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	Lead paint removal	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Painting

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		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	Test the paint, tell the occupants, and keep children and pregnant people away	Lead paint dust and fumes Working in an occupied home or building Rules: WHS Regulation 2011, Part 7.2 Lead	**High** **Possible / Major**	1.1 Test old paint for lead before you sand, scrape, cut or heat it. [Eliminate] 1.2 Use wet scraping, chemical strippers or shrouded tools with extraction instead of dry sanding. Never burn off lead paint with an open flame. [Substitute] 1.3 Lead paint dust and fumes: see step 8 for the full controls [Administrative] 1.4 Plan noisy, dusty or risky work for when the building is empty. [Eliminate]	**Low** **Rare / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				1.5 Close off the work area with barriers, plastic sheeting or locked doors, and put up signs. [Isolate] 1.6 Keep fire exits and paths clear at all times. [Administrative] 1.7 Tell occupants before you turn off power, water or gas, and before noisy or dusty work. [Administrative] 1.8 Lock away tools, chemicals and materials each day, out of reach of children. [Administrative] 1.9 Clean up dust and debris at the end of each day. [Administrative]		
2	Turn off heating and cooling and close windows and vents in the work area	Lead paint dust and fumes General dust Rules: WHS Regulation 2011, Part 7.2 Lead	**High** **Possible / Major**	2.1 Seal off the work area with plastic sheeting and keep residents, children and pets out. [Isolate] 2.2 Clean up with an H-class vacuum and wet wipes. Never dry sweep. [Engineering] 2.3 Lead paint dust and fumes: see step 8 for the full controls [Administrative] 2.4 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Substitute] 2.5 Seal off the work area with plastic sheeting in occupied buildings. [Isolate] 2.6 Use tools with dust extraction and a vacuum for clean up. [Engineering] 2.7 Lightly mist the area with water to keep dust down, away from anything electrical. [Engineering] 2.8 Never dry sweep or blow dust off with compressed air. [Administrative] 2.9 Wear a dust mask and safety glasses. [PPE]	**Low** **Rare / Major**	Site supervisor
3	Seal the area with plastic and warning signs	Lead paint dust and fumes Public entering the work area Rules: WHS Regulation 2011, Part 7.2 Lead	**High** **Possible / Major**	3.1 Wash hands and face before eating, drinking or smoking. Change out of dusty clothes before going home. [Administrative] 3.2 Wear a P2 (or better) respirator, disposable coveralls and gloves. [PPE] 3.3 Lead paint dust and fumes: see step 8 for the full controls [Administrative] 3.4 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 3.5 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 3.6 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 3.7 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative] 3.8 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative] 3.9 Use a spotter when moving plant or materials across public paths. [Administrative]	**Low** **Rare / Major**	Site supervisor
4	Put on coveralls and a fitted respirator, and set up a wash point	Lead paint dust and fumes Hazardous chemicals	**High** **Possible / Major**	4.1 Lead paint dust and fumes: see step 8 for the full controls [Administrative] 4.2 Choose the least harmful product that does the job, for example	**Medium** **Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		Rules: WHS Regulation 2011, Part 7.2 Lead; WHS Regulation 2011, Chapter 7 Hazardous chemicals		water-based instead of solvent-based. [Substitute] 4.3 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Engineering] 4.4 Hazardous chemicals: see step 6 for the full controls [Administrative]		
5	Mist and wet scrape the paint; no dry sanding or open flame	Lead paint dust and fumes Hazardous chemicals Rules: WHS Regulation 2011, Part 7.2 Lead; WHS Regulation 2011, Chapter 7 Hazardous chemicals	**High Possible / Major**	5.1 Lead paint dust and fumes: see step 8 for the full controls [Administrative] 5.2 Read the Safety Data Sheet (SDS) before use and keep a register of hazardous chemicals on site. [Administrative] 5.3 Keep chemicals in labelled containers. Never decant into drink bottles. [Administrative] 5.4 Hazardous chemicals: see step 6 for the full controls [Administrative]	**Medium Unlikely / Moderate**	Site supervisor
