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	Ductwork 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

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	**YES**	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	Set up EWP or platform and close the area below	EWP tip-over or crush Falling tools and materials Rules: WHS Regulation 2011, Part 4.5 High risk work; WHS Regulation 2011, Part 3.2 (falling objects)	**Extreme Possible / Catastrophic**	1.1 Check the ground before setting up. Use outriggers and spreader pads, and keep clear of trenches, pits and slopes. [Engineering] 1.2 Use a platform with tilt alarm and secondary guarding (anti-entrapment) where there is an overhead crush risk. [Engineering] 1.3 Hold a High Risk Work Licence (WP) for boom-type EWPs with a boom of 11 metres or more. Under 11 metres and scissor lifts: trained and assessed (for example EWPA Yellow Card). [Administrative] 1.4 Do a pre-start check each day. Keep a trained person on the ground who can lower the platform in an emergency. [Administrative]	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				1.5 Have a written emergency and rescue plan, tested before work starts, for a worker stuck in the platform or hanging in a harness (WHS Regulations r.80). [Administrative] 1.6 Never exceed the safe working load, climb on the rails or use a ladder in the basket. [Administrative] 1.7 In boom-type platforms, wear a harness clipped to the basket anchor point. [PPE] 1.8 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 1.9 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 1.10 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 1.11 Tether hand tools when working at height. [Engineering] 1.12 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative] 1.13 Lower materials with a hoist, chute or rope. Never throw or drop anything down. [Administrative] 1.14 Wear a hard hat anywhere objects could fall. [PPE]		
2	Drill anchors with dust extraction	Silica dust from concrete, brick, stone and tiles Loud noise 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] 2.13 Keep exposure below 85 dB(A) over 8 hours. Give hearing tests to	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				workers who often need hearing protection. [Administrative] 2.14 Wear earplugs or earmuffs rated for the noise. [PPE]		
3	Lift duct sections with two people or a duct lifter	Lifting and carrying heavy loads Repetitive work and awkward postures 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 tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Substitute] 3.9 Set work up at waist height on benches or trestles where you can. [Engineering] 3.10 Use light tools with good grips, and keep blades and bits sharp. [Engineering] 3.11 Rotate tasks and take short breaks every hour on repetitive work. [Administrative] 3.12 Warm up before heavy physical work and report aches and pains early. [Administrative] 3.13 Wear knee pads for kneeling work and gloves for grip. [PPE]	**Medium Unlikely / Moderate**	Site supervisor
4	Join and seal ducts, handling sharp metal edges with gloves	Cuts from sharp edges Hazardous chemicals Rules: WHS Regulation 2011, Chapter 7 Hazardous chemicals	**Medium Possible / Moderate**	4.1 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 4.2 Use knives with retractable or self-retracting blades. [Engineering] 4.3 Cut away from your body and keep your other hand clear. [Administrative] 4.4 Put used blades in a blade bin or sharps container. [Administrative] 4.5 Use two people to handle large sheets of metal or glass. [Administrative] 4.6 Wear cut-resistant gloves and long sleeves. [PPE] 4.7 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Substitute] 4.8 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Engineering] 4.9 Read the Safety Data Sheet (SDS) before use and keep a register of hazardous chemicals on site. [Administrative] 4.10 Keep chemicals in labelled containers. Never decant into drink bottles. [Administrative] 4.11 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Administrative] 4.12 Have eye wash and a spill kit nearby, and wash hands before eating. [Administrative]	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				4.13 Wear chemical-resistant gloves and safety glasses or goggles as listed on the SDS. [PPE] 4.14 Use a respirator with the right cartridge if the SDS calls for one. [PPE]		
5	Clean up offcuts and screws	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 Hard hat P2 dust mask Safety harness and lanyard Hi-vis shirt or vest Half-face respirator (P2 or P3 filters) Hearing protection (earmuffs or plugs) Work gloves Knee pads Chemical-resistant gloves (nitrile) Safety goggles Overalls	Working at heights permit

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
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			
Platform ladder		Check before each use to the manufacturer and AS/NZS 1892; tag out damaged ladders			

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					

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

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