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	Ceiling sheeting	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Plastering and gyprock

2. HIGH RISK CONSTRUCTION WORK COVERED BY THIS SWMS

YES	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	Set up a mobile scaffold or trestles at the right height	Falling from height Scaffold collapse or fall from scaffold Rules: WHS Regulation 2011, Part 4.4 Falls; WHS Regulation 2011, Part 4.4 Falls, Part 5.1 Plant and r.225 (scaffolds)	**Extreme Likely / Catastrophic**	1.1 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 1.2 Install guardrails or edge protection on all open edges before work starts. [Isolate] 1.3 Use a scaffold, mobile work platform or EWP instead of working off a ladder. [Engineering] 1.4 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering] 1.5 Everyone working at height holds a White Card and has been briefed	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				on this SWMS before going up. [Administrative] 1.6 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] 1.7 Wear a full body harness with a shock-absorbing lanyard, clipped on at all times when using fall arrest. [PPE] 1.8 Scaffold is built, altered and taken down only by a competent scaffolder, on a firm base with sole boards and ties. [Engineering] 1.9 Fit guardrails, mid rails and toe boards on every working platform. [Engineering] 1.10 Use mobile scaffolds only on firm, level ground with castors locked and outriggers fitted. Never move one with anyone on it. [Engineering] 1.11 Scaffold where a person or object could fall more than 4 metres is built by a licensed scaffolder (High Risk Work Licence). [Administrative] 1.12 Do not use a scaffold over 4 metres until the scaffolder gives a written handover certificate. [Administrative] 1.13 Inspect the scaffold before first use, after any change or bad weather, and at least every 30 days. Record it on the scaffold tag. [Administrative] 1.14 Do not overload platforms. Know the duty rating and keep material stacks over the standards. [Administrative] 1.15 Never remove ties, braces, guardrails or boards. Only the scaffolder alters the scaffold. [Administrative] 1.16 Wear a hard hat and safety boots on and around the scaffold. [PPE]		
2	Check for cables and pipes in the ceiling space	Electric shock from live wiring Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	2.1 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] 2.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 2.3 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] 2.4 Only licensed electricians do electrical work. [Administrative] 2.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 2.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Administrative] 2.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE]	**Medium Rare / Catastrophic**	Site supervisor
3	Lift sheets with a sheet lifter and two people	Lifting and carrying heavy loads Falling tools and materials Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks; WHS Regulation 2011, Part 3.2 (falling objects)	**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]	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				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 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 3.9 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 3.10 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 3.11 Tether hand tools when working at height. [Engineering] 3.12 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative] 3.13 Lower materials with a hoist, chute or rope. Never throw or drop anything down. [Administrative] 3.14 Wear a hard hat anywhere objects could fall. [PPE]		
4	Fix sheets and support until fixed	Injury from power tools Repetitive work and awkward postures Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**Medium Possible / Moderate**	4.1 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 4.2 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 4.3 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 4.4 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 4.5 No loose clothing, jewellery or long hair near spinning parts. [Administrative] 4.6 Wear safety glasses and hearing protection. Do not wear loose gloves on drills or other rotating tools. [PPE] 4.7 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Substitute] 4.8 Set work up at waist height on benches or trestles where you can. [Engineering] 4.9 Use light tools with good grips, and keep blades and bits sharp. [Engineering] 4.10 Rotate tasks and take short breaks every hour on repetitive work. [Administrative] 4.11 Warm up before heavy physical work and report aches and pains early. [Administrative] 4.12 Wear knee pads for kneeling work and gloves for grip. [PPE]	**Medium Unlikely / Moderate**	Site supervisor
5	Clean up	Poor housekeeping and waste	**Medium Likely / Minor**	5.1 Order materials to size and send packaging back where you can. [Eliminate] 5.2 Put skip bins and waste chutes close to the work. [Engineering] 5.3 Clean as you go, and do a full clean up at the end of each day. [Administrative] 5.4 Keep exits, stairs and walkways clear at all times. [Administrative] 5.5 Stack materials neatly on level ground, away from edges. [Administrative]	**Low Unlikely / Minor**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				5.6 Wear gloves when handling waste. [PPE]		

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 Hard hat P2 dust mask Hi-vis shirt or vest Work gloves Hearing protection (earmuffs or plugs) Knee pads	Working at heights permit

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Platform ladder		Check before each use to the manufacturer and AS/NZS 1892; tag out damaged ladders			
Mobile scaffold	Scaffolding HRWL (SB or higher) to erect, alter or dismantle where a person or object could fall more than 4 m	Check before each use to the manufacturer. Over 4 m: written handover certificate before first use (WHS Regulations r.225(2)), then inspected before use after any incident, alteration or repair and at least every 30 days (r.225(3))			
Power drill		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