6	Use chemical strippers with ventilation and chemical gloves	Hazardous chemicals Flammable liquids and gases Rules: WHS Regulation 2011, Chapter 7 Hazardous chemicals	**High Unlikely / Catastrophic**	6.1 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Substitute] 6.2 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Engineering] 6.3 Read the Safety Data Sheet (SDS) before use and keep a register of hazardous chemicals on site. [Administrative] 6.4 Keep chemicals in labelled containers. Never decant into drink bottles. [Administrative] 6.5 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Administrative] 6.6 Have eye wash and a spill kit nearby, and wash hands before eating. [Administrative] 6.7 Wear chemical-resistant gloves and safety glasses or goggles as listed on the SDS. [PPE] 6.8 Use a respirator with the right cartridge if the SDS calls for one. [PPE] 6.9 Use non-flammable or water-based products where you can. [Substitute] 6.10 Keep ignition sources away: no smoking, no hot work and no running engines near flammables. [Isolate] 6.11 Store fuels and solvents in approved, closed containers in a ventilated area away from the work. [Engineering] 6.12 Refuel equipment outdoors with the engine off and cool. [Administrative] 6.13 Keep only what you need for the day on site. [Administrative] 6.14 Store gas cylinders upright, secured and outdoors. [Administrative] 6.15 Keep a suitable fire extinguisher where flammables are used or stored. [Administrative] 6.16 Wear chemical gloves and safety glasses when pouring or mixing. [PPE]	**Medium Unlikely / Moderate**	Site supervisor
7	Use a heat gun only on low settings, below the temperature that makes lead fumes	Burns from hot surfaces Fire from hot works Lead paint dust and fumes Rules: AS 1674.1 Safety in	**Extreme Possible / Catastrophic**	7.1 Isolate heating systems and let parts cool before you touch them. [Eliminate] 7.2 Fit guards or insulation on hot pipes and equipment. [Engineering] 7.3 Mark hot items with chalk or a "HOT" sign so others know. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		welding and allied processes (fire precautions); WHS Regulation 2011, Part 7.2 Lead		7.4 Keep a first aid kit and cool running water nearby for burns. [Administrative] 7.5 Wear heat-resistant gloves and long sleeves. [PPE] 7.6 Use cold work methods where you can, such as bolting, press fittings or cutting with a saw instead of a torch. [Eliminate] 7.7 Move anything that can burn at least 15 metres away (AS 1674.1), or protect it with fire blankets or screens. [Isolate] 7.8 Use fire-resistant screens to stop sparks reaching people or gaps in walls and floors. [Engineering] 7.9 Get a hot work permit before starting. [Administrative] 7.10 Keep a charged fire extinguisher and fire blanket at the work spot. [Administrative] 7.11 Lead paint dust and fumes: see step 8 for the full controls [Administrative]		
8	Clean with an H-class vacuum and wet wipes, never dry sweep	Lead paint dust and fumes Poor housekeeping and waste Rules: WHS Regulation 2011, Part 7.2 Lead	**High** **Possible / Major**	8.1 Test old paint for lead before you sand, scrape, cut or heat it. [Eliminate] 8.2 Use wet scraping, chemical strippers or shrouded tools with extraction instead of dry sanding. Never burn off lead paint with an open flame. [Substitute] 8.3 Seal off the work area with plastic sheeting and keep residents, children and pets out. [Isolate] 8.4 Clean up with an H-class vacuum and wet wipes. Never dry sweep. [Engineering] 8.5 Wash hands and face before eating, drinking or smoking. Change out of dusty clothes before going home. [Administrative] 8.6 Wear a P2 (or better) respirator, disposable coveralls and gloves. [PPE] 8.7 Order materials to size and send packaging back where you can. [Eliminate] 8.8 Put skip bins and waste chutes close to the work. [Engineering] 8.9 Clean as you go, and do a full clean up at the end of each day. [Administrative] 8.10 Keep exits, stairs and walkways clear at all times. [Administrative] 8.11 Stack materials neatly on level ground, away from edges. [Administrative] 8.12 Wear gloves when handling waste. [PPE]	**Low** **Rare / Major**	Site supervisor
9	Bag waste, remove coveralls in the work area and wash before eating	Lead paint dust and fumes Rules: WHS Regulation 2011, Part 7.2 Lead	**High** **Possible / Major**	9.1 Lead paint dust and fumes: see step 8 for the full controls [Administrative]	**Low** **Rare / Major**	Site supervisor
10	Check the area is clean before removing plastic and letting occupants back in	Lead paint dust and fumes Working in an occupied home or building Rules: WHS Regulation 2011,	**High** **Possible / Major**	10.1 Lead paint dust and fumes: see step 8 for the full controls [Administrative] 10.2 Working in an occupied home or building: see step 1 for the full controls [Administrative]	**Low** **Rare / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		Part 7.2 Lead				

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
Safety glasses Half-face respirator (P2 or P3 filters) Overalls Chemical-resistant gloves (nitrile) Steel cap boots Work gloves P2 dust mask Hi-vis shirt or vest Safety goggles Welding gloves Face shield	Hot work permit

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Heat gun		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
H-class vacuum		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Power sander		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Hand tools					

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