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	Ducted air conditioner installation	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Air conditioning and refrigeration

2. HIGH RISK CONSTRUCTION WORK COVERED BY THIS SWMS

	Risk of a person falling more than 2 metres	**YES**	Work on or near chemical, fuel or refrigerant lines
	Work on a telecommunication tower	**YES**	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 the roof space for asbestos, cables and access	Disturbing asbestos Electric shock from live wiring Tight spaces: roof spaces and under floors Rules: WHS Regulations, Chapter 8 (Asbestos); WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	1.1 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] 1.2 Seal off the work area and keep everyone else out. [Isolate] 1.3 If asbestos must be disturbed, keep it wet, use hand tools not power tools, and clean up with an H-class vacuum. [Engineering] 1.4 Friable asbestos (Class A) and more than 10 square metres of non-friable asbestos (Class B) must be removed by a licensed removalist. [Administrative]	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				1.5 Stop work straight away if you find suspect asbestos. Do not touch it and tell your supervisor. [Administrative] 1.6 Wear a fitted P2 (or better) respirator and disposable coveralls. [PPE] 1.7 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] 1.8 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 1.9 Electric shock from live wiring: see step 6 for the full controls [Administrative] 1.10 Do as much of the work as you can from outside the tight space. [Eliminate] 1.11 Turn the power off at the switchboard before entering where you can, as damaged cables may be live. [Isolate] 1.12 Lay crawl boards across the joists so you cannot step through the ceiling. [Engineering] 1.13 Set up ventilation and lighting in the space. [Engineering] 1.14 Limit time in hot roof spaces and take breaks somewhere cool. [Administrative]		
2	Work in the roof space early in the day, with breaks and water	Heat stress Confined space entry Rules: WHS Regulation 2011, Part 4.3 Confined spaces	**High** **Possible / Major**	2.1 Schedule heavy work for the cooler part of the day. [Eliminate] 2.2 Provide shade over work and rest areas, and fans or cooling in roof spaces. [Engineering] 2.3 Supply cool drinking water close by and drink a cup every 15 to 20 minutes. [Administrative] 2.4 Take regular rest breaks in the shade, more often as it gets hotter. [Administrative] 2.5 Let new and returning workers build up to full work in the heat over about a week. [Administrative] 2.6 Watch each other for dizziness, headache, confusion or stopping sweating. Stop work, cool down and get help. [Administrative] 2.7 Have a hot weather plan, including when work stops. [Administrative] 2.8 Wear light, loose, long-sleeved clothing, a hat or brim, and sunscreen. [PPE] 2.9 Do the work from outside the space where you can, using cameras or long-reach tools. [Eliminate] 2.10 Isolate and lock out all pipes, power and moving parts going into the space. [Isolate] 2.11 Test the air for oxygen, flammable and toxic gases before entry, and keep testing during the work. [Engineering] 2.12 Use forced ventilation to keep the air clean. [Engineering] 2.13 Issue a confined space entry permit before anyone goes in. Only trained workers enter. [Administrative] 2.14 Keep a trained standby person outside at all times, in contact with those inside. [Administrative] 2.15 Set up written first aid and rescue procedures and rescue gear before entry, and practise them (WHS Regulations r.74). Never go in to rescue without the right gear. [Administrative]	**Medium** **Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				2.16 Wear a harness for retrieval and the respirator the air test calls for. [PPE]		
3	Lift the indoor unit into the roof with a hoist or team	Lifting and carrying heavy loads Falling tools and materials Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks; WHS Regulation 2011, Part 3.2 (falling objects)	**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 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 3.9 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 3.10 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 3.11 Tether hand tools when working at height. [Engineering] 3.12 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative] 3.13 Lower materials with a hoist, chute or rope. Never throw or drop anything down. [Administrative] 3.14 Wear a hard hat anywhere objects could fall. [PPE]	**Medium Unlikely / Major**	Site supervisor
