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	Build a granny flat	**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

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		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	Set up fencing and keep the main house occupants away from the work	Public entering the work area Working in an occupied home or building	**High** **Possible / Major**	1.1 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 1.2 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 1.3 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 1.4 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative] 1.5 Make the site safe at the end of each day: cover holes, lower plant,	**Low** **Rare / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				remove ladders and lock tools away. [Administrative] 1.6 Use a spotter when moving plant or materials across public paths. [Administrative] 1.7 Plan noisy, dusty or risky work for when the building is empty. [Eliminate] 1.8 Close off the work area with barriers, plastic sheeting or locked doors, and put up signs. [Isolate] 1.9 Keep fire exits and paths clear at all times. [Administrative] 1.10 Tell occupants before you turn off power, water or gas, and before noisy or dusty work. [Administrative] 1.11 Lock away tools, chemicals and materials each day, out of reach of children. [Administrative] 1.12 Clean up dust and debris at the end of each day. [Administrative]		
2	Excavate and pour the slab	Hitting underground services Being hit by mobile plant Wet concrete and cement burns Rules: WHS Regulation 2011, Part 5.1 Plant	**Extreme Possible / Catastrophic**	2.1 Keep machine buckets well clear of marked services and use a spotter. [Isolate] 2.2 Scan the area with a cable locator before digging and mark services on the ground. [Engineering] 2.3 Hand dig or vacuum excavate to expose services before using a machine near them. [Engineering] 2.4 Lodge a free BYDA (Before You Dig Australia) request and get the plans before any digging. [Administrative] 2.5 Keep plans or locate tickets on site and check them again if the work area grows. [Administrative] 2.6 Separate people and plant with barriers, exclusion zones and marked walkways. [Isolate] 2.7 Use plant with working reversing alarms, cameras and lights. [Engineering] 2.8 Have a traffic management plan showing plant routes, loading areas and pedestrian paths. [Administrative] 2.9 Use a spotter when reversing or working near people. [Administrative] 2.10 Make eye contact with the operator before going near. Stay out of the swing radius. [Administrative] 2.11 Use long-handled tools and pumps to cut down contact. [Engineering] 2.12 Wash concrete off skin straight away with clean water. [Administrative] 2.13 Have clean water and eye wash at the pour. [Administrative] 2.14 Wear waterproof gloves, long sleeves and gumboots with trousers worn over the top. [PPE] 2.15 Wear safety glasses or goggles to stop splashes. [PPE]	**Medium Rare / Catastrophic**	Site supervisor
3	Frame and roof with edge protection	Falling from height Falling from a roof edge Nail gun injuries Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / Catastrophic**	3.1 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 3.2 Install guardrails or edge protection on all open edges before work starts. [Isolate] 3.3 Use a scaffold, mobile work platform or EWP instead of working off a ladder. [Engineering] 3.4 Where edge protection is not practical, use a fall restraint or fall arrest	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				system on a rated anchor point. [Engineering] 3.5 Everyone working at height holds a White Card and has been briefed on this SWMS before going up. [Administrative] 3.6 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] 3.7 Do what you can from the ground or from a scaffold at the gutter line, for example pre-assemble parts on the ground. [Eliminate] 3.8 Install edge protection or guardrails on all open roof edges before work starts. [Isolate] 3.9 Use a perimeter scaffold with handrails and toe boards along the eaves where practical. [Engineering] 3.10 Where guardrails cannot be fitted, use fall restraint on certified roof anchors so workers cannot reach the edge. [Engineering] 3.11 Only workers briefed on this SWMS go on the roof. Stop and review the SWMS if the roof, weather or method changes. [Administrative] 3.12 Use one safe, controlled access point and keep others off the roof. [Administrative] 3.13 Have a written emergency and rescue plan, tested before work starts, for any worker using a harness (WHS Regulations r.80). [Administrative] 3.14 Use a nail gun with a sequential (single shot) trigger, not a contact or bump trigger. [Substitute] 3.15 Disconnect the air or battery before clearing jams, adjusting or moving between work areas. [Engineering] 3.16 Keep your free hand at least 30 cm from the nailing point. [Administrative] 3.17 Never point the gun at anyone or carry it with your finger on the trigger. [Administrative] 3.18 Train new users before they use a nail gun, and check for pipes, cables and metal behind the surface. [Administrative]		
4	Connect services by licensed trades	Electric shock from live wiring Gas and fuel lines Trench or excavation collapse Rules: WHS Regulation 2011, Part 4.7 General electrical safety; WHS Regulations, Part 6.3 Division 3 (Excavation work, r.304 to 306)	**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 Isolate and purge the line before work, with the owner's approval. [Eliminate] 4.7 Lock off and tag the isolation valve. [Isolate] 4.8 Check for leaks with a gas detector before and during work, and ventilate the area. [Engineering] 4.9 Only licensed gasfitters work on gas lines. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				4.10 Remove ignition sources: no smoking, no hot work and no sparking tools near the line. [Administrative] 4.11 Use methods that keep people out of the trench, such as directional boring or working from the surface. [Eliminate] 4.12 Barricade or cover the excavation so people and plant cannot fall in. [Isolate] 4.13 Shore, bench or batter the walls of any trench 1.5 metres deep or more before anyone goes in, unless a geotechnical engineer advises in writing that the sides are safe. [Engineering] 4.14 Keep spoil, materials and plant at least 1 metre back from the edge. [Engineering] 4.15 Provide a safe way in and out, such as a ladder near where people work. [Engineering] 4.16 Inspect the excavation at the start of each shift and after rain or anything that could weaken it. Record it. [Administrative]		
5	Fit out and clean up	General dust Poor housekeeping and waste	**Medium** **Likely / Minor**	5.1 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Substitute] 5.2 Seal off the work area with plastic sheeting in occupied buildings. [Isolate] 5.3 Use tools with dust extraction and a vacuum for clean up. [Engineering] 5.4 Lightly mist the area with water to keep dust down, away from anything electrical. [Engineering] 5.5 Never dry sweep or blow dust off with compressed air. [Administrative] 5.6 Wear a dust mask and safety glasses. [PPE] 5.7 Order materials to size and send packaging back where you can. [Eliminate] 5.8 Put skip bins and waste chutes close to the work. [Engineering] 5.9 Clean as you go, and do a full clean up at the end of each day. [Administrative] 5.10 Keep exits, stairs and walkways clear at all times. [Administrative] 5.11 Stack materials neatly on level ground, away from edges. [Administrative] 5.12 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 Hi-vis shirt or vest Hard hat Safety glasses	Roof access permit Working at heights permit

Required PPE	Permits and plans
Hearing protection (earmuffs or plugs) Safety harness and lanyard P2 dust mask Chemical-resistant gloves (nitrile) Safety goggles Knee pads Sun protection (brim hat, long sleeves, SPF 50+) 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			
Concrete pump (boom or line)	High Risk Work Licence PB for truck-mounted concrete placing booms (not needed for line pumps)	Pre-start check each shift; concrete placing booms are registered as an item of plant and inspected to the manufacturer and AS 2550.15			
Fixed scaffold	Scaffolding HRWL (SB, SI or SA) to erect, alter or dismantle where a fall of more than 4 m is possible	Over 4 m: not used until a competent person gives a written handover certificate (WHS Regulations r.225(2)); inspected before use after any incident, alteration or repair and at least every 30 days (r.225(3))			
Nail gun					
Circular saw		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			

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