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	Structural steel erection	**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

YES	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	Review the erection sequence and lift plan, and check the crane sits on firm ground	Crane and lifting failure Structural collapse during alterations Rules: WHS Regulation 2011, Part 4.5 High risk work and Part 5.1 Plant	**High** **Unlikely / Catastrophic**	1.1 Barricade the lift zone and keep everyone out from under the load. [Isolate] 1.2 Use a crane rated for the load at the radius, set up on firm ground with outrigger pads. [Engineering] 1.3 Check slings, chains, shackles and hooks before use. Remove anything damaged or not tagged. [Engineering] 1.4 Plan the lift: weight, radius, ground, path and landing area. Use a written lift plan for complex lifts. [Administrative] 1.5 Crane operators and doggers or riggers hold the right High Risk Work	**Medium** **Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				Licence. [Administrative] 1.6 Use tag lines to control loads and agree on clear radio or hand signals. [Administrative] 1.7 Stop lifting in high wind or when the operator cannot see the signaller. [Administrative] 1.8 Never ride on a load or hook. [Administrative] 1.9 Wear a hard hat, hi-vis, gloves and safety boots. [PPE] 1.10 Get an engineer to check before removing any wall, beam, post or bracing that may be load-bearing. [Eliminate] 1.11 Keep everyone clear of the area under and next to the work. [Isolate] 1.12 Structural collapse during alterations: see step 7 for the full controls [Administrative]		
2	Check for power lines and set the exclusion zone	Contact with overhead power lines Public entering the work area Falling tools and materials Rules: WHS Regulation 2011, Part 3.2 (falling objects)	**High** **Possible / Major**	2.1 Ask the network operator to turn off, move or insulate the lines before work starts. [Eliminate] 2.2 Use non-conductive (fibreglass) ladders near any power lines. [Substitute] 2.3 Mark the safe distance with flags, tape or goal posts and keep all plant and people outside it. [Isolate] 2.4 Keep out of the No Go Zone set by your state and the network operator, or get written approval and a safety observer. In NSW and Qld, untrained people and plant stay at least 3 m from lines on poles up to 132 kV, 6 m up to 330 kV and 8 m above 330 kV. In Victoria the limits differ, and work within 8 m of tower lines needs a spotter and the network operator's permission. [Administrative] 2.5 Use a dedicated spotter whenever plant moves or raises anything near lines. [Administrative] 2.6 Treat all lines as live. If plant touches a line, stay in the cab and keep everyone well away. [Administrative] 2.7 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 2.8 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 2.9 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 2.10 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative] 2.11 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative] 2.12 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 2.13 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 2.14 Falling tools and materials: see step 5 for the full controls [Administrative]	**Medium** **Unlikely / Major**	Site supervisor
3	Check holding down bolts and footings are ready before steel	Structural collapse during alterations	**High** **Unlikely /**	3.1 Install temporary props, needles or shoring as designed before removing any support. [Engineering]	**Medium** **Rare /**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
	arrives		**Catastrophic**	3.2 Follow the engineer's sequence. Do not change it without approval. [Administrative] 3.3 Structural collapse during alterations: see step 7 for the full controls [Administrative]	**Catastrophic**	
4	Sling and lift members with a licensed dogger (DG). Placing, connecting and plumbing steel is rigging work that needs at least a Basic Rigging licence (RB)	Crane and lifting failure Falling tools and materials Strong wind and storms Rules: WHS Regulation 2011, Part 4.5 High risk work and Part 5.1 Plant; WHS Regulation 2011, Part 3.2 (falling objects)	**High Possible / Major**	4.1 Crane and lifting failure: see step 1 for the full controls [Administrative] 4.2 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 4.3 Tether hand tools when working at height. [Engineering] 4.4 Falling tools and materials: see step 5 for the full controls [Administrative] 4.5 Check the forecast each morning and plan work at height and lifting around the weather. [Eliminate] 4.6 Tie down or weigh down loose sheets, panels, boards and rubbish at the end of each shift. [Engineering] 4.7 Set wind limits for roof work, platforms and cranes, using the manufacturer's limits, and stop when they are reached. [Administrative] 4.8 Stop work and get down in lightning. Wait 30 minutes after the last thunder before going back up. [Administrative] 4.9 Check scaffold, fencing and edge protection after strong wind before anyone uses them. [Administrative]	**Medium Unlikely / Major**	Site supervisor
5	Guide members into place with tag lines, never standing under the load, and line up bolt holes with a podger, never fingers	Falling tools and materials Crane and lifting failure Rules: WHS Regulation 2011, Part 3.2 (falling objects); WHS Regulation 2011, Part 4.5 High risk work and Part 5.1 Plant	**High Possible / Major**	5.1 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 5.2 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 5.3 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 5.4 Tether hand tools when working at height. [Engineering] 5.5 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative] 5.6 Lower materials with a hoist, chute or rope. Never throw or drop anything down. [Administrative] 5.7 Wear a hard hat anywhere objects could fall. [PPE] 5.8 Crane and lifting failure: see step 1 for the full controls [Administrative]	**Medium Unlikely / Major**	Site supervisor
