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	Window 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

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	Check frames and paint for lead and asbestos	Lead paint dust and fumes Disturbing asbestos Rules: WHS Regulation 2011, Part 7.2 Lead; WHS Regulations, Chapter 8 (Asbestos)	**Extreme** **Possible / Catastrophic**	1.1 Test old paint for lead before you sand, scrape, cut or heat it. [Eliminate] 1.2 Use wet scraping, chemical strippers or shrouded tools with extraction instead of dry sanding. Never burn off lead paint with an open flame. [Substitute] 1.3 Seal off the work area with plastic sheeting and keep residents, children and pets out. [Isolate] 1.4 Clean up with an H-class vacuum and wet wipes. Never dry sweep. [Engineering]	**Medium** **Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				1.5 Wash hands and face before eating, drinking or smoking. Change out of dusty clothes before going home. [Administrative] 1.6 Wear a P2 (or better) respirator, disposable coveralls and gloves. [PPE] 1.7 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] 1.8 Seal off the work area and keep everyone else out. [Isolate] 1.9 If asbestos must be disturbed, keep it wet, use hand tools not power tools, and clean up with an H-class vacuum. [Engineering] 1.10 Friable asbestos (Class A) and more than 10 square metres of non-friable asbestos (Class B) must be removed by a licensed removalist. [Administrative] 1.11 Stop work straight away if you find suspect asbestos. Do not touch it and tell your supervisor. [Administrative] 1.12 Wear a fitted P2 (or better) respirator and disposable coveralls. [PPE]		
2	Protect occupants and furnishings and set exclusion areas inside and out	Working in an occupied home or building Public entering the work area	**High** **Possible / Major**	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 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 2.8 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 2.9 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 2.10 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative] 2.11 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative] 2.12 Use a spotter when moving plant or materials across public paths. [Administrative]	**Low** **Rare / Major**	Site supervisor
3	Set up access for upper floor windows and barricade below	Falling from height Scaffold collapse or fall from scaffold Falling tools and materials Rules: WHS Regulation 2011, Part 4.4 Falls; WHS Regulation 2011, Part 4.4 Falls, Part 5.1	**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 system on a rated anchor point. [Engineering]	**Medium** **Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		Plant and r.225 (scaffolds); WHS Regulation 2011, Part 3.2 (falling objects)		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 Scaffold is built, altered and taken down only by a competent scaffolder, on a firm base with sole boards and ties. [Engineering] 3.8 Fit guardrails, mid rails and toe boards on every working platform. [Engineering] 3.9 Use mobile scaffolds only on firm, level ground with castors locked and outriggers fitted. Never move one with anyone on it. [Engineering] 3.10 Scaffold where a person or object could fall more than 4 metres is built by a licensed scaffolder (High Risk Work Licence). [Administrative] 3.11 Do not use a scaffold over 4 metres until the scaffolder gives a written handover certificate. [Administrative] 3.12 Inspect the scaffold before first use, after any change or bad weather, and at least every 30 days. Record it on the scaffold tag. [Administrative] 3.13 Do not overload platforms. Know the duty rating and keep material stacks over the standards. [Administrative] 3.14 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 3.15 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 3.16 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 3.17 Tether hand tools when working at height. [Engineering] 3.18 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative]		
4	Remove beads and old glass first, wearing cut gloves	Glass handling and breakage Cuts from sharp edges	**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 Glass handling and breakage: see step 7 for the full controls [Administrative] 4.4 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 4.5 Use knives with retractable or self-retracting blades. [Engineering] 4.6 Cut away from your body and keep your other hand clear. [Administrative] 4.7 Put used blades in a blade bin or sharps container. [Administrative] 4.8 Use two people to handle large sheets of metal or glass. [Administrative] 4.9 Wear cut-resistant gloves and long sleeves. [PPE]	**Medium Unlikely / Major**	Site supervisor
5	Remove the old frame, guarding the open hole	Falling through a floor opening or void Lifting and carrying heavy loads	**Extreme Possible / Catastrophic**	5.1 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate] 5.2 Put guardrails with toe boards around stairwells, lift shafts, voids and	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		Rules: WHS Regulation 2011, Part 4.4 Falls; WHS Regulation 2011, Part 4.2 Hazardous manual tasks		open edges. [Isolate] 5.3 Install stairs early and fit temporary handrails as soon as they go in. [Engineering] 5.4 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative] 5.5 Inspect covers and barriers daily and after other trades have been through. [Administrative] 5.6 Keep lighting good enough to see openings, especially on lower floors and in the evening. [Administrative] 5.7 Use a harness clipped to a rated anchor when working right next to an open void. [PPE] 5.8 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 5.9 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 5.10 Lifting and carrying heavy loads: see step 7 for the full controls [Administrative]		
