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	Burst pipe and leak repair	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Plumbing

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	Shut off water at the main and isolate power anywhere water has reached	Electric shock from live wiring Slips and trips 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 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] 1.4 Only licensed electricians do electrical work. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				1.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 1.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Administrative] 1.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE] 1.8 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 1.9 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 1.10 Slips and trips: see step 6 for the full controls [Administrative]		
2	Check for mould and sewage contamination in wet areas	Mould and droppings Sewage and wastewater	**Medium Possible / Moderate**	2.1 Fix the water leak and dry the area before removing mould. [Eliminate] 2.2 Seal off the area with plastic sheeting and keep occupants out. [Isolate] 2.3 Clean up with an H-class vacuum and wet wipes. Never dry sweep. [Engineering] 2.4 Bag mouldy material on site and remove it promptly. [Administrative] 2.5 Wash hands and face before eating and at the end of each shift. [Administrative] 2.6 Wear a P2 (or better) respirator, gloves, goggles and disposable coveralls. [PPE] 2.7 Flush and drain the line before opening it, and plan the job to avoid contact. [Eliminate] 2.8 Use drain cameras, jetters and long-handled tools to keep hands out. [Engineering] 2.9 Cover cuts with waterproof dressings. Never eat, drink or smoke before washing. [Administrative] 2.10 Wash hands well and clean tools and boots after the job. [Administrative] 2.11 Keep vaccinations such as tetanus and hepatitis A up to date, on medical advice. [Administrative] 2.12 Wear waterproof gloves, goggles or a face shield, and coveralls. [PPE]	**Low Rare / Moderate**	Site supervisor
3	Open up the wall or floor to reach the pipe, checking for asbestos first	Disturbing asbestos General dust Injury from power tools Rules: WHS Regulations, Chapter 8 (Asbestos)	**Extreme Possible / Catastrophic**	3.1 Before work, check the asbestos register (workplaces built before 2004). For homes, or if there is no register, have a competent person identify asbestos or assume it is present. [Eliminate] 3.2 Seal off the work area and keep everyone else out. [Isolate] 3.3 If asbestos must be disturbed, keep it wet, use hand tools not power tools, and clean up with an H-class vacuum. [Engineering] 3.4 Friable asbestos (Class A) and more than 10 square metres of non-friable asbestos (Class B) must be removed by a licensed removalist. [Administrative] 3.5 Stop work straight away if you find suspect asbestos. Do not touch it and tell your supervisor. [Administrative] 3.6 Wear a fitted P2 (or better) respirator and disposable coveralls. [PPE] 3.7 Use low-dust products, such as dust-reduced or pre-mixed	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				compounds. [Substitute] 3.8 Seal off the work area with plastic sheeting in occupied buildings. [Isolate] 3.9 Use tools with dust extraction and a vacuum for clean up. [Engineering] 3.10 Lightly mist the area with water to keep dust down, away from anything electrical. [Engineering] 3.11 Never dry sweep or blow dust off with compressed air. [Administrative] 3.12 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 3.13 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 3.14 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 3.15 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 3.16 No loose clothing, jewellery or long hair near spinning parts. [Administrative]		
4	Cut out the damaged section and fit the repair, with a hot work permit if soldering	Fire from hot works Burns from hot surfaces Cuts from sharp edges Rules: AS 1674.1 Safety in welding and allied processes (fire precautions)	**Extreme Possible / Catastrophic**	4.1 Use cold work methods where you can, such as bolting, press fittings or cutting with a saw instead of a torch. [Eliminate] 4.2 Move anything that can burn at least 15 metres away (AS 1674.1), or protect it with fire blankets or screens. [Isolate] 4.3 Use fire-resistant screens to stop sparks reaching people or gaps in walls and floors. [Engineering] 4.4 Get a hot work permit before starting. [Administrative] 4.5 Keep a charged fire extinguisher and fire blanket at the work spot. [Administrative] 4.6 Isolate heating systems and let parts cool before you touch them. [Eliminate] 4.7 Fit guards or insulation on hot pipes and equipment. [Engineering] 4.8 Mark hot items with chalk or a "HOT" sign so others know. [Administrative] 4.9 Keep a first aid kit and cool running water nearby for burns. [Administrative] 4.10 Wear heat-resistant gloves and long sleeves. [PPE] 4.11 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 4.12 Use knives with retractable or self-retracting blades. [Engineering] 4.13 Cut away from your body and keep your other hand clear. [Administrative] 4.14 Put used blades in a blade bin or sharps container. [Administrative] 4.15 Use two people to handle large sheets of metal or glass. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor
5	Turn water back on and check for leaks under pressure	Pressure testing Hot water and steam	**Medium Unlikely / Major**	5.1 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]	**Low Rare / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				5.2 Keep people out of the test area with signs and barriers. [Isolate] 5.3 Use a calibrated gauge and a relief valve set to protect the system. [Engineering] 5.4 Test to the pressure the system calls for and hold it for the set time. Never go over. [Administrative] 5.5 Release the pressure fully before tightening anything or fixing leaks. [Administrative] 5.6 Wear safety glasses or a face shield. [PPE] 5.7 Turn the system off and let it cool before work. [Eliminate] 5.8 Isolate and lock off the heat source and valves, and release the pressure. [Isolate] 5.9 Check the temperature, and open fittings slowly while facing away. [Administrative] 5.10 Keep a first aid kit and cool water ready for burns. [Administrative] 5.11 Wear heat-resistant gloves, long sleeves and a face shield. [PPE]		
6	Dry the area, clean up and advise on make good	Slips and trips Poor housekeeping and waste	**Medium** **Likely / Minor**	6.1 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 6.2 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 6.3 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 6.4 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 6.5 Keep work areas, stairs and access paths well lit. [Administrative] 6.6 Wear safety boots with good grip, laced up. [PPE] 6.7 Order materials to size and send packaging back where you can. [Eliminate] 6.8 Put skip bins and waste chutes close to the work. [Engineering] 6.9 Clean as you go, and do a full clean up at the end of each day. [Administrative] 6.10 Keep exits, stairs and walkways clear at all times. [Administrative] 6.11 Stack materials neatly on level ground, away from edges. [Administrative] 6.12 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 Work gloves Safety glasses P2 dust mask	Hot work permit

Required PPE	Permits and plans
Half-face respirator (P2 or P3 filters) Safety goggles Overalls Chemical-resistant gloves (nitrile) Face shield Hearing protection (earmuffs or plugs) Welding gloves Cut-resistant gloves	

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Hand tools					
Pipe press tool					
Power drill		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
LPG gas torch					

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