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	Install a toilet, taps or basin	**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	Isolate water to the fixture and drain the lines	Stored energy Slips and trips	**Medium** **Unlikely / Major**	1.1 Release or block all stored energy before work: release the pressure in pipes, tanks and hoses, bleed hydraulics, release springs, lower loads. [Eliminate] 1.2 Lock out and tag all energy sources with personal locks. [Isolate] 1.3 Put mechanical blocks or props under raised parts like buckets, tipper bodies and doors. [Engineering] 1.4 Test that the system is dead and nothing can move before you start. [Administrative] 1.5 Follow the maker's procedure, for example for garage door and roller	**Low** **Rare / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				door springs. [Administrative] 1.6 Wear safety glasses and gloves. [PPE] 1.7 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 1.8 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 1.9 Slips and trips: see step 5 for the full controls [Administrative]		
2	Remove the old fixture, wearing gloves for waste contamination	Sewage and wastewater Lifting and carrying heavy loads Cuts from sharp edges Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Likely / Moderate**	2.1 Flush and drain the line before opening it, and plan the job to avoid contact. [Eliminate] 2.2 Use drain cameras, jetters and long-handled tools to keep hands out. [Engineering] 2.3 Cover cuts with waterproof dressings. Never eat, drink or smoke before washing. [Administrative] 2.4 Wash hands well and clean tools and boots after the job. [Administrative] 2.5 Keep vaccinations such as tetanus and hepatitis A up to date, on medical advice. [Administrative] 2.6 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 2.7 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 2.8 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 2.9 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 2.10 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 2.11 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 2.12 Use knives with retractable or self-retracting blades. [Engineering] 2.13 Cut away from your body and keep your other hand clear. [Administrative] 2.14 Put used blades in a blade bin or sharps container. [Administrative] 2.15 Use two people to handle large sheets of metal or glass. [Administrative]	**Medium Unlikely / Moderate**	Site supervisor
3	Drill fixings into tiles with the right bit and glasses on	Injury from power tools Eye injuries Glass handling and breakage	**High Possible / Major**	3.1 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 3.2 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 3.3 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 3.4 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 3.5 No loose clothing, jewellery or long hair near spinning parts. [Administrative] 3.6 Use tool guards and screens to stop flying particles. [Engineering] 3.7 Use dust extraction and water to keep dust out of the air. [Engineering]	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				3.8 Keep others out of the area when cutting, grinding or chipping. [Administrative] 3.9 Keep an eye wash station or eye wash bottles on site. [Administrative] 3.10 Wear safety glasses at all times, goggles for dust and chemicals, and a face shield for grinding. [PPE] 3.11 Use suction lifters, glass trolleys or a glazing robot for large panes. [Engineering] 3.12 Store glass upright on racks and secure it. Never lay it flat or lean it loosely. [Engineering] 3.13 Use two or more people for large panes, and clear the carry route first. [Administrative] 3.14 Mark new glass with tape or stickers so nobody walks into it. [Administrative] 3.15 Clean up broken glass straight away into a marked container. [Administrative]		
4	Fit and connect the new fixture, kneeling on pads	Lifting and carrying heavy loads Repetitive work and awkward postures Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Likely / Moderate**	4.1 Rotate tasks and take breaks on long lifting jobs. [Administrative] 4.2 Wear gloves for grip and safety boots to protect your feet. [PPE] 4.3 Lifting and carrying heavy loads: see step 2 for the full controls [Administrative] 4.4 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Substitute] 4.5 Set work up at waist height on benches or trestles where you can. [Engineering] 4.6 Use light tools with good grips, and keep blades and bits sharp. [Engineering] 4.7 Rotate tasks and take short breaks every hour on repetitive work. [Administrative] 4.8 Warm up before heavy physical work and report aches and pains early. [Administrative] 4.9 Wear knee pads for kneeling work and gloves for grip. [PPE]	**Medium Unlikely / Moderate**	Site supervisor
5	Turn water on, check for leaks and clean up	Slips and trips Poor housekeeping and waste	**Medium Likely / Minor**	5.1 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 5.2 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 5.3 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 5.4 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 5.5 Keep work areas, stairs and access paths well lit. [Administrative] 5.6 Wear safety boots with good grip, laced up. [PPE] 5.7 Order materials to size and send packaging back where you can. [Eliminate] 5.8 Put skip bins and waste chutes close to the work. [Engineering] 5.9 Clean as you go, and do a full clean up at the end of each day. [Administrative] 5.10 Keep exits, stairs and walkways clear at all times. [Administrative]	**Low Unlikely / Minor**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				5.11 Stack materials neatly on level ground, away from edges. [Administrative] 5.12 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 Work gloves Safety glasses Knee pads Chemical-resistant gloves (nitrile) Safety goggles Face shield Overalls Cut-resistant gloves Hearing protection (earmuffs or plugs)	Electrical isolation permit

5. PLANT AND EQUIPMENT

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

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