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	Rooftop unit replacement	**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	**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	Plan the crane lift and close the area below	Crane and lifting failure Public entering the work area Contact with overhead power lines Rules: WHS Regulation 2011, Part 4.5 High risk work and Part 5.1 Plant	**High Possible / Major**	1.1 Barricade the lift zone and keep everyone out from under the load. [Isolate] 1.2 Use a crane rated for the load at the radius, set up on firm ground with outrigger pads. [Engineering] 1.3 Check slings, chains, shackles and hooks before use. Remove anything damaged or not tagged. [Engineering] 1.4 Plan the lift: weight, radius, ground, path and landing area. Use a written lift plan for complex lifts. [Administrative] 1.5 Crane operators and doggers or riggers hold the right High Risk Work	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				Licence. [Administrative] 1.6 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 1.7 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 1.8 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 1.9 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative] 1.10 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative] 1.11 Ask the network operator to turn off, move or insulate the lines before work starts. [Eliminate] 1.12 Use non-conductive (fibreglass) ladders near any power lines. [Substitute] 1.13 Mark the safe distance with flags, tape or goal posts and keep all plant and people outside it. [Isolate] 1.14 Keep out of the No Go Zone set by your state and the network operator, or get written approval and a safety observer. In NSW and Qld, untrained people and plant stay at least 3 m from lines on poles up to 132 kV, 6 m up to 330 kV and 8 m above 330 kV. In Victoria the limits differ, and work within 8 m of tower lines needs a spotter and the network operator's permission. [Administrative] 1.15 Use a dedicated spotter whenever plant moves or raises anything near lines. [Administrative] 1.16 Treat all lines as live. If plant touches a line, stay in the cab and keep everyone well away. [Administrative]		
2	Set up roof edge protection or harness anchors	Falling from a roof edge Falling through a fragile roof or skylight Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / Catastrophic**	2.1 Do what you can from the ground or from a scaffold at the gutter line, for example pre-assemble parts on the ground. [Eliminate] 2.2 Install edge protection or guardrails on all open roof edges before work starts. [Isolate] 2.3 Use a perimeter scaffold with handrails and toe boards along the eaves where practical. [Engineering] 2.4 Where guardrails cannot be fitted, use fall restraint on certified roof anchors so workers cannot reach the edge. [Engineering] 2.5 Only workers briefed on this SWMS go on the roof. Stop and review the SWMS if the roof, weather or method changes. [Administrative] 2.6 Use one safe, controlled access point and keep others off the roof. [Administrative] 2.7 Stop roof work in strong wind or rain, and when the roof is wet, icy or covered in dust or frost. [Administrative] 2.8 Have a written emergency and rescue plan, tested before work starts, for any worker using a harness (WHS Regulations r.80). [Administrative] 2.9 Wear a harness clipped to a rated anchor when using restraint or fall arrest, and soft-soled non-slip boots. [PPE] 2.10 Work from underneath or from an EWP so nobody stands on the fragile roof. [Eliminate]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				2.11 Cover or guard every skylight and fragile sheet with a fixed, marked cover or mesh before work starts. [Isolate] 2.12 Install safety mesh under new roof sheeting, and use crawl boards or staging to spread the load on fragile surfaces. [Engineering] 2.13 Use fall arrest on rated anchors when working near fragile areas. [Engineering] 2.14 Treat all roof sheets as fragile until a competent person confirms they are not. Old fibre cement and plastic sheets are fragile. [Administrative] 2.15 Put "Fragile roof" signs at every roof access point. [Administrative] 2.16 Never walk on sheets between purlins or along skylights. Stay on boards or staging. [Administrative] 2.17 Wear a full body harness clipped to a rated anchor. [PPE]		
3	Isolate power and gas, lock out and danger tag	Electric shock from live wiring Gas and fuel lines Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	3.1 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] 3.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 3.3 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] 3.4 Only licensed electricians do electrical work. [Administrative] 3.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 3.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Administrative] 3.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE] 3.8 Isolate and purge the line before work, with the owner's approval. [Eliminate] 3.9 Lock off and tag the isolation valve. [Isolate] 3.10 Check for leaks with a gas detector before and during work, and ventilate the area. [Engineering] 3.11 Only licensed gasfitters work on gas lines. [Administrative] 3.12 Remove ignition sources: no smoking, no hot work and no sparking tools near the line. [Administrative] 3.13 Know where the shut-off valve is and what to do if a leak happens. [Administrative] 3.14 Wear safety glasses and gloves, and keep a fire extinguisher close by. [PPE]	**Medium Rare / Catastrophic**	Site supervisor
4	Recover refrigerant before disconnecting	Refrigerant leaks 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	**Low Rare / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				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]		
5	Lift out the old unit and set the new one, keeping clear of the load	Crane and lifting failure Falling tools and materials Strong wind and storms Rules: WHS Regulation 2011, Part 4.5 High risk work and Part 5.1 Plant; WHS Regulation 2011, Part 3.2 (falling objects)	**High Possible / Major**	5.1 Use tag lines to control loads and agree on clear radio or hand signals. [Administrative] 5.2 Stop lifting in high wind or when the operator cannot see the signaller. [Administrative] 5.3 Never ride on a load or hook. [Administrative] 5.4 Crane and lifting failure: see step 1 for the full controls [Administrative] 5.5 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 5.6 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 5.7 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 5.8 Tether hand tools when working at height. [Engineering] 5.9 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative] 5.10 Check the forecast each morning and plan work at height and lifting around the weather. [Eliminate] 5.11 Tie down or weigh down loose sheets, panels, boards and rubbish at the end of each shift. [Engineering] 5.12 Set wind limits for roof work, platforms and cranes, using the manufacturer's limits, and stop when they are reached. [Administrative] 5.13 Stop work and get down in lightning. Wait 30 minutes after the last thunder before going back up. [Administrative] 5.14 Check scaffold, fencing and edge protection after strong wind before anyone uses them. [Administrative]	**Medium Unlikely / Major**	Site supervisor
6	Connect, commission and clean the roof	Electric shock from live wiring Poor housekeeping and waste Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	6.1 Electric shock from live wiring: see step 3 for the full controls [Administrative] 6.2 Order materials to size and send packaging back where you can. [Eliminate] 6.3 Put skip bins and waste chutes close to the work. [Engineering] 6.4 Clean as you go, and do a full clean up at the end of each day. [Administrative] 6.5 Keep exits, stairs and walkways clear at all times. [Administrative] 6.6 Stack materials neatly on level ground, away from edges. [Administrative] 6.7 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 Hard hat Safety harness and lanyard Hi-vis shirt or vest Work gloves Safety glasses Sun protection (brim hat, long sleeves, SPF 50+) Insulated electrical gloves Arc-rated clothing and face shield Face shield	Lift plan Roof access permit Working at heights permit Electrical isolation permit

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
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			
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			
Extension 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