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 cabinet installation	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Carpentry

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	Confirm power, water and gas are capped or isolated in the work area	Electric shock from live wiring Gas and fuel lines 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] 1.8 Isolate and purge the line before work, with the owner's approval. [Eliminate] 1.9 Lock off and tag the isolation valve. [Isolate] 1.10 Check for leaks with a gas detector before and during work, and ventilate the area. [Engineering] 1.11 Only licensed gasfitters work on gas lines. [Administrative] 1.12 Remove ignition sources: no smoking, no hot work and no sparking tools near the line. [Administrative] 1.13 Know where the shut-off valve is and what to do if a leak happens. [Administrative] 1.14 Wear safety glasses and gloves, and keep a fire extinguisher close by. [PPE]		
2	Carry cabinets and benchtops with two people or a trolley	Lifting and carrying heavy loads Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Likely / Moderate**	2.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 2.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 2.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 2.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 2.5 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 2.6 Rotate tasks and take breaks on long lifting jobs. [Administrative] 2.7 Wear gloves for grip and safety boots to protect your feet. [PPE]	**Medium Unlikely / Moderate**	Site supervisor
3	Scan walls for cables and pipes before fixing	Electric shock from live wiring Injury from power tools Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	3.1 Electric shock from live wiring: see step 1 for the full controls [Administrative] 3.2 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 3.3 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 3.4 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 3.5 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 3.6 No loose clothing, jewellery or long hair near spinning parts. [Administrative] 3.7 Wear safety glasses and hearing protection. Do not wear loose gloves on drills or other rotating tools. [PPE]	**Medium Unlikely / Moderate**	Site supervisor
4	Cut panels and benchtops with dust extraction, and wet	Saw cuts and kickback Wood and MDF dust	**Extreme Likely /**	4.1 Keep blade guards fitted and working, and use the riving knife on table saws. [Engineering]	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
	cut stone tops	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	**Catastrophic**	4.2 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Engineering] 4.3 Use a sharp, undamaged blade made for the material. [Administrative] 4.4 Stand to one side of the blade line, out of the kickback path. [Administrative] 4.5 Buy pre-cut or pre-finished timber where you can. [Substitute] 4.6 Cut outdoors or in a well-ventilated area away from others. [Isolate] 4.7 Use saws and sanders with dust extraction connected to an M-class (or better) vacuum. [Engineering] 4.8 Clean up with a vacuum, not a broom or compressed air. [Administrative] 4.9 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] 4.10 Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. [Substitute] 4.11 Cut outdoors or in a separate area, with other people well away and upwind. [Isolate] 4.12 Use water on the blade or on-tool dust extraction connected to an H-class vacuum. [Engineering] 4.13 Clean up with a vacuum or wet methods. Never dry sweep or use compressed air. [Administrative] 4.14 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] 4.15 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitute] 4.16 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 4.17 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 4.18 Limit time on noisy tools and rotate workers. [Administrative] 4.19 Keep exposure below 85 dB(A) over 8 hours. Give hearing tests to workers who often need hearing protection. [Administrative]		
5	Fix wall cabinets with support until secure	Falling tools and materials Falling from a ladder Rules: WHS Regulation 2011, Part 3.2 (falling objects); WHS Regulation 2011, Part 4.4 Falls	**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]	**Medium** **Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				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 Use a platform ladder, mobile scaffold or EWP for longer jobs instead of a straight ladder. [Substitute] 5.9 Use industrial-rated ladders (AS/NZS 1892, 120 kg or more) in good condition. Remove any damaged ladder from site. [Engineering] 5.10 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Engineering] 5.11 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 5.12 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative] 5.13 Do not stand on the top three rungs of an extension ladder or the top step of a stepladder. [Administrative] 5.14 Check the ladder before each use: feet, rungs, stiles and locks. [Administrative] 5.15 Wear non-slip safety boots with clean soles. [PPE]		
6	Fit doors and hardware, then clean up	Poor housekeeping and waste Repetitive work and awkward postures Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**Medium Possible / Moderate**	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] 6.7 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Substitute] 6.8 Set work up at waist height on benches or trestles where you can. [Engineering] 6.9 Use light tools with good grips, and keep blades and bits sharp. [Engineering] 6.10 Rotate tasks and take short breaks every hour on repetitive work. [Administrative] 6.11 Warm up before heavy physical work and report aches and pains early. [Administrative] 6.12 Wear knee pads for kneeling work and gloves for grip. [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

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Steel cap boots Safety glasses P2 dust mask Hearing protection (earmuffs or plugs) Work gloves Half-face respirator (P2 or P3 filters) Hard hat Knee pads	None required

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Power drill		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Circular saw		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Drop saw		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Router		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