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	Kitchen splashback tiling	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Tiling

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 power to power points in the splashback	Electric shock from live wiring 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]		
2	Protect benches and appliances	Working in an occupied home or building	**Medium Possible / Moderate**	2.1 Plan noisy, dusty or risky work for when the building is empty. [Eliminate] 2.2 Close off the work area with barriers, plastic sheeting or locked doors, and put up signs. [Isolate] 2.3 Keep fire exits and paths clear at all times. [Administrative] 2.4 Tell occupants before you turn off power, water or gas, and before noisy or dusty work. [Administrative] 2.5 Lock away tools, chemicals and materials each day, out of reach of children. [Administrative] 2.6 Clean up dust and debris at the end of each day. [Administrative]	**Low Rare / Moderate**	Site supervisor
3	Cut tiles wet and drill holes with water	Silica dust from concrete, brick, stone and tiles Saw cuts and kickback Eye injuries Rules: WHS Regulations, Chapter 8A (Crystalline silica substances and engineered stone)	**Extreme Likely / Catastrophic**	3.1 If the job involves engineered stone: do not supply, fabricate or install engineered stone benchtops, panels or slabs (banned since 1 July 2024). Removing, repairing or making minor changes to existing engineered stone is only allowed with water suppression or on-tool extraction, a fitted respirator, and written notice to the regulator before the work starts. [Eliminate] 3.2 Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. [Substitute] 3.3 Cut outdoors or in a separate area, with other people well away and upwind. [Isolate] 3.4 Use water on the blade or on-tool dust extraction connected to an H-class vacuum. [Engineering] 3.5 Clean up with a vacuum or wet methods. Never dry sweep or use compressed air. [Administrative] 3.6 If the cutting, grinding or drilling is high risk, prepare a silica risk control plan (or include the r.529CA assessment in this SWMS), train workers in silica risks and give them the plan before work starts. [Administrative] 3.7 Wear a fit-tested P2 (or better) respirator. [PPE] 3.8 Keep blade guards fitted and working, and use the riving knife on table saws. [Engineering] 3.9 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Engineering] 3.10 Use a sharp, undamaged blade made for the material. [Administrative] 3.11 Stand to one side of the blade line, out of the kickback path. [Administrative] 3.12 Let the blade stop fully before reaching in or putting the saw down. [Administrative] 3.13 Use tool guards and screens to stop flying particles. [Engineering] 3.14 Use dust extraction and water to keep dust out of the air.	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Engineering] 3.15 Keep others out of the area when cutting, grinding or chipping. [Administrative] 3.16 Keep an eye wash station or eye wash bottles on site. [Administrative] 3.17 Wear safety glasses at all times, goggles for dust and chemicals, and a face shield for grinding. [PPE]		
4	Set, grout and clean	Hazardous chemicals Cuts from sharp edges 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] 4.9 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 4.10 Use knives with retractable or self-retracting blades. [Engineering] 4.11 Cut away from your body and keep your other hand clear. [Administrative] 4.12 Put used blades in a blade bin or sharps container. [Administrative] 4.13 Use two people to handle large sheets of metal or glass. [Administrative] 4.14 Wear cut-resistant gloves and long sleeves. [PPE]	**Medium Unlikely / Moderate**	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
Safety glasses P2 dust mask Chemical-resistant gloves (nitrile) Half-face respirator (P2 or P3 filters) Hearing protection (earmuffs or plugs) Safety goggles Face shield	None required

Required PPE	Permits and plans
Overalls Cut-resistant gloves	

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Wet tile saw		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
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. TRAINING REQUIRED FOR THIS WORK

- Silica risk training before work starts (WHS Regulations r.529CD)

7. CREW COMPETENCY, TICKETS AND LICENCES

Crew listed at sign-on below, with ticket and licence numbers.

8. 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.		

9. 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.

10. REVIEW AND AMENDMENT RECORD

Rev	Date	By	What changed
1	9 Nov 2026		First issue

11. 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