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	Chimney removal	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Demolition

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		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	Check flues for asbestos and soot, and isolate any gas appliance	Disturbing asbestos Gas and fuel lines Rules: WHS Regulations, Chapter 8 (Asbestos)	**Extreme Possible / Catastrophic**	1.1 Before work, check the asbestos register (workplaces built before 2004). For homes, or if there is no register, have a competent person identify asbestos or assume it is present. [Eliminate] 1.2 Seal off the work area and keep everyone else out. [Isolate] 1.3 If asbestos must be disturbed, keep it wet, use hand tools not power tools, and clean up with an H-class vacuum. [Engineering] 1.4 Friable asbestos (Class A) and more than 10 square metres of non-friable asbestos (Class B) must be removed by a licensed removalist. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				1.5 Stop work straight away if you find suspect asbestos. Do not touch it and tell your supervisor. [Administrative] 1.6 Wear a fitted P2 (or better) respirator and disposable coveralls. [PPE] 1.7 Isolate and purge the line before work, with the owner's approval. [Eliminate] 1.8 Lock off and tag the isolation valve. [Isolate] 1.9 Check for leaks with a gas detector before and during work, and ventilate the area. [Engineering] 1.10 Only licensed gasfitters work on gas lines. [Administrative] 1.11 Remove ignition sources: no smoking, no hot work and no sparking tools near the line. [Administrative] 1.12 Know where the shut-off valve is and what to do if a leak happens. [Administrative] 1.13 Wear safety glasses and gloves, and keep a fire extinguisher close by. [PPE]		
2	Erect scaffold around the chimney with debris protection	Falling from a roof edge Scaffold collapse or fall from scaffold Falling tools and materials Rules: WHS Regulation 2011, Part 4.4 Falls; WHS Regulation 2011, Part 4.4 Falls, Part 5.1 Plant and r.225 (scaffolds); WHS Regulation 2011, Part 3.2 (falling objects)	**Extreme Likely / Catastrophic**	2.1 Do what you can from the ground or from a scaffold at the gutter line, for example pre-assemble parts on the ground. [Eliminate] 2.2 Install edge protection or guardrails on all open roof edges before work starts. [Isolate] 2.3 Use a perimeter scaffold with handrails and toe boards along the eaves where practical. [Engineering] 2.4 Where guardrails cannot be fitted, use fall restraint on certified roof anchors so workers cannot reach the edge. [Engineering] 2.5 Only workers briefed on this SWMS go on the roof. Stop and review the SWMS if the roof, weather or method changes. [Administrative] 2.6 Use one safe, controlled access point and keep others off the roof. [Administrative] 2.7 Have a written emergency and rescue plan, tested before work starts, for any worker using a harness (WHS Regulations r.80). [Administrative] 2.8 Scaffold is built, altered and taken down only by a competent scaffolder, on a firm base with sole boards and ties. [Engineering] 2.9 Fit guardrails, mid rails and toe boards on every working platform. [Engineering] 2.10 Use mobile scaffolds only on firm, level ground with castors locked and outriggers fitted. Never move one with anyone on it. [Engineering] 2.11 Scaffold where a person or object could fall more than 4 metres is built by a licensed scaffolder (High Risk Work Licence). [Administrative] 2.12 Do not use a scaffold over 4 metres until the scaffolder gives a written handover certificate. [Administrative] 2.13 Inspect the scaffold before first use, after any change or bad weather, and at least every 30 days. Record it on the scaffold tag. [Administrative] 2.14 Do not overload platforms. Know the duty rating and keep material stacks over the standards. [Administrative] 2.15 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 2.16 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering]	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				2.17 Falling tools and materials: see step 4 for the full controls [Administrative]		
3	Remove bricks by hand from the top down, never undermine	Structural collapse during alterations Demolition and falling debris Lifting and carrying heavy loads Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**Extreme Possible / Catastrophic**	3.1 Get an engineer to check before removing any wall, beam, post or bracing that may be load-bearing. [Eliminate] 3.2 Keep everyone clear of the area under and next to the work. [Isolate] 3.3 Install temporary props, needles or shoring as designed before removing any support. [Engineering] 3.4 Follow the engineer's sequence. Do not change it without approval. [Administrative] 3.5 Check props daily. Do not remove them until the permanent support is in and approved. [Administrative] 3.6 Install temporary support to the engineer's or temporary works design before any load bearing element is altered. [Administrative] 3.7 Check for asbestos, lead, live services and structural risks before demolition starts. [Eliminate] 3.8 Disconnect and cap power, gas and water before demolition. [Isolate] 3.9 Set an exclusion zone bigger than the distance the structure could fall. [Isolate] 3.10 Use a machine with a guarded cab instead of hand demolition where practical. [Engineering] 3.11 Use chutes or bins to get debris down. Never drop it from height. [Engineering] 3.12 Notify your state WHS regulator before demolition work where required. [Administrative] 3.13 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 3.14 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 3.15 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 3.16 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 3.17 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative]	**Medium Unlikely / Moderate**	Site supervisor
