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 handrail and balustrade 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		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	Install temporary edge protection on open edges	Falling from height Falling through a floor opening or void Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / Catastrophic**	1.1 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 1.2 Install guardrails or edge protection on all open edges before work starts. [Isolate] 1.3 Use a scaffold, mobile work platform or EWP instead of working off a ladder. [Engineering] 1.4 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering] 1.5 Everyone working at height holds a White Card and has been briefed	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				on this SWMS before going up. [Administrative] 1.6 Have a written emergency and rescue plan, tested before work starts, so a worker hanging in a harness can be brought down within minutes (WHS Regulations r.80). [Administrative] 1.7 Wear a full body harness with a shock-absorbing lanyard, clipped on at all times when using fall arrest. [PPE] 1.8 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate] 1.9 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate] 1.10 Install stairs early and fit temporary handrails as soon as they go in. [Engineering] 1.11 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative] 1.12 Inspect covers and barriers daily and after other trades have been through. [Administrative] 1.13 Keep lighting good enough to see openings, especially on lower floors and in the evening. [Administrative] 1.14 Use a harness clipped to a rated anchor when working right next to an open void. [PPE]		
2	Drill anchors with dust extraction	Silica dust from concrete, brick, stone and tiles Loud noise Rules: WHS Regulations, Chapter 8A (Crystalline silica substances and engineered stone); WHS Regulation 2011, Part 4.1 Noise	**Extreme Likely / Catastrophic**	2.1 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] 2.2 Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. [Substitute] 2.3 Cut outdoors or in a separate area, with other people well away and upwind. [Isolate] 2.4 Use water on the blade or on-tool dust extraction connected to an H-class vacuum. [Engineering] 2.5 Clean up with a vacuum or wet methods. Never dry sweep or use compressed air. [Administrative] 2.6 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] 2.7 Wear a fit-tested P2 (or better) respirator. [PPE] 2.8 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitute] 2.9 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 2.10 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 2.11 Limit time on noisy tools and rotate workers. [Administrative] 2.12 If you have to shout to be heard 1 metre away, wear hearing protection. [Administrative]	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				2.13 Keep exposure below 85 dB(A) over 8 hours. Give hearing tests to workers who often need hearing protection. [Administrative] 2.14 Wear earplugs or earmuffs rated for the noise. [PPE]		
3	Weld on site under a hot work permit	Fire from hot works Welding and cutting fumes Eye injuries Rules: AS 1674.1 Safety in welding and allied processes (fire precautions)	**Extreme** **Likely / Major**	3.1 Use cold work methods where you can, such as bolting, press fittings or cutting with a saw instead of a torch. [Eliminate] 3.2 Move anything that can burn at least 15 metres away (AS 1674.1), or protect it with fire blankets or screens. [Isolate] 3.3 Use fire-resistant screens to stop sparks reaching people or gaps in walls and floors. [Engineering] 3.4 Get a hot work permit before starting. [Administrative] 3.5 Keep a charged fire extinguisher and fire blanket at the work spot. [Administrative] 3.6 Remove paint, galvanising and coatings from the weld area first, or use a process that makes less fume. [Substitute] 3.7 Use fume extraction (local exhaust ventilation) close to the weld. [Engineering] 3.8 Weld outdoors or in a well-ventilated area, and keep your head out of the fume plume. [Engineering] 3.9 Never weld or cut in a confined space without testing the air and using forced ventilation. [Administrative] 3.10 Wear a powered air respirator or fitted respirator when extraction is not enough. [PPE] 3.11 Use tool guards and screens to stop flying particles. [Engineering] 3.12 Use dust extraction and water to keep dust out of the air. [Engineering] 3.13 Keep others out of the area when cutting, grinding or chipping. [Administrative] 3.14 Keep an eye wash station or eye wash bottles on site. [Administrative] 3.15 Wear safety glasses at all times, goggles for dust and chemicals, and a face shield for grinding. [PPE]	**Medium** **Unlikely / Major**	Site supervisor
4	Grind welds smooth with guards on	Angle grinder injuries Eye injuries	**High** **Possible / Major**	4.1 Use a guarded saw or a different tool where you can. [Substitute] 4.2 Keep the guard on and use the side handle. Never remove the guard. [Engineering] 4.3 Use the right disc for the job, rated for the grinder's speed. Check it for cracks first. [Administrative] 4.4 Only trained people change discs, with the grinder unplugged or the battery out. [Administrative] 4.5 Keep both hands on the grinder and let the disc stop before putting it down. [Administrative] 4.6 Clamp the work and keep people out of the spark path. [Administrative] 4.7 Wear a face shield over safety glasses, hearing protection, gloves and long sleeves. [PPE] 4.8 Eye injuries: see step 3 for the full controls [Administrative]	**Medium** **Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
5	Fire watch and clean up	Fire and emergencies Poor housekeeping and waste Rules: WHS Regulation 2011, regulation 43 (emergency plans)	**High Unlikely / Catastrophic**	5.1 Provide fire extinguishers suited to the site, checked and easy to reach. [Engineering] 5.2 Keep exits and escape routes clear and signed. [Engineering] 5.3 Have a site emergency plan: alarm, exits, assembly point and emergency contacts. [Administrative] 5.4 Keep a stocked first aid kit and at least one trained first aider on site. [Administrative] 5.5 Know the site address and how emergency services get in. Call 000. [Administrative] 5.6 Go through the emergency plan with every worker and visitor at induction. [Administrative] 5.7 Keep flammable materials and rubbish away from exits and escape routes. [Administrative] 5.8 Order materials to size and send packaging back where you can. [Eliminate] 5.9 Put skip bins and waste chutes close to the work. [Engineering] 5.10 Clean as you go, and do a full clean up at the end of each day. [Administrative] 5.11 Keep exits, stairs and walkways clear at all times. [Administrative] 5.12 Stack materials neatly on level ground, away from edges. [Administrative] 5.13 Wear gloves when handling waste. [PPE]	**Medium Rare / Catastrophic**	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 Welding helmet Welding gloves Safety glasses Hearing protection (earmuffs or plugs) Safety harness and lanyard Half-face respirator (P2 or P3 filters) Face shield Overalls Safety goggles Cut-resistant gloves Work gloves	Hot work permit

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report

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			
Rotary hammer drill		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Hand tools					

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