that may be load-bearing. [Eliminate]<br>3.10 Keep everyone clear of the area under and next to the work. [Isolate]<br>3.11 Install temporary props, needles or shoring as designed before removing any support. [Engineering]<br>3.12 Follow the engineer's sequence. Do not change it without approval. [Administrative]<br>3.13 Check props daily. Do not remove them until the permanent support is in and approved. [Administrative]<br>3.14 Install temporary support to the engineer's or temporary works design before any load bearing element is altered. [Administrative]<br>3.15 Wear a hard hat and safety boots. [PPE] | | |
| 4 | Watch neighbouring fences and footings near the cut | Structural collapse during alterations<br>Public entering the work area | **High Possible / Major** | 4.1 Structural collapse during alterations: see step 3 for the full controls [Administrative]<br>4.2 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate]<br>4.3 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate]<br>4.4 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering]<br>4.5 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative]<br>4.6 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative]<br>4.7 Use a spotter when moving plant or materials across public paths. [Administrative] | **Medium Rare / Catastrophic** | Site supervisor |
| 5 | Control dust with water | General dust<br>Silica dust from concrete, brick, stone and tiles<br><br>Rules: WHS Regulations, Chapter 8A (Crystalline silica substances and engineered stone) | **Extreme Likely / Catastrophic** | 5.1 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Substitute]<br>5.2 Seal off the work area with plastic sheeting in occupied buildings. [Isolate]<br>5.3 Use tools with dust extraction and a vacuum for clean up. [Engineering]<br>5.4 Lightly mist the area with water to keep dust down, away from anything electrical. [Engineering]<br>5.5 Never dry sweep or blow dust off with compressed air. [Administrative] | **Medium Rare / Catastrophic** | Site supervisor |

| # | Job step | Hazards | Risk before | Controls | Risk after | Responsible |
|---|---|---|---|---|---|---|
| | | | | 5.6 Wear a dust mask and safety glasses. [PPE]<br>5.7 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]<br>5.8 Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. [Substitute]<br>5.9 Cut outdoors or in a separate area, with other people well away and upwind. [Isolate]<br>5.10 Use water on the blade or on-tool dust extraction connected to an H-class vacuum. [Engineering]<br>5.11 Clean up with a vacuum or wet methods. Never dry sweep or use compressed air. [Administrative]<br>5.12 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]<br>5.13 Wear a fit-tested P2 (or better) respirator. [PPE] | | |
| 6 | Load trucks and clean the street | Road traffic<br>Poor housekeeping and waste | **Extreme Possible / Catastrophic** | 6.1 Park work vehicles to shield the work zone, with beacons on. [Administrative]<br>6.2 Wear day and night hi-vis clothing (AS/NZS 4602.1). [PPE]<br>6.3 Road traffic: see step 1 for the full controls [Administrative]<br>6.4 Order materials to size and send packaging back where you can. [Eliminate]<br>6.5 Put skip bins and waste chutes close to the work. [Engineering]<br>6.6 Clean as you go, and do a full clean up at the end of each day. [Administrative]<br>6.7 Keep exits, stairs and walkways clear at all times. [Administrative]<br>6.8 Stack materials neatly on level ground, away from edges. [Administrative]<br>6.9 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>Hi-vis shirt or vest<br>Hard hat<br>Hearing protection (earmuffs or plugs)<br>P2 dust mask | Excavation / dig permit |

| Required PPE | Permits and plans |
|---|---|
| Safety glasses<br>Half-face respirator (P2 or P3 filters)<br>Work gloves | |

## 5. PLANT AND EQUIPMENT

| Plant / equipment | Licence or training needed | Inspection needed | Rego / ID | Last inspected | Certificate / report |
|---|---|---|---|---|---|
| Excavator | Verification of competency (VOC) for the machine | Operator pre-start check each shift; servicing and inspection to the manufacturer | | | |
| Skid steer (Bobcat) | Verification of competency (VOC) for the machine | | | | |
| Tipper or site dumper | Driver licence for the vehicle class, VOC for site dumpers | | | | |
| Wacker plate | | | | | |

## 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

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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.

## 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 |
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