4	Lower bricks by chute or hoist, keeping the area below closed	Falling tools and materials Public entering the work area Rules: WHS Regulation 2011, Part 3.2 (falling objects)	**High Possible / Major**	4.1 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 4.2 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 4.3 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 4.4 Tether hand tools when working at height. [Engineering] 4.5 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative] 4.6 Lower materials with a hoist, chute or rope. Never throw or drop anything down. [Administrative] 4.7 Wear a hard hat anywhere objects could fall. [PPE]	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				4.8 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 4.9 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 4.10 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 4.11 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative] 4.12 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative] 4.13 Use a spotter when moving plant or materials across public paths. [Administrative]		
5	Patch the roof the same day to keep weather out	Strong wind and storms Falling from a roof edge Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / Catastrophic**	5.1 Check the forecast each morning and plan work at height and lifting around the weather. [Eliminate] 5.2 Tie down or weigh down loose sheets, panels, boards and rubbish at the end of each shift. [Engineering] 5.3 Set wind limits for roof work, platforms and cranes, using the manufacturer's limits, and stop when they are reached. [Administrative] 5.4 Stop work and get down in lightning. Wait 30 minutes after the last thunder before going back up. [Administrative] 5.5 Check scaffold, fencing and edge protection after strong wind before anyone uses them. [Administrative] 5.6 Do not carry large sheets on roofs in wind. [Administrative] 5.7 Wear a hard hat with a chin strap at height in windy conditions. [PPE] 5.8 Stop roof work in strong wind or rain, and when the roof is wet, icy or covered in dust or frost. [Administrative] 5.9 Wear a harness clipped to a rated anchor when using restraint or fall arrest, and soft-soled non-slip boots. [PPE] 5.10 Falling from a roof edge: see step 2 for the full controls [Administrative]	**Medium Rare / Catastrophic**	Site supervisor
6	Clean up dust and debris	Silica dust from concrete, brick, stone and tiles Poor housekeeping and waste Rules: WHS Regulations, Chapter 8A (Crystalline silica substances and engineered stone)	**Extreme Likely / Catastrophic**	6.1 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] 6.2 Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. [Substitute] 6.3 Cut outdoors or in a separate area, with other people well away and upwind. [Isolate] 6.4 Use water on the blade or on-tool dust extraction connected to an H-class vacuum. [Engineering] 6.5 Clean up with a vacuum or wet methods. Never dry sweep or use compressed air. [Administrative] 6.6 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	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				silica risks and give them the plan before work starts. [Administrative] 6.7 Wear a fit-tested P2 (or better) respirator. [PPE] 6.8 Order materials to size and send packaging back where you can. [Eliminate] 6.9 Put skip bins and waste chutes close to the work. [Engineering] 6.10 Clean as you go, and do a full clean up at the end of each day. [Administrative] 6.11 Keep exits, stairs and walkways clear at all times. [Administrative] 6.12 Stack materials neatly on level ground, away from edges. [Administrative] 6.13 Wear gloves when handling waste. [PPE]		

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 Safety harness and lanyard P2 dust mask Safety glasses Work gloves Half-face respirator (P2 or P3 filters) Overalls Sun protection (brim hat, long sleeves, SPF 50+) Hi-vis shirt or vest Hearing protection (earmuffs or plugs)	Roof access permit Working at heights permit

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Fixed scaffold	Scaffolding HRWL (SB, SI or SA) to erect, alter or dismantle where a fall of more than 4 m is possible	Over 4 m: not used until a competent person gives a written handover certificate (WHS Regulations r.225(2)); inspected before use after any incident, alteration or repair and at least every 30 days (r.225(3))			
Hand tools					
Jackhammer					
Materials hoist	High Risk Work Licence HM for a materials hoist	Pre-start check each shift; periodic inspection to the manufacturer			

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