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	Steel beam installation	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Welding and fabrication

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	**YES**	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	Prop the structure as the engineer designed	Structural collapse during alterations	**High Unlikely / Catastrophic**	1.1 Get an engineer to check before removing any wall, beam, post or bracing that may be load-bearing. [Eliminate] 1.2 Keep everyone clear of the area under and next to the work. [Isolate] 1.3 Install temporary props, needles or shoring as designed before removing any support. [Engineering] 1.4 Follow the engineer's sequence. Do not change it without approval. [Administrative] 1.5 Check props daily. Do not remove them until the permanent support is in and approved. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				1.6 Install temporary support to the engineer's or temporary works design before any load bearing element is altered. [Administrative] 1.7 Wear a hard hat and safety boots. [PPE]		
2	Lift the beam with plant, never by hand above head height	Crane and lifting failure Lifting and carrying heavy loads Rules: WHS Regulation 2011, Part 4.5 High risk work and Part 5.1 Plant; WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Likely / Moderate**	2.1 Barricade the lift zone and keep everyone out from under the load. [Isolate] 2.2 Use a crane rated for the load at the radius, set up on firm ground with outrigger pads. [Engineering] 2.3 Check slings, chains, shackles and hooks before use. Remove anything damaged or not tagged. [Engineering] 2.4 Plan the lift: weight, radius, ground, path and landing area. Use a written lift plan for complex lifts. [Administrative] 2.5 Crane operators and doggers or riggers hold the right High Risk Work Licence. [Administrative] 2.6 Use tag lines to control loads and agree on clear radio or hand signals. [Administrative] 2.7 Stop lifting in high wind or when the operator cannot see the signaller. [Administrative] 2.8 Never ride on a load or hook. [Administrative] 2.9 Wear a hard hat, hi-vis, gloves and safety boots. [PPE] 2.10 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 2.11 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 2.12 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 2.13 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 2.14 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 2.15 Rotate tasks and take breaks on long lifting jobs. [Administrative] 2.16 Wear gloves for grip and safety boots to protect your feet. [PPE]	**Medium Unlikely / Moderate**	Site supervisor
3	Guide with tag lines, never under the load	Falling tools and materials Rules: WHS Regulation 2011, Part 3.2 (falling objects)	**High Possible / Major**	3.1 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 3.2 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 3.3 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 3.4 Tether hand tools when working at height. [Engineering] 3.5 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative] 3.6 Lower materials with a hoist, chute or rope. Never throw or drop anything down. [Administrative] 3.7 Wear a hard hat anywhere objects could fall. [PPE]	**Medium Unlikely / Major**	Site supervisor
4	Seat and fix the beam on padstones or brackets	Structural collapse during alterations	**High Possible / Major**	4.1 Structural collapse during alterations: see step 1 for the full controls [Administrative]	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		Falling from a ladder Rules: WHS Regulation 2011, Part 4.4 Falls		4.2 Use a platform ladder, mobile scaffold or EWP for longer jobs instead of a straight ladder. [Substitute] 4.3 Use industrial-rated ladders (AS/NZS 1892, 120 kg or more) in good condition. Remove any damaged ladder from site. [Engineering] 4.4 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Engineering] 4.5 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 4.6 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative] 4.7 Do not stand on the top three rungs of an extension ladder or the top step of a stepladder. [Administrative] 4.8 Check the ladder before each use: feet, rungs, stiles and locks. [Administrative] 4.9 Wear non-slip safety boots with clean soles. [PPE]		
5	Remove props once approved and 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] 5.6 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 Hard hat Work gloves Safety glasses Hi-vis shirt or vest	Lift plan

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Crane (Franna or mobile)	HRWL for the crane class (e.g. C2, CN, C6), plus Dogging licence (DG) where slinging needs judgement or the load is out of the operator's view	Pre-start check each shift; routine, annual and major inspections to the manufacturer and AS 2550; mobile cranes over 10 t are registered as an item of			

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
		plant			
Telehandler	3 t or less: trained and assessed (VOC). Over 3 t with a jib, hook or winch: High Risk Work Licence CN (non-slewing mobile crane). Slewing telehandlers: slewing crane licence (C2, C6 and up). Victoria: any non-slewing telehandler over 3 t needs CN or the Victorian telehandler licence	Operator pre-start check each shift; periodic inspection to the manufacturer			
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