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	Shed and garage construction	**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		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 and pour the slab or footings	Hitting underground services Wet concrete and cement burns	**Extreme Possible / Catastrophic**	1.1 Keep machine buckets well clear of marked services and use a spotter. [Isolate] 1.2 Scan the area with a cable locator before digging and mark services on the ground. [Engineering] 1.3 Hand dig or vacuum excavate to expose services before using a machine near them. [Engineering] 1.4 Lodge a free BYDA (Before You Dig Australia) request and get the plans before any digging. [Administrative] 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] 1.6 If you hit a service, stop, get everyone clear, and call the owner and emergency services. [Administrative] 1.7 Wear safety boots, gloves and hi-vis when digging. [PPE] 1.8 Use long-handled tools and pumps to cut down contact. [Engineering] 1.9 Wash concrete off skin straight away with clean water. [Administrative] 1.10 Have clean water and eye wash at the pour. [Administrative] 1.11 Wear waterproof gloves, long sleeves and gumboots with trousers worn over the top. [PPE] 1.12 Wear safety glasses or goggles to stop splashes. [PPE]		
2	Stand the frame and brace it straight away	Structural collapse during alterations Strong wind and storms Lifting and carrying heavy loads Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Possible / Major**	2.1 Get an engineer to check before removing any wall, beam, post or bracing that may be load-bearing. [Eliminate] 2.2 Keep everyone clear of the area under and next to the work. [Isolate] 2.3 Install temporary props, needles or shoring as designed before removing any support. [Engineering] 2.4 Follow the engineer's sequence. Do not change it without approval. [Administrative] 2.5 Check props daily. Do not remove them until the permanent support is in and approved. [Administrative] 2.6 Install temporary support to the engineer's or temporary works design before any load bearing element is altered. [Administrative] 2.7 Check the forecast each morning and plan work at height and lifting around the weather. [Eliminate] 2.8 Tie down or weigh down loose sheets, panels, boards and rubbish at the end of each shift. [Engineering] 2.9 Set wind limits for roof work, platforms and cranes, using the manufacturer's limits, and stop when they are reached. [Administrative] 2.10 Stop work and get down in lightning. Wait 30 minutes after the last thunder before going back up. [Administrative] 2.11 Check scaffold, fencing and edge protection after strong wind before anyone uses them. [Administrative] 2.12 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 2.13 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 2.14 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 2.15 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 2.16 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative]	**Medium Unlikely / Moderate**	Site supervisor
3	Fix wall and roof sheets, working from a secured ladder or scaffold	Falling from a ladder Falling from a roof edge Cuts from sharp edges Rules: WHS Regulation 2011,	**Extreme Likely / Catastrophic**	3.1 Use a platform ladder, mobile scaffold or EWP for longer jobs instead of a straight ladder. [Substitute] 3.2 Use industrial-rated ladders (AS/NZS 1892, 120 kg or more) in good condition. Remove any damaged ladder from site. [Engineering] 3.3 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		Part 4.4 Falls		footed, and reaching 1 metre above the landing. [Engineering] 3.4 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 3.5 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative] 3.6 Do what you can from the ground or from a scaffold at the gutter line, for example pre-assemble parts on the ground. [Eliminate] 3.7 Install edge protection or guardrails on all open roof edges before work starts. [Isolate] 3.8 Use a perimeter scaffold with handrails and toe boards along the eaves where practical. [Engineering] 3.9 Where guardrails cannot be fitted, use fall restraint on certified roof anchors so workers cannot reach the edge. [Engineering] 3.10 Only workers briefed on this SWMS go on the roof. Stop and review the SWMS if the roof, weather or method changes. [Administrative] 3.11 Use one safe, controlled access point and keep others off the roof. [Administrative] 3.12 Have a written emergency and rescue plan, tested before work starts, for any worker using a harness (WHS Regulations r.80). [Administrative] 3.13 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 3.14 Use knives with retractable or self-retracting blades. [Engineering] 3.15 Cut away from your body and keep your other hand clear. [Administrative] 3.16 Put used blades in a blade bin or sharps container. [Administrative] 3.17 Use two people to handle large sheets of metal or glass. [Administrative]		
4	Cut sheets with shears or nibblers rather than a grinder	Angle grinder injuries Fire from hot works Loud noise Rules: AS 1674.1 Safety in welding and allied processes (fire precautions); WHS Regulation 2011, Part 4.1 Noise	**Extreme** **Possible / Catastrophic**	4.1 Use a guarded saw or a different tool where you can. [Substitute] 4.2 Keep the guard on and use the side handle. Never remove the guard. [Engineering] 4.3 Use the right disc for the job, rated for the grinder's speed. Check it for cracks first. [Administrative] 4.4 Only trained people change discs, with the grinder unplugged or the battery out. [Administrative] 4.5 Keep both hands on the grinder and let the disc stop before putting it down. [Administrative] 4.6 Use cold work methods where you can, such as bolting, press fittings or cutting with a saw instead of a torch. [Eliminate] 4.7 Move anything that can burn at least 15 metres away (AS 1674.1), or protect it with fire blankets or screens. [Isolate] 4.8 Use fire-resistant screens to stop sparks reaching people or gaps in walls and floors. [Engineering] 4.9 Get a hot work permit before starting. [Administrative] 4.10 Keep a charged fire extinguisher and fire blanket at the work spot. [Administrative] 4.11 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitute]	**Medium** **Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				4.12 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 4.13 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 4.14 Limit time on noisy tools and rotate workers. [Administrative] 4.15 If you have to shout to be heard 1 metre away, wear hearing protection. [Administrative] 4.16 Keep exposure below 85 dB(A) over 8 hours. Give hearing tests to workers who often need hearing protection. [Administrative]		
5	Fit doors, flashings and clean up	Poor housekeeping and waste	**Medium Likely / Minor**	5.1 Order materials to size and send packaging back where you can. [Eliminate] 5.2 Put skip bins and waste chutes close to the work. [Engineering] 5.3 Clean as you go, and do a full clean up at the end of each day. [Administrative] 5.4 Keep exits, stairs and walkways clear at all times. [Administrative] 5.5 Stack materials neatly on level ground, away from edges. [Administrative] 5.6 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 Cut-resistant gloves Safety glasses Hearing protection (earmuffs or plugs) Safety harness and lanyard Sun protection (brim hat, long sleeves, SPF 50+) Chemical-resistant gloves (nitrile) Safety goggles Knee pads Hard hat Work gloves Face shield Welding gloves Overalls	Roof access permit Working at heights permit Hot work permit

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report

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

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