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	Stair 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	Guard the stair void before and during installation	Falling through a floor opening or void Falling from height Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / Catastrophic**	1.1 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate] 1.2 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate] 1.3 Install stairs early and fit temporary handrails as soon as they go in. [Engineering] 1.4 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative] 1.5 Inspect covers and barriers daily and after other trades have been	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				through. [Administrative] 1.6 Keep lighting good enough to see openings, especially on lower floors and in the evening. [Administrative] 1.7 Use a harness clipped to a rated anchor when working right next to an open void. [PPE] 1.8 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 1.9 Install guardrails or edge protection on all open edges before work starts. [Isolate] 1.10 Use a scaffold, mobile work platform or EWP instead of working off a ladder. [Engineering] 1.11 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering] 1.12 Everyone working at height holds a White Card and has been briefed on this SWMS before going up. [Administrative] 1.13 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] 1.14 Wear a full body harness with a shock-absorbing lanyard, clipped on at all times when using fall arrest. [PPE]		
2	Move stair parts in with enough people	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	Fit stringers and treads, working from a stable platform	Falling from a ladder Injury from power tools Rules: WHS Regulation 2011, Part 4.4 Falls	**High Possible / Major**	3.1 Use a platform ladder, mobile scaffold or EWP for longer jobs instead of a straight ladder. [Substitute] 3.2 Use industrial-rated ladders (AS/NZS 1892, 120 kg or more) in good condition. Remove any damaged ladder from site. [Engineering] 3.3 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Engineering] 3.4 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 3.5 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative] 3.6 Do not stand on the top three rungs of an extension ladder or the top step of a stepladder. [Administrative] 3.7 Check the ladder before each use: feet, rungs, stiles and locks. [Administrative]	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				3.8 Wear non-slip safety boots with clean soles. [PPE] 3.9 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 3.10 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 3.11 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 3.12 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 3.13 No loose clothing, jewellery or long hair near spinning parts. [Administrative] 3.14 Wear safety glasses and hearing protection. Do not wear loose gloves on drills or other rotating tools. [PPE]		
4	Install handrails and balustrade as soon as possible	Falling from height Nail gun injuries Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / Catastrophic**	4.1 Falling from height: see step 1 for the full controls [Administrative] 4.2 Use a nail gun with a sequential (single shot) trigger, not a contact or bump trigger. [Substitute] 4.3 Disconnect the air or battery before clearing jams, adjusting or moving between work areas. [Engineering] 4.4 Keep your free hand at least 30 cm from the nailing point. [Administrative] 4.5 Never point the gun at anyone or carry it with your finger on the trigger. [Administrative] 4.6 Train new users before they use a nail gun, and check for pipes, cables and metal behind the surface. [Administrative] 4.7 Wear safety glasses and hearing protection. [PPE]	**Medium Unlikely / Major**	Site supervisor
5	Remove the void guard only once the balustrade is fixed, then 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 Safety glasses Hearing protection (earmuffs or plugs) Work gloves	None required

Required PPE	Permits and plans
Hard hat	

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Circular saw		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Power drill		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Nail gun					
Hand tools					
Platform ladder		Check before each use to the manufacturer and AS/NZS 1892; tag out damaged ladders			

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