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	Glass balustrade installation	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Glazing

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	Install temporary edge protection until the balustrade is complete	Falling from height Falling through a floor opening or void Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / Catastrophic**	1.1 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 1.2 Install guardrails or edge protection on all open edges before work starts. [Isolate] 1.3 Use a scaffold, mobile work platform or EWP instead of working off a ladder. [Engineering] 1.4 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering] 1.5 Everyone working at height holds a White Card and has been briefed	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				on this SWMS before going up. [Administrative] 1.6 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] 1.7 Wear a full body harness with a shock-absorbing lanyard, clipped on at all times when using fall arrest. [PPE] 1.8 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate] 1.9 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate] 1.10 Install stairs early and fit temporary handrails as soon as they go in. [Engineering] 1.11 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative] 1.12 Inspect covers and barriers daily and after other trades have been through. [Administrative] 1.13 Keep lighting good enough to see openings, especially on lower floors and in the evening. [Administrative] 1.14 Use a harness clipped to a rated anchor when working right next to an open void. [PPE]		
2	Drill fixings with dust extraction	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**	2.1 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] 2.2 Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. [Substitute] 2.3 Cut outdoors or in a separate area, with other people well away and upwind. [Isolate] 2.4 Use water on the blade or on-tool dust extraction connected to an H-class vacuum. [Engineering] 2.5 Clean up with a vacuum or wet methods. Never dry sweep or use compressed air. [Administrative] 2.6 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 silica risks and give them the plan before work starts. [Administrative] 2.7 Wear a fit-tested P2 (or better) respirator. [PPE] 2.8 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitute] 2.9 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 2.10 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 2.11 Limit time on noisy tools and rotate workers. [Administrative] 2.12 If you have to shout to be heard 1 metre away, wear hearing protection. [Administrative]	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				2.13 Keep exposure below 85 dB(A) over 8 hours. Give hearing tests to workers who often need hearing protection. [Administrative] 2.14 Use low-vibration tools and methods, such as a breaker on an excavator instead of a hand jackhammer. [Substitute] 2.15 Keep tools sharp and well maintained, and use anti-vibration handles and seats. [Engineering] 2.16 Limit trigger time on high-vibration tools and rotate workers. [Administrative] 2.17 Keep hands warm and dry, and take regular breaks. [Administrative] 2.18 Report tingling, numbness or white fingers early. [Administrative]		
3	Lift panels with suction lifters and enough people	Lifting and carrying heavy loads Glass handling and breakage Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Likely / Moderate**	3.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 3.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 3.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 3.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 3.5 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 3.6 Rotate tasks and take breaks on long lifting jobs. [Administrative] 3.7 Wear gloves for grip and safety boots to protect your feet. [PPE] 3.8 Use suction lifters, glass trolleys or a glazing robot for large panes. [Engineering] 3.9 Store glass upright on racks and secure it. Never lay it flat or lean it loosely. [Engineering] 3.10 Use two or more people for large panes, and clear the carry route first. [Administrative] 3.11 Mark new glass with tape or stickers so nobody walks into it. [Administrative] 3.12 Clean up broken glass straight away into a marked container. [Administrative] 3.13 Wear cut-resistant gloves, arm guards, safety glasses and safety boots. [PPE]	**Medium Unlikely / Major**	Site supervisor
4	Fix and check each panel before removing temporary protection	Falling from height Structural collapse during alterations Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / Catastrophic**	4.1 Falling from height: see step 1 for the full controls [Administrative] 4.2 Get an engineer to check before removing any wall, beam, post or bracing that may be load-bearing. [Eliminate] 4.3 Keep everyone clear of the area under and next to the work. [Isolate] 4.4 Install temporary props, needles or shoring as designed before removing any support. [Engineering] 4.5 Follow the engineer's sequence. Do not change it without approval. [Administrative] 4.6 Check props daily. Do not remove them until the permanent support is in and approved. [Administrative] 4.7 Install temporary support to the engineer's or temporary works design before any load bearing element is altered. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				4.8 Wear a hard hat and safety boots. [PPE]		
5	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 Safety harness and lanyard Hearing protection (earmuffs or plugs) Half-face respirator (P2 or P3 filters) Work gloves	None required

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Power drill		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Rotary hammer drill		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Hand tools					
Scissor lift (EWP)	Trained and assessed for the EWP type (e.g. EWPA Yellow Card)	Operator pre-start check each shift; routine and annual inspections to the manufacturer and AS 2550.10, with a major inspection at 10 years			

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