6	Bolt connections from the EWP, clipped on	EWP tip-over or crush Falling from height Rules: WHS Regulation 2011, Part 4.5 High risk work; WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / Catastrophic**	6.1 Check the ground before setting up. Use outriggers and spreader pads, and keep clear of trenches, pits and slopes. [Engineering] 6.2 Use a platform with tilt alarm and secondary guarding (anti-entrapment) where there is an overhead crush risk. [Engineering] 6.3 Hold a High Risk Work Licence (WP) for boom-type EWPs with a boom of 11 metres or more. Under 11 metres and scissor lifts: trained and assessed (for example EWPA Yellow Card). [Administrative] 6.4 Do a pre-start check each day. Keep a trained person on the ground who can lower the platform in an emergency. [Administrative] 6.5 Have a written emergency and rescue plan, tested before work starts, for a worker stuck in the platform or hanging in a harness (WHS Regulations r.80). [Administrative]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				6.6 Never exceed the safe working load, climb on the rails or use a ladder in the basket. [Administrative] 6.7 In boom-type platforms, wear a harness clipped to the basket anchor point. [PPE] 6.8 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 6.9 Install guardrails or edge protection on all open edges before work starts. [Isolate] 6.10 Use a scaffold, mobile work platform or EWP instead of working off a ladder. [Engineering] 6.11 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering] 6.12 Everyone working at height holds a White Card and has been briefed on this SWMS before going up. [Administrative] 6.13 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] 6.14 Wear a full body harness with a shock-absorbing lanyard, clipped on at all times when using fall arrest. [PPE]		
7	Install temporary bracing or guying to the erection design before releasing the crane from each member, and leave it until the permanent bracing is complete	Structural collapse during alterations Strong wind and storms	**High** **Possible / Major**	7.1 Get an engineer to check before removing any wall, beam, post or bracing that may be load-bearing. [Eliminate] 7.2 Keep everyone clear of the area under and next to the work. [Isolate] 7.3 Install temporary props, needles or shoring as designed before removing any support. [Engineering] 7.4 Follow the engineer's sequence. Do not change it without approval. [Administrative] 7.5 Check props daily. Do not remove them until the permanent support is in and approved. [Administrative] 7.6 Install temporary support to the engineer's or temporary works design before any load bearing element is altered. [Administrative] 7.7 Wear a hard hat and safety boots. [PPE] 7.8 Do not carry large sheets on roofs in wind. [Administrative] 7.9 Wear a hard hat with a chin strap at height in windy conditions. [PPE] 7.10 Strong wind and storms: see step 4 for the full controls [Administrative]	**Medium** **Rare / Catastrophic**	Site supervisor
8	Plumb the frame, then tension bolts or weld under a hot work permit	Welding and cutting fumes Fire from hot works Eye injuries Rules: AS 1674.1 Safety in welding and allied processes (fire precautions)	**Extreme** **Likely / Major**	8.1 Remove paint, galvanising and coatings from the weld area first, or use a process that makes less fume. [Substitute] 8.2 Use fume extraction (local exhaust ventilation) close to the weld. [Engineering] 8.3 Weld outdoors or in a well-ventilated area, and keep your head out of the fume plume. [Engineering] 8.4 Never weld or cut in a confined space without testing the air and using forced ventilation. [Administrative] 8.5 Wear a powered air respirator or fitted respirator when extraction is not enough. [PPE] 8.6 Use cold work methods where you can, such as bolting, press fittings	**Medium** **Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				or cutting with a saw instead of a torch. [Eliminate] 8.7 Move anything that can burn at least 15 metres away (AS 1674.1), or protect it with fire blankets or screens. [Isolate] 8.8 Use fire-resistant screens to stop sparks reaching people or gaps in walls and floors. [Engineering] 8.9 Get a hot work permit before starting. [Administrative] 8.10 Keep a charged fire extinguisher and fire blanket at the work spot. [Administrative] 8.11 Use tool guards and screens to stop flying particles. [Engineering] 8.12 Use dust extraction and water to keep dust out of the air. [Engineering] 8.13 Keep others out of the area when cutting, grinding or chipping. [Administrative] 8.14 Keep an eye wash station or eye wash bottles on site. [Administrative] 8.15 Wear safety glasses at all times, goggles for dust and chemicals, and a face shield for grinding. [PPE]		
9	Check connections and permanent bracing, then clean up offcuts and bolts	Poor housekeeping and waste Falling tools and materials Rules: WHS Regulation 2011, Part 3.2 (falling objects)	**High** **Possible / Major**	9.1 Order materials to size and send packaging back where you can. [Eliminate] 9.2 Put skip bins and waste chutes close to the work. [Engineering] 9.3 Clean as you go, and do a full clean up at the end of each day. [Administrative] 9.4 Keep exits, stairs and walkways clear at all times. [Administrative] 9.5 Stack materials neatly on level ground, away from edges. [Administrative] 9.6 Wear gloves when handling waste. [PPE] 9.7 Falling tools and materials: see step 5 for the full controls [Administrative]	**Medium** **Unlikely / Major**	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 Hi-vis shirt or vest Safety harness and lanyard Work gloves Safety glasses Welding helmet Welding gloves Half-face respirator (P2 or P3 filters) Overalls	Lift plan Working at heights permit Hot work permit

Required PPE	Permits and plans
Face shield Safety goggles	

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			
Boom lift (EWP)	HRWL WP for boom-type EWPs with a boom of 11 m or more. Under 11 m: trained and assessed (e.g. EWPA Yellow Card)	Operator pre-start check each shift; routine and annual inspections to the manufacturer and AS 2550.10, with a major inspection at 10 years			
Welder		Check leads, earth clamp and holder before use; test and tag every 3 months on construction sites (AS/NZS 3012)			
Power 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. 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