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	Lay turf	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Landscaping

2. HIGH RISK CONSTRUCTION WORK COVERED BY THIS SWMS

	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	Locate irrigation and services before levelling	Hitting underground services	**Extreme Possible / Catastrophic**	1.1 Keep machine buckets well clear of marked services and use a spotter. [Isolate] 1.2 Scan the area with a cable locator before digging and mark services on the ground. [Engineering] 1.3 Hand dig or vacuum excavate to expose services before using a machine near them. [Engineering] 1.4 Lodge a free BYDA (Before You Dig Australia) request and get the plans before any digging. [Administrative] 1.5 Keep plans or locate tickets on site and check them again if the work	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				area grows. [Administrative] 1.6 If you hit a service, stop, get everyone clear, and call the owner and emergency services. [Administrative] 1.7 Wear safety boots, gloves and hi-vis when digging. [PPE]		
2	Level and prepare soil with the Bobcat	Being hit by mobile plant General dust Rules: WHS Regulation 2011, Part 5.1 Plant	**Extreme Possible / Catastrophic**	2.1 Separate people and plant with barriers, exclusion zones and marked walkways. [Isolate] 2.2 Use plant with working reversing alarms, cameras and lights. [Engineering] 2.3 Have a traffic management plan showing plant routes, loading areas and pedestrian paths. [Administrative] 2.4 Use a spotter when reversing or working near people. [Administrative] 2.5 Make eye contact with the operator before going near. Stay out of the swing radius. [Administrative] 2.6 Operators hold a High Risk Work Licence where needed (for example forklift) and are trained and assessed on other plant. [Administrative] 2.7 Do a pre-start check on each machine every day and record it. [Administrative] 2.8 Wear hi-vis clothing and a hard hat. [PPE] 2.9 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Substitute] 2.10 Seal off the work area with plastic sheeting in occupied buildings. [Isolate] 2.11 Use tools with dust extraction and a vacuum for clean up. [Engineering] 2.12 Lightly mist the area with water to keep dust down, away from anything electrical. [Engineering] 2.13 Never dry sweep or blow dust off with compressed air. [Administrative] 2.14 Wear a dust mask and safety glasses. [PPE]	**Medium Rare / Catastrophic**	Site supervisor
3	Lay rolls, lifting with your legs and swapping tasks	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.	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[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]		
4	Apply fertiliser with gloves	Hazardous chemicals Rules: WHS Regulation 2011, Chapter 7 Hazardous chemicals	**Medium Possible / Moderate**	4.1 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Substitute] 4.2 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Engineering] 4.3 Read the Safety Data Sheet (SDS) before use and keep a register of hazardous chemicals on site. [Administrative] 4.4 Keep chemicals in labelled containers. Never decant into drink bottles. [Administrative] 4.5 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Administrative] 4.6 Have eye wash and a spill kit nearby, and wash hands before eating. [Administrative] 4.7 Wear chemical-resistant gloves and safety glasses or goggles as listed on the SDS. [PPE] 4.8 Use a respirator with the right cartridge if the SDS calls for one. [PPE]	**Medium Unlikely / Moderate**	Site supervisor
5	Water in, drink plenty and clean up	Heat stress Sun exposure (UV) Poor housekeeping and waste	**High Possible / Major**	5.1 Schedule heavy work for the cooler part of the day. [Eliminate] 5.2 Provide shade over work and rest areas, and fans or cooling in roof spaces. [Engineering] 5.3 Supply cool drinking water close by and drink a cup every 15 to 20 minutes. [Administrative] 5.4 Take regular rest breaks in the shade, more often as it gets hotter. [Administrative] 5.5 Let new and returning workers build up to full work in the heat over about a week. [Administrative] 5.6 Plan outdoor work for early morning or late afternoon when UV is lower. [Eliminate] 5.7 Put shade covers over fixed work areas. [Engineering] 5.8 Check the UV index each day. Use sun protection when it is 3 or higher. [Administrative] 5.9 Check your skin regularly and see a doctor about any new or changing spots. [Administrative] 5.10 Wear a broad-brim hat or hard hat brim, long sleeves, sunglasses and SPF 50+ sunscreen, reapplied every 2 hours. [PPE] 5.11 Order materials to size and send packaging back where you can. [Eliminate] 5.12 Put skip bins and waste chutes close to the work. [Engineering] 5.13 Clean as you go, and do a full clean up at the end of each day. [Administrative] 5.14 Keep exits, stairs and walkways clear at all times. [Administrative] 5.15 Stack materials neatly on level ground, away from edges.	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[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 Work gloves Sun protection (brim hat, long sleeves, SPF 50+) Knee pads Hi-vis shirt or vest Hard hat P2 dust mask Safety glasses Chemical-resistant gloves (nitrile) Safety goggles Half-face respirator (P2 or P3 filters) Overalls	None required

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Skid steer (Bobcat)	Verification of competency (VOC) for the machine				
Wacker plate					
Hand tools					
Trailer					

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