6	Check the opening and lintel, and prop it if it is not sound	Structural collapse during alterations	**High Unlikely / Catastrophic**	6.1 Get an engineer to check before removing any wall, beam, post or bracing that may be load-bearing. [Eliminate] 6.2 Keep everyone clear of the area under and next to the work. [Isolate] 6.3 Install temporary props, needles or shoring as designed before removing any support. [Engineering] 6.4 Follow the engineer's sequence. Do not change it without approval. [Administrative] 6.5 Check props daily. Do not remove them until the permanent support is in and approved. [Administrative] 6.6 Install temporary support to the engineer's or temporary works design before any load bearing element is altered. [Administrative] 6.7 Wear a hard hat and safety boots. [PPE]	**Medium Rare / Catastrophic**	Site supervisor
7	Lift new windows with two people or suction lifters	Lifting and carrying heavy loads Glass handling and breakage Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Likely / Moderate**	7.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 7.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 7.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 7.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 7.5 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 7.6 Rotate tasks and take breaks on long lifting jobs. [Administrative] 7.7 Wear gloves for grip and safety boots to protect your feet. [PPE] 7.8 Use suction lifters, glass trolleys or a glazing robot for large panes. [Engineering] 7.9 Store glass upright on racks and secure it. Never lay it flat or lean it loosely. [Engineering] 7.10 Use two or more people for large panes, and clear the carry route	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				first. [Administrative] 7.11 Mark new glass with tape or stickers so nobody walks into it. [Administrative] 7.12 Clean up broken glass straight away into a marked container. [Administrative] 7.13 Wear cut-resistant gloves, arm guards, safety glasses and safety boots. [PPE]		
8	Fix, pack, seal and flash the window	Injury from power tools Hazardous chemicals Rules: WHS Regulation 2011, Chapter 7 Hazardous chemicals	**Medium Possible / Moderate**	8.1 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 8.2 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 8.3 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 8.4 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 8.5 No loose clothing, jewellery or long hair near spinning parts. [Administrative] 8.6 Wear safety glasses and hearing protection. Do not wear loose gloves on drills or other rotating tools. [PPE] 8.7 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Substitute] 8.8 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Engineering] 8.9 Read the Safety Data Sheet (SDS) before use and keep a register of hazardous chemicals on site. [Administrative] 8.10 Keep chemicals in labelled containers. Never decant into drink bottles. [Administrative] 8.11 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Administrative] 8.12 Have eye wash and a spill kit nearby, and wash hands before eating. [Administrative] 8.13 Wear chemical-resistant gloves and safety glasses or goggles as listed on the SDS. [PPE] 8.14 Use a respirator with the right cartridge if the SDS calls for one. [PPE]	**Medium Unlikely / Moderate**	Site supervisor
9	Make good, then clean up broken glass and waste	Poor housekeeping and waste Cuts from sharp edges	**Medium Likely / Minor**	9.1 Order materials to size and send packaging back where you can. [Eliminate] 9.2 Put skip bins and waste chutes close to the work. [Engineering] 9.3 Clean as you go, and do a full clean up at the end of each day. [Administrative] 9.4 Keep exits, stairs and walkways clear at all times. [Administrative] 9.5 Stack materials neatly on level ground, away from edges. [Administrative] 9.6 Wear gloves when handling waste. [PPE] 9.7 Cuts from sharp edges: see step 4 for the full controls [Administrative]	**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 Hard hat Half-face respirator (P2 or P3 filters) Overalls Work gloves P2 dust mask Hi-vis shirt or vest Hearing protection (earmuffs or plugs) Chemical-resistant gloves (nitrile) Safety goggles	Working at heights permit

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			
Mobile scaffold	Scaffolding HRWL (SB or higher) to erect, alter or dismantle where a person or object could fall more than 4 m	Check before each use to the manufacturer. Over 4 m: written handover certificate before first use (WHS Regulations r.225(2)), then inspected before use after any incident, alteration or repair and at least every 30 days (r.225(3))			
Hand tools					
Platform ladder		Check before each use to the manufacturer and AS/NZS 1892; tag out damaged ladders			

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