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	Bathroom renovation	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	General building

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		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 asbestos register; older wet areas often have asbestos sheeting	Disturbing asbestos 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]		
2	Separate the work area from occupants with dust screens and keep a toilet available	Working in an occupied home or building General dust	**Medium Possible / Moderate**	2.1 Plan noisy, dusty or risky work for when the building is empty. [Eliminate] 2.2 Close off the work area with barriers, plastic sheeting or locked doors, and put up signs. [Isolate] 2.3 Keep fire exits and paths clear at all times. [Administrative] 2.4 Tell occupants before you turn off power, water or gas, and before noisy or dusty work. [Administrative] 2.5 Lock away tools, chemicals and materials each day, out of reach of children. [Administrative] 2.6 Clean up dust and debris at the end of each day. [Administrative] 2.7 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Substitute] 2.8 Seal off the work area with plastic sheeting in occupied buildings. [Isolate] 2.9 Use tools with dust extraction and a vacuum for clean up. [Engineering] 2.10 Lightly mist the area with water to keep dust down, away from anything electrical. [Engineering] 2.11 Never dry sweep or blow dust off with compressed air. [Administrative] 2.12 Wear a dust mask and safety glasses. [PPE]	**Low Unlikely / Minor**	Site supervisor
3	Isolate water and power to the room, lock out and danger tag	Electric shock from live wiring Stored energy Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	3.1 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] 3.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 3.3 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] 3.4 Only licensed electricians do electrical work. [Administrative] 3.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 3.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Administrative] 3.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE] 3.8 Release or block all stored energy before work: release the pressure in pipes, tanks and hoses, bleed hydraulics, release springs, lower loads. [Eliminate] 3.9 Lock out and tag all energy sources with personal locks. [Isolate] 3.10 Put mechanical blocks or props under raised parts like buckets, tipper bodies and doors. [Engineering] 3.11 Test that the system is dead and nothing can move before you start.	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Administrative] 3.12 Follow the maker's procedure, for example for garage door and roller door springs. [Administrative] 3.13 Wear safety glasses and gloves. [PPE]		
4	Remove fixtures, the toilet and glass shower screens carefully	Glass handling and breakage Lifting and carrying heavy loads Sewage and wastewater Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Possible / Major**	4.1 Use suction lifters, glass trolleys or a glazing robot for large panes. [Engineering] 4.2 Store glass upright on racks and secure it. Never lay it flat or lean it loosely. [Engineering] 4.3 Use two or more people for large panes, and clear the carry route first. [Administrative] 4.4 Mark new glass with tape or stickers so nobody walks into it. [Administrative] 4.5 Clean up broken glass straight away into a marked container. [Administrative] 4.6 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 4.7 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 4.8 Lifting and carrying heavy loads: see step 8 for the full controls [Administrative] 4.9 Flush and drain the line before opening it, and plan the job to avoid contact. [Eliminate] 4.10 Use drain cameras, jetters and long-handled tools to keep hands out. [Engineering] 4.11 Cover cuts with waterproof dressings. Never eat, drink or smoke before washing. [Administrative] 4.12 Wash hands well and clean tools and boots after the job. [Administrative] 4.13 Keep vaccinations such as tetanus and hepatitis A up to date, on medical advice. [Administrative]	**Medium Unlikely / Major**	Site supervisor
5	Strip tiles and linings with dust control	Silica dust from concrete, brick, stone and tiles Loud noise Hand-arm and whole-body vibration Rules: WHS Regulations, Chapter 8A (Crystalline silica substances and engineered stone); WHS Regulation 2011, Part 4.1 Noise	**Extreme Likely / Catastrophic**	5.1 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] 5.2 Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. [Substitute] 5.3 Cut outdoors or in a separate area, with other people well away and upwind. [Isolate] 5.4 Use water on the blade or on-tool dust extraction connected to an H-class vacuum. [Engineering] 5.5 Clean up with a vacuum or wet methods. Never dry sweep or use compressed air. [Administrative] 5.6 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	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				silica risks and give them the plan before work starts. [Administrative] 5.7 Wear a fit-tested P2 (or better) respirator. [PPE] 5.8 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitute] 5.9 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 5.10 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 5.11 Limit time on noisy tools and rotate workers. [Administrative] 5.12 If you have to shout to be heard 1 metre away, wear hearing protection. [Administrative] 5.13 Keep exposure below 85 dB(A) over 8 hours. Give hearing tests to workers who often need hearing protection. [Administrative] 5.14 Use low-vibration tools and methods, such as a breaker on an excavator instead of a hand jackhammer. [Substitute] 5.15 Keep tools sharp and well maintained, and use anti-vibration handles and seats. [Engineering] 5.16 Limit trigger time on high-vibration tools and rotate workers. [Administrative] 5.17 Keep hands warm and dry, and take regular breaks. [Administrative] 5.18 Report tingling, numbness or white fingers early. [Administrative]		
