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	Workshop steel fabrication	**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	Move steel with a forklift or overhead crane, keeping walkways clear	Being hit by mobile plant Crane and lifting failure Rules: WHS Regulation 2011, Part 5.1 Plant; WHS Regulation 2011, Part 4.5 High risk work and Part 5.1 Plant	**Extreme Possible / Catastrophic**	1.1 Separate people and plant with barriers, exclusion zones and marked walkways. [Isolate] 1.2 Use plant with working reversing alarms, cameras and lights. [Engineering] 1.3 Have a traffic management plan showing plant routes, loading areas and pedestrian paths. [Administrative] 1.4 Use a spotter when reversing or working near people. [Administrative] 1.5 Make eye contact with the operator before going near. Stay out of the swing radius. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				1.6 Operators hold a High Risk Work Licence where needed (for example forklift) and are trained and assessed on other plant. [Administrative] 1.7 Do a pre-start check on each machine every day and record it. [Administrative] 1.8 Wear hi-vis clothing and a hard hat. [PPE] 1.9 Barricade the lift zone and keep everyone out from under the load. [Isolate] 1.10 Use a crane rated for the load at the radius, set up on firm ground with outrigger pads. [Engineering] 1.11 Check slings, chains, shackles and hooks before use. Remove anything damaged or not tagged. [Engineering] 1.12 Plan the lift: weight, radius, ground, path and landing area. Use a written lift plan for complex lifts. [Administrative] 1.13 Crane operators and doggers or riggers hold the right High Risk Work Licence. [Administrative] 1.14 Use tag lines to control loads and agree on clear radio or hand signals. [Administrative] 1.15 Stop lifting in high wind or when the operator cannot see the signaller. [Administrative] 1.16 Never ride on a load or hook. [Administrative] 1.17 Wear a hard hat, hi-vis, gloves and safety boots. [PPE]		
2	Cut and drill steel with guards in place	Saw cuts and kickback Angle grinder injuries Loud noise Rules: WHS Regulation 2011, Part 4.1 Noise	**High** **Possible / Major**	2.1 Keep blade guards fitted and working, and use the riving knife on table saws. [Engineering] 2.2 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Engineering] 2.3 Use a sharp, undamaged blade made for the material. [Administrative] 2.4 Stand to one side of the blade line, out of the kickback path. [Administrative] 2.5 Let the blade stop fully before reaching in or putting the saw down. [Administrative] 2.6 Use a guarded saw or a different tool where you can. [Substitute] 2.7 Keep the guard on and use the side handle. Never remove the guard. [Engineering] 2.8 Use the right disc for the job, rated for the grinder's speed. Check it for cracks first. [Administrative] 2.9 Only trained people change discs, with the grinder unplugged or the battery out. [Administrative] 2.10 Keep both hands on the grinder and let the disc stop before putting it down. [Administrative] 2.11 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitute] 2.12 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 2.13 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 2.14 Limit time on noisy tools and rotate workers. [Administrative] 2.15 If you have to shout to be heard 1 metre away, wear hearing	**Medium** **Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				protection. [Administrative] 2.16 Keep exposure below 85 dB(A) over 8 hours. Give hearing tests to workers who often need hearing protection. [Administrative]		
3	Weld in a booth with extraction	Welding and cutting fumes Eye injuries Fire from hot works Rules: AS 1674.1 Safety in welding and allied processes (fire precautions)	**Extreme** **Likely / Major**	3.1 Remove paint, galvanising and coatings from the weld area first, or use a process that makes less fume. [Substitute] 3.2 Use fume extraction (local exhaust ventilation) close to the weld. [Engineering] 3.3 Weld outdoors or in a well-ventilated area, and keep your head out of the fume plume. [Engineering] 3.4 Never weld or cut in a confined space without testing the air and using forced ventilation. [Administrative] 3.5 Wear a powered air respirator or fitted respirator when extraction is not enough. [PPE] 