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	Minor maintenance and repairs	**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	Talk to the occupants and set up a tidy work area	Working in an occupied home or building Slips and trips	**Medium** **Possible / Moderate**	1.1 Plan noisy, dusty or risky work for when the building is empty. [Eliminate] 1.2 Close off the work area with barriers, plastic sheeting or locked doors, and put up signs. [Isolate] 1.3 Keep fire exits and paths clear at all times. [Administrative] 1.4 Tell occupants before you turn off power, water or gas, and before noisy or dusty work. [Administrative] 1.5 Lock away tools, chemicals and materials each day, out of reach of children. [Administrative]	**Low** **Unlikely / Minor**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				1.6 Clean up dust and debris at the end of each day. [Administrative] 1.7 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 1.8 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 1.9 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 1.10 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 1.11 Keep work areas, stairs and access paths well lit. [Administrative] 1.12 Wear safety boots with good grip, laced up. [PPE]		
2	Check for asbestos and lead paint before drilling or cutting older buildings	Disturbing asbestos Lead paint dust and fumes Rules: WHS Regulations, Chapter 8 (Asbestos); WHS Regulation 2011, Part 7.2 Lead	**Extreme Possible / Catastrophic**	2.1 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] 2.2 Seal off the work area and keep everyone else out. [Isolate] 2.3 If asbestos must be disturbed, keep it wet, use hand tools not power tools, and clean up with an H-class vacuum. [Engineering] 2.4 Friable asbestos (Class A) and more than 10 square metres of non-friable asbestos (Class B) must be removed by a licensed removalist. [Administrative] 2.5 Stop work straight away if you find suspect asbestos. Do not touch it and tell your supervisor. [Administrative] 2.6 Wear a fitted P2 (or better) respirator and disposable coveralls. [PPE] 2.7 Test old paint for lead before you sand, scrape, cut or heat it. [Eliminate] 2.8 Use wet scraping, chemical strippers or shrouded tools with extraction instead of dry sanding. Never burn off lead paint with an open flame. [Substitute] 2.9 Seal off the work area with plastic sheeting and keep residents, children and pets out. [Isolate] 2.10 Clean up with an H-class vacuum and wet wipes. Never dry sweep. [Engineering] 2.11 Wash hands and face before eating, drinking or smoking. Change out of dusty clothes before going home. [Administrative] 2.12 Wear a P2 (or better) respirator, disposable coveralls and gloves. [PPE]	**Medium Rare / Catastrophic**	Site supervisor
3	Isolate any services you will work near	Electric shock from live wiring Gas and fuel lines 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	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				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 Isolate and purge the line before work, with the owner's approval. [Eliminate] 3.9 Lock off and tag the isolation valve. [Isolate] 3.10 Check for leaks with a gas detector before and during work, and ventilate the area. [Engineering] 3.11 Only licensed gasfitters work on gas lines. [Administrative] 3.12 Remove ignition sources: no smoking, no hot work and no sparking tools near the line. [Administrative] 3.13 Know where the shut-off valve is and what to do if a leak happens. [Administrative] 3.14 Wear safety glasses and gloves, and keep a fire extinguisher close by. [PPE]		
4	Use the right ladder and keep three points of contact	Falling from a ladder Rules: WHS Regulation 2011, Part 4.4 Falls	**High** **Possible / Major**	4.1 Use a platform ladder, mobile scaffold or EWP for longer jobs instead of a straight ladder. [Substitute] 4.2 Use industrial-rated ladders (AS/NZS 1892, 120 kg or more) in good condition. Remove any damaged ladder from site. [Engineering] 4.3 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Engineering] 4.4 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 4.5 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative] 4.6 Do not stand on the top three rungs of an extension ladder or the top step of a stepladder. [Administrative] 4.7 Check the ladder before each use: feet, rungs, stiles and locks. [Administrative] 4.8 Wear non-slip safety boots with clean soles. [PPE]	**Medium** **Unlikely / Major**	Site supervisor
5	Do the repair with guards and PPE on tools	Injury from power tools Saw cuts and kickback General dust	**High** **Possible / Major**	5.1 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 5.2 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 5.3 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 5.4 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 5.5 No loose clothing, jewellery or long hair near spinning parts. [Administrative] 5.6 Keep blade guards fitted and working, and use the riving knife on table saws. [Engineering] 5.7 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Engineering] 5.8 Use a sharp, undamaged blade made for the material. [Administrative]	**Medium** **Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				5.9 Stand to one side of the blade line, out of the kickback path. [Administrative] 5.10 Let the blade stop fully before reaching in or putting the saw down. [Administrative] 5.11 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Substitute] 5.12 Seal off the work area with plastic sheeting in occupied buildings. [Isolate] 5.13 Use tools with dust extraction and a vacuum for clean up. [Engineering] 5.14 Lightly mist the area with water to keep dust down, away from anything electrical. [Engineering] 5.15 Never dry sweep or blow dust off with compressed air. [Administrative]		
6	Tell someone where you are if working alone, then clean up	Working alone Poor housekeeping and waste Rules: WHS Regulation 2011, regulation 48 (remote or isolated work)	**Medium** **Unlikely / Major**	6.1 Do not do high risk work alone: work at height, confined spaces, live electrical or trenches. [Eliminate] 6.2 Set a check-in system: call or text at set times, and someone follows up if there is no reply. [Administrative] 6.3 Tell someone where you are working and when you expect to finish. [Administrative] 6.4 Carry a charged phone. Use a personal alarm or GPS device where there is no signal. [Administrative] 6.5 Keep a first aid kit on hand and know the site address for emergency services. [Administrative] 6.6 Order materials to size and send packaging back where you can. [Eliminate] 6.7 Put skip bins and waste chutes close to the work. [Engineering] 6.8 Clean as you go, and do a full clean up at the end of each day. [Administrative] 6.9 Keep exits, stairs and walkways clear at all times. [Administrative] 6.10 Stack materials neatly on level ground, away from edges. [Administrative] 6.11 Wear gloves when handling waste. [PPE]	**Low** **Rare / Major**	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 Work gloves P2 dust mask Half-face respirator (P2 or P3 filters)	None required

Required PPE	Permits and plans
Overalls Hard hat Hearing protection (earmuffs or plugs)	

5. PLANT AND EQUIPMENT

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