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	Split system 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	Plan unit positions, checking walls for cables and pipes	Electric shock from live wiring Gas and fuel lines 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 Electric shock from live wiring: see step 8 for the full controls [Administrative] 1.4 Isolate and purge the line before work, with the owner's approval. [Eliminate]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				1.5 Lock off and tag the isolation valve. [Isolate] 1.6 Check for leaks with a gas detector before and during work, and ventilate the area. [Engineering] 1.7 Only licensed gasfitters work on gas lines. [Administrative] 1.8 Remove ignition sources: no smoking, no hot work and no sparking tools near the line. [Administrative] 1.9 Know where the shut-off valve is and what to do if a leak happens. [Administrative] 1.10 Wear safety glasses and gloves, and keep a fire extinguisher close by. [PPE]		
2	Set up a platform ladder or scaffold for high walls and the outdoor unit	Falling from a ladder Falling from height 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 the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 2.10 Install guardrails or edge protection on all open edges before work starts. [Isolate] 2.11 Use a scaffold, mobile work platform or EWP instead of working off a ladder. [Engineering] 2.12 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering] 2.13 Everyone working at height holds a White Card and has been briefed on this SWMS before going up. [Administrative] 2.14 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] 2.15 Wear a full body harness with a shock-absorbing lanyard, clipped on at all times when using fall arrest. [PPE]	**Medium Unlikely / Major**	Site supervisor
3	Core drill the wall with dust extraction	Silica dust from concrete, brick, stone and tiles Loud noise Injury from power tools Rules: WHS Regulations,	**Extreme Likely / Catastrophic**	3.1 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]	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		Chapter 8A (Crystalline silica substances and engineered stone); WHS Regulation 2011, Part 4.1 Noise		3.2 Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. [Substitute] 3.3 Cut outdoors or in a separate area, with other people well away and upwind. [Isolate] 3.4 Use water on the blade or on-tool dust extraction connected to an H-class vacuum. [Engineering] 3.5 Clean up with a vacuum or wet methods. Never dry sweep or use compressed air. [Administrative] 3.6 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] 3.7 Wear a fit-tested P2 (or better) respirator. [PPE] 3.8 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitute] 3.9 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 3.10 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 3.11 Limit time on noisy tools and rotate workers. [Administrative] 3.12 If you have to shout to be heard 1 metre away, wear hearing protection. [Administrative] 3.13 Keep exposure below 85 dB(A) over 8 hours. Give hearing tests to workers who often need hearing protection. [Administrative] 3.14 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 3.15 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 3.16 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 3.17 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 3.18 No loose clothing, jewellery or long hair near spinning parts. [Administrative]		
4	Fix the wall bracket and mount the indoor unit	Falling from a ladder Lifting and carrying heavy loads Rules: WHS Regulation 2011, Part 4.4 Falls; WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Possible / Major**	4.1 Falling from a ladder: see step 2 for the full controls [Administrative] 4.2 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 4.3 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 4.4 Lifting and carrying heavy loads: see step 5 for the full controls [Administrative]	**Medium Unlikely / Major**	Site supervisor
5	Lift the outdoor unit with two people onto its bracket or pad	Lifting and carrying heavy loads Falling from height Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks; WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / Catastrophic**	5.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 5.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 5.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 5.4 Use a two-person lift for anything heavy, long or awkward. Plan the	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				route first and clear it. [Administrative] 5.5 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 5.6 Rotate tasks and take breaks on long lifting jobs. [Administrative] 5.7 Wear gloves for grip and safety boots to protect your feet. [PPE] 5.8 Falling from height: see step 2 for the full controls [Administrative]		
6	Run and flare the pipework, brazing only under a hot work permit	Refrigerant leaks Fire from hot works Burns from hot surfaces Rules: Ozone Protection and Synthetic Greenhouse Gas Management Act 1989; AS 1674.1 Safety in welding and allied processes (fire precautions)	**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 Use cold work methods where you can, such as bolting, press fittings or cutting with a saw instead of a torch. [Eliminate] 6.8 Move anything that can burn at least 15 metres away (AS 1674.1), or protect it with fire blankets or screens. [Isolate] 6.9 Use fire-resistant screens to stop sparks reaching people or gaps in walls and floors. [Engineering] 6.10 Get a hot work permit before starting. [Administrative] 6.11 Keep a charged fire extinguisher and fire blanket at the work spot. [Administrative] 6.12 Isolate heating systems and let parts cool before you touch them. [Eliminate] 6.13 Fit guards or insulation on hot pipes and equipment. [Engineering] 6.14 Mark hot items with chalk or a "HOT" sign so others know. [Administrative] 6.15 Keep a first aid kit and cool running water nearby for burns. [Administrative] 6.16 Wear heat-resistant gloves and long sleeves. [PPE]	**Medium Rare / Catastrophic**	Site supervisor
7	Pressure test with dry nitrogen through a regulator, keeping clear of fittings under pressure	Pressure testing	**Medium Unlikely / Major**	7.1 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] 7.2 Keep people out of the test area with signs and barriers. [Isolate] 7.3 Use a calibrated gauge and a relief valve set to protect the system. [Engineering] 7.4 Test to the pressure the system calls for and hold it for the set time. Never go over. [Administrative] 7.5 Release the pressure fully before tightening anything or fixing leaks. [Administrative]	**Low Rare / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				7.6 Wear safety glasses or a face shield. [PPE]		
8	Electrical connection by a licensed electrician, with the circuit isolated	Electric shock from live wiring Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	8.1 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] 8.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 8.3 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] 8.4 Only licensed electricians do electrical work. [Administrative] 8.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 8.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Administrative] 8.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE]	**Medium Rare / Catastrophic**	Site supervisor
9	Vacuum the system, open the service valves to let the outdoor unit's factory charge into the pipework, then commission	Refrigerant leaks Rules: Ozone Protection and Synthetic Greenhouse Gas Management Act 1989	**Medium Unlikely / Major**	9.1 Refrigerant leaks: see step 6 for the full controls [Administrative]	**Low Rare / Major**	Site supervisor
10	Clean up and show the client how to use the system	Poor housekeeping and waste	**Medium Likely / Minor**	10.1 Order materials to size and send packaging back where you can. [Eliminate] 10.2 Put skip bins and waste chutes close to the work. [Engineering] 10.3 Clean as you go, and do a full clean up at the end of each day. [Administrative] 10.4 Keep exits, stairs and walkways clear at all times. [Administrative] 10.5 Stack materials neatly on level ground, away from edges. [Administrative] 10.6 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 Safety glasses Work gloves P2 dust mask Hearing protection (earmuffs or plugs) Insulated electrical gloves	Electrical isolation permit Hot work permit

Required PPE	Permits and plans
Arc-rated clothing and face shield Hard hat Half-face respirator (P2 or P3 filters) Face shield Welding gloves Overalls	

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			
Core drill		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Extension ladder		Check before each use to the manufacturer and AS/NZS 1892; tag out damaged ladders			
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			
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	**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

	confirm they understand it.		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
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