4	Walk on joists or crawl boards only	Falling through a floor opening or void Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Possible / Catastrophic**	4.1 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate] 4.2 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate] 4.3 Install stairs early and fit temporary handrails as soon as they go in. [Engineering] 4.4 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative] 4.5 Inspect covers and barriers daily and after other trades have been through. [Administrative] 4.6 Keep lighting good enough to see openings, especially on lower floors and in the evening. [Administrative] 4.7 Use a harness clipped to a rated anchor when working right next to an open void. [PPE]	**Medium Rare / Catastrophic**	Site supervisor
5	Install ducts, cutting with care and wearing gloves and a mask for insulation	Cuts from sharp edges General dust	**Medium Likely / Minor**	5.1 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 5.2 Use knives with retractable or self-retracting blades. [Engineering] 5.3 Cut away from your body and keep your other hand clear. [Administrative]	**Low Unlikely / Minor**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				5.4 Put used blades in a blade bin or sharps container. [Administrative] 5.5 Use two people to handle large sheets of metal or glass. [Administrative] 5.6 Wear cut-resistant gloves and long sleeves. [PPE] 5.7 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Substitute] 5.8 Seal off the work area with plastic sheeting in occupied buildings. [Isolate] 5.9 Use tools with dust extraction and a vacuum for clean up. [Engineering] 5.10 Lightly mist the area with water to keep dust down, away from anything electrical. [Engineering] 5.11 Never dry sweep or blow dust off with compressed air. [Administrative] 5.12 Wear a dust mask and safety glasses. [PPE]		
6	Connect refrigerant and power, test and commission	Refrigerant leaks Electric shock from live wiring Pressure testing Rules: Ozone Protection and Synthetic Greenhouse Gas Management Act 1989; WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	6.1 Recover refrigerant into an approved cylinder before opening the system. Never vent it. [Isolate] 6.2 Ventilate closed spaces and use a leak detector during the work. [Engineering] 6.3 Only holders of a refrigerant handling licence (ARCtick) work on refrigerant systems. [Administrative] 6.4 Check the licence covers the job: the restricted split licence only covers single-head splits under 18 kW, and adding refrigerant needs an ARC Refrigerant Trading Authorisation (RTA) for the business. [Administrative] 6.5 With flammable refrigerants (such as R32 or R290), remove ignition sources and use spark-free tools. [Administrative] 6.6 Wear cold-rated gloves and safety glasses or a face shield. [PPE] 6.7 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] 6.8 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 6.9 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] 6.10 Only licensed electricians do electrical work. [Administrative] 6.11 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 6.12 Test with water instead of air or gas where the system allows it. Never put water in refrigerant pipework, which is tested with dry nitrogen. [Substitute] 6.13 Keep people out of the test area with signs and barriers. [Isolate] 6.14 Use a calibrated gauge and a relief valve set to protect the system. [Engineering] 6.15 Test to the pressure the system calls for and hold it for the set time. Never go over. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				6.16 Release the pressure fully before tightening anything or fixing leaks. [Administrative]		

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 Cut-resistant gloves P2 dust mask Safety harness and lanyard Half-face respirator (P2 or P3 filters) Overalls Work gloves Insulated electrical gloves Arc-rated clothing and face shield Knee pads Hard hat Sun protection (brim hat, long sleeves, SPF 50+) Face shield	Electrical isolation 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			
Hand tools					
Platform ladder		Check before each use to the manufacturer and AS/NZS 1892; tag out damaged ladders			
Crane (Franna or mobile)	HRWL for the crane class (e.g. C2, CN, C6), plus Dogging licence (DG) where slinging needs judgement or the load is out of the operator's view	Pre-start check each shift; routine, annual and major inspections to the manufacturer and AS 2550; mobile cranes over 10 t are registered as an item of plant			
Electrical test equipment		Check leads and probes before use; prove the voltage tester on a known live source or proving unit before and after each test for dead; calibrate at the maker's interval			

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