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] 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 cold work methods where you can, such as bolting, press fittings or cutting with a saw instead of a torch. [Eliminate] 3.12 Move anything that can burn at least 15 metres away (AS 1674.1), or protect it with fire blankets or screens. [Isolate] 3.13 Use fire-resistant screens to stop sparks reaching people or gaps in walls and floors. [Engineering] 3.14 Get a hot work permit before starting. [Administrative] 3.15 Keep a charged fire extinguisher and fire blanket at the work spot. [Administrative]	**Medium** **Unlikely / Major**	Site supervisor
4	Handle hot and sharp parts with gloves	Burns from hot surfaces Cuts from sharp edges	**Medium** **Likely / Minor**	4.1 Isolate heating systems and let parts cool before you touch them. [Eliminate] 4.2 Fit guards or insulation on hot pipes and equipment. [Engineering] 4.3 Mark hot items with chalk or a "HOT" sign so others know. [Administrative] 4.4 Keep a first aid kit and cool running water nearby for burns. [Administrative] 4.5 Wear heat-resistant gloves and long sleeves. [PPE] 4.6 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 4.7 Use knives with retractable or self-retracting blades. [Engineering] 4.8 Cut away from your body and keep your other hand clear. [Administrative] 4.9 Put used blades in a blade bin or sharps container. [Administrative] 4.10 Use two people to handle large sheets of metal or glass. [Administrative] 4.11 Wear cut-resistant gloves and long sleeves. [PPE]	**Low** **Unlikely / Minor**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
5	Store gas bottles upright and chained	Flammable liquids and gases Compressed air Rules: WHS Regulation 2011, Chapter 7 Hazardous chemicals	**High** **Unlikely / Catastrophic**	5.1 Use non-flammable or water-based products where you can. [Substitute] 5.2 Keep ignition sources away: no smoking, no hot work and no running engines near flammables. [Isolate] 5.3 Store fuels and solvents in approved, closed containers in a ventilated area away from the work. [Engineering] 5.4 Refuel equipment outdoors with the engine off and cool. [Administrative] 5.5 Keep only what you need for the day on site. [Administrative] 5.6 Store gas cylinders upright, secured and outdoors. [Administrative] 5.7 Keep a suitable fire extinguisher where flammables are used or stored. [Administrative] 5.8 Wear chemical gloves and safety glasses when pouring or mixing. [PPE] 5.9 Fit whip checks (safety cables) on hose joints and check hoses before use. [Engineering] 5.10 Fit a pressure regulator and keep pressure to the tool's rating. [Engineering] 5.11 Turn off and bleed the line before disconnecting. [Administrative] 5.12 Never use compressed air to clean clothes or skin, or point it at anyone. [Administrative] 5.13 Wear safety glasses and hearing protection. [PPE]	**Medium** **Rare / Catastrophic**	Site supervisor
6	Sweep up slag and offcuts	Poor housekeeping and waste	**Medium** **Likely / Minor**	6.1 Order materials to size and send packaging back where you can. [Eliminate] 6.2 Put skip bins and waste chutes close to the work. [Engineering] 6.3 Clean as you go, and do a full clean up at the end of each day. [Administrative] 6.4 Keep exits, stairs and walkways clear at all times. [Administrative] 6.5 Stack materials neatly on level ground, away from edges. [Administrative] 6.6 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
Welding helmet Welding gloves Steel cap boots Safety glasses Hearing protection (earmuffs or plugs) Overalls Hi-vis shirt or vest	Lift plan Hot work permit

Required PPE	Permits and plans
Hard hat Work gloves P2 dust mask Face shield Cut-resistant gloves Half-face respirator (P2 or P3 filters) Safety goggles	

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Welder		Check leads, earth clamp and holder before use; test and tag every 3 months on construction sites (AS/NZS 3012)			
Angle grinder		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Oxy-acetylene torch					
Forklift	High Risk Work Licence LF (LO for order-picking forklifts)	Operator pre-start check each shift; servicing and inspection to the manufacturer and AS 2359			
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			

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