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	HVAC service and maintenance	**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	**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	Isolate the unit, lock out and danger tag, and prove dead	Electric shock from live wiring Stored energy Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme** **Possible / Catastrophic**	1.1 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] 1.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 1.3 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] 1.4 Only licensed electricians do electrical work. [Administrative]	**Medium** **Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				1.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 1.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Administrative] 1.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE] 1.8 Release or block all stored energy before work: release the pressure in pipes, tanks and hoses, bleed hydraulics, release springs, lower loads. [Eliminate] 1.9 Lock out and tag all energy sources with personal locks. [Isolate] 1.10 Put mechanical blocks or props under raised parts like buckets, tipper bodies and doors. [Engineering] 1.11 Test that the system is dead and nothing can move before you start. [Administrative] 1.12 Follow the maker's procedure, for example for garage door and roller door springs. [Administrative] 1.13 Wear safety glasses and gloves. [PPE]		
2	Access units safely, from a ladder or roof with edge protection	Falling from a ladder Falling from a roof edge Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / Catastrophic**	2.1 Use a platform ladder, mobile scaffold or EWP for longer jobs instead of a straight ladder. [Substitute] 2.2 Use industrial-rated ladders (AS/NZS 1892, 120 kg or more) in good condition. Remove any damaged ladder from site. [Engineering] 2.3 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Engineering] 2.4 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 2.5 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative] 2.6 Do not stand on the top three rungs of an extension ladder or the top step of a stepladder. [Administrative] 2.7 Check the ladder before each use: feet, rungs, stiles and locks. [Administrative] 2.8 Wear non-slip safety boots with clean soles. [PPE] 2.9 Do what you can from the ground or from a scaffold at the gutter line, for example pre-assemble parts on the ground. [Eliminate] 2.10 Install edge protection or guardrails on all open roof edges before work starts. [Isolate] 2.11 Use a perimeter scaffold with handrails and toe boards along the eaves where practical. [Engineering] 2.12 Where guardrails cannot be fitted, use fall restraint on certified roof anchors so workers cannot reach the edge. [Engineering] 2.13 Only workers briefed on this SWMS go on the roof. Stop and review the SWMS if the roof, weather or method changes. [Administrative] 2.14 Use one safe, controlled access point and keep others off the roof. [Administrative] 2.15 Stop roof work in strong wind or rain, and when the roof is wet, icy or covered in dust or frost. [Administrative] 2.16 Have a written emergency and rescue plan, tested before work starts,	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				for any worker using a harness (WHS Regulations r.80). [Administrative] 2.17 Wear a harness clipped to a rated anchor when using restraint or fall arrest, and soft-soled non-slip boots. [PPE]		
3	Clean filters and coils, wearing a mask for mould and dust	Mould and droppings General dust Hazardous chemicals Rules: WHS Regulation 2011, Chapter 7 Hazardous chemicals	**Medium Possible / Moderate**	3.1 Fix the water leak and dry the area before removing mould. [Eliminate] 3.2 Seal off the area with plastic sheeting and keep occupants out. [Isolate] 3.3 Clean up with an H-class vacuum and wet wipes. Never dry sweep. [Engineering] 3.4 Bag mouldy material on site and remove it promptly. [Administrative] 3.5 Wash hands and face before eating and at the end of each shift. [Administrative] 3.6 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Substitute] 3.7 Seal off the work area with plastic sheeting in occupied buildings. [Isolate] 3.8 Use tools with dust extraction and a vacuum for clean up. [Engineering] 3.9 Lightly mist the area with water to keep dust down, away from anything electrical. [Engineering] 3.10 Never dry sweep or blow dust off with compressed air. [Administrative] 3.11 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Substitute] 3.12 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Engineering] 3.13 Read the Safety Data Sheet (SDS) before use and keep a register of hazardous chemicals on site. [Administrative] 3.14 Keep chemicals in labelled containers. Never decant into drink bottles. [Administrative] 3.15 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Administrative]	**Medium Unlikely / Moderate**	Site supervisor
4	Check refrigerant pressures with gauges	Refrigerant leaks Pressure testing Rules: Ozone Protection and Synthetic Greenhouse Gas Management Act 1989	**Medium Unlikely / Major**	4.1 Recover refrigerant into an approved cylinder before opening the system. Never vent it. [Isolate] 4.2 Ventilate closed spaces and use a leak detector during the work. [Engineering] 4.3 Only holders of a refrigerant handling licence (ARCtick) work on refrigerant systems. [Administrative] 4.4 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] 4.5 With flammable refrigerants (such as R32 or R290), remove ignition sources and use spark-free tools. [Administrative] 4.6 Wear cold-rated gloves and safety glasses or a face shield. [PPE] 4.7 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.	**Low Rare / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Substitute] 4.8 Keep people out of the test area with signs and barriers. [Isolate] 4.9 Use a calibrated gauge and a relief valve set to protect the system. [Engineering] 4.10 Test to the pressure the system calls for and hold it for the set time. Never go over. [Administrative] 4.11 Release the pressure fully before tightening anything or fixing leaks. [Administrative] 4.12 Wear safety glasses or a face shield. [PPE]		
5	Restore power, test and record	Electric shock from live wiring Poor housekeeping and waste Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	5.1 Electric shock from live wiring: see step 1 for the full controls [Administrative] 5.2 Order materials to size and send packaging back where you can. [Eliminate] 5.3 Put skip bins and waste chutes close to the work. [Engineering] 5.4 Clean as you go, and do a full clean up at the end of each day. [Administrative] 5.5 Keep exits, stairs and walkways clear at all times. [Administrative] 5.6 Stack materials neatly on level ground, away from edges. [Administrative] 5.7 Wear gloves when handling waste. [PPE]	**Medium Rare / Catastrophic**	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 Safety glasses Work gloves P2 dust mask Insulated electrical gloves Arc-rated clothing and face shield Hard hat Safety harness and lanyard Sun protection (brim hat, long sleeves, SPF 50+) Half-face respirator (P2 or P3 filters) Safety goggles Overalls Chemical-resistant gloves (nitrile) Face shield	Electrical isolation permit Roof access permit Working at heights permit

5. PLANT AND EQUIPMENT

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

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