6	Check for mould, rot and damaged framing once linings are off	Mould and droppings Structural collapse during alterations	**High Unlikely / Catastrophic**	6.1 Fix the water leak and dry the area before removing mould. [Eliminate] 6.2 Seal off the area with plastic sheeting and keep occupants out. [Isolate] 6.3 Clean up with an H-class vacuum and wet wipes. Never dry sweep. [Engineering] 6.4 Bag mouldy material on site and remove it promptly. [Administrative] 6.5 Wash hands and face before eating and at the end of each shift. [Administrative] 6.6 Wear a P2 (or better) respirator, gloves, goggles and disposable coveralls. [PPE] 6.7 Get an engineer to check before removing any wall, beam, post or bracing that may be load-bearing. [Eliminate] 6.8 Keep everyone clear of the area under and next to the work. [Isolate] 6.9 Install temporary props, needles or shoring as designed before removing any support. [Engineering] 6.10 Follow the engineer's sequence. Do not change it without approval. [Administrative] 6.11 Check props daily. Do not remove them until the permanent support is in and approved. [Administrative] 6.12 Install temporary support to the engineer's or temporary works design before any load bearing element is altered. [Administrative] 6.13 Wear a hard hat and safety boots. [PPE]	**Medium Rare / Catastrophic**	Site supervisor
7	Rough in plumbing and electrical by licensed trades	Electric shock from live wiring Fire from hot works	**Extreme Possible / Catastrophic**	7.1 Electric shock from live wiring: see step 3 for the full controls [Administrative] 7.2 Use cold work methods where you can, such as bolting, press fittings	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		Rules: WHS Regulation 2011, Part 4.7 General electrical safety; AS 1674.1 Safety in welding and allied processes (fire precautions)		or cutting with a saw instead of a torch. [Eliminate] 7.3 Move anything that can burn at least 15 metres away (AS 1674.1), or protect it with fire blankets or screens. [Isolate] 7.4 Use fire-resistant screens to stop sparks reaching people or gaps in walls and floors. [Engineering] 7.5 Get a hot work permit before starting. [Administrative] 7.6 Keep a charged fire extinguisher and fire blanket at the work spot. [Administrative] 7.7 Keep a fire watch during the work and for at least 60 minutes after you finish. [Administrative] 7.8 Check for smouldering behind walls, in ceilings and under floors before you leave. [Administrative] 7.9 Wear flame-resistant clothing, welding gloves and eye or face protection. [PPE]		
8	Sheet and waterproof with good ventilation	Hazardous chemicals Lifting and carrying heavy loads Rules: WHS Regulation 2011, Chapter 7 Hazardous chemicals; WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Likely / Moderate**	8.1 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Substitute] 8.2 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Engineering] 8.3 Read the Safety Data Sheet (SDS) before use and keep a register of hazardous chemicals on site. [Administrative] 8.4 Keep chemicals in labelled containers. Never decant into drink bottles. [Administrative] 8.5 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Administrative] 8.6 Have eye wash and a spill kit nearby, and wash hands before eating. [Administrative] 8.7 Wear chemical-resistant gloves and safety glasses or goggles as listed on the SDS. [PPE] 8.8 Use a respirator with the right cartridge if the SDS calls for one. [PPE] 8.9 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 8.10 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 8.11 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 8.12 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 8.13 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 8.14 Rotate tasks and take breaks on long lifting jobs. [Administrative] 8.15 Wear gloves for grip and safety boots to protect your feet. [PPE]	**Medium Unlikely / Moderate**	Site supervisor
9	Tile, cutting wet	Silica dust from concrete, brick, stone and tiles Saw cuts and kickback Repetitive work and awkward postures	**Extreme Likely / Catastrophic**	9.1 Silica dust from concrete, brick, stone and tiles: see step 5 for the full controls [Administrative] 9.2 Keep blade guards fitted and working, and use the riving knife on table saws. [Engineering] 9.3 Use push sticks and clamps, and support long pieces so they do not	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		Rules: WHS Regulations, Chapter 8A (Crystalline silica substances and engineered stone); WHS Regulation 2011, Part 4.2 Hazardous manual tasks		pinch the blade. [Engineering] 9.4 Use a sharp, undamaged blade made for the material. [Administrative] 9.5 Stand to one side of the blade line, out of the kickback path. [Administrative] 9.6 Let the blade stop fully before reaching in or putting the saw down. [Administrative] 9.7 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Substitute] 9.8 Set work up at waist height on benches or trestles where you can. [Engineering] 9.9 Use light tools with good grips, and keep blades and bits sharp. [Engineering] 9.10 Rotate tasks and take short breaks every hour on repetitive work. [Administrative] 9.11 Warm up before heavy physical work and report aches and pains early. [Administrative]		
10	Fit off fixtures, test and clean up	Slips and trips Poor housekeeping and waste	**Medium Likely / Minor**	10.1 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 10.2 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 10.3 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 10.4 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 10.5 Keep work areas, stairs and access paths well lit. [Administrative] 10.6 Wear safety boots with good grip, laced up. [PPE] 10.7 Order materials to size and send packaging back where you can. [Eliminate] 10.8 Put skip bins and waste chutes close to the work. [Engineering] 10.9 Clean as you go, and do a full clean up at the end of each day. [Administrative] 10.10 Keep exits, stairs and walkways clear at all times. [Administrative] 10.11 Stack materials neatly on level ground, away from edges. [Administrative] 10.12 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 Safety glasses P2 dust mask	Electrical isolation permit Hot work permit

Required PPE	Permits and plans
Hearing protection (earmuffs or plugs) Cut-resistant gloves Knee pads Half-face respirator (P2 or P3 filters) Overalls Work gloves Chemical-resistant gloves (nitrile) Safety goggles Face shield Welding gloves	

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Jackhammer					
Wet tile saw		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Power drill		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
H-class vacuum		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Hand tools					

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

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

Name	Role / company	Tickets / licences	Inducted	Signature	Date