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	Internal strip-out	**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

	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 the asbestos register or survey, and have any asbestos removed first, with a clearance certificate before the strip-out starts	Disturbing asbestos 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]		
2	Check for lead paint and other hazardous materials before work starts	Lead paint dust and fumes Hazardous chemicals Rules: WHS Regulation 2011, Part 7.2 Lead; WHS Regulation 2011, Chapter 7 Hazardous chemicals	**High Possible / Major**	2.1 Test old paint for lead before you sand, scrape, cut or heat it. [Eliminate] 2.2 Use wet scraping, chemical strippers or shrouded tools with extraction instead of dry sanding. Never burn off lead paint with an open flame. [Substitute] 2.3 Seal off the work area with plastic sheeting and keep residents, children and pets out. [Isolate] 2.4 Clean up with an H-class vacuum and wet wipes. Never dry sweep. [Engineering] 2.5 Wash hands and face before eating, drinking or smoking. Change out of dusty clothes before going home. [Administrative] 2.6 Wear a P2 (or better) respirator, disposable coveralls and gloves. [PPE] 2.7 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Substitute] 2.8 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Engineering] 2.9 Read the Safety Data Sheet (SDS) before use and keep a register of hazardous chemicals on site. [Administrative] 2.10 Keep chemicals in labelled containers. Never decant into drink bottles. [Administrative] 2.11 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Administrative] 2.12 Have eye wash and a spill kit nearby, and wash hands before eating. [Administrative] 2.13 Wear chemical-resistant gloves and safety glasses or goggles as listed on the SDS. [PPE] 2.14 Use a respirator with the right cartridge if the SDS calls for one. [PPE]	**Medium Unlikely / Moderate**	Site supervisor
3	Isolate and cap power, gas and water to the area, and confirm they are dead	Electric shock from live wiring Gas and fuel lines Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	3.1 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] 3.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 3.3 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] 3.4 Only licensed electricians do electrical work. [Administrative] 3.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 3.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Administrative] 3.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				3.8 Isolate and purge the line before work, with the owner's approval. [Eliminate] 3.9 Lock off and tag the isolation valve. [Isolate] 3.10 Check for leaks with a gas detector before and during work, and ventilate the area. [Engineering] 3.11 Only licensed gasfitters work on gas lines. [Administrative] 3.12 Remove ignition sources: no smoking, no hot work and no sparking tools near the line. [Administrative] 3.13 Know where the shut-off valve is and what to do if a leak happens. [Administrative] 3.14 Wear safety glasses and gloves, and keep a fire extinguisher close by. [PPE]		
4	Seal the area from occupants, set up dust control and keep exits clear	Working in an occupied home or building General dust Fire and emergencies Rules: WHS Regulation 2011, regulation 43 (emergency plans)	**High Unlikely / Catastrophic**	4.1 Plan noisy, dusty or risky work for when the building is empty. [Eliminate] 4.2 Close off the work area with barriers, plastic sheeting or locked doors, and put up signs. [Isolate] 4.3 Keep fire exits and paths clear at all times. [Administrative] 4.4 Tell occupants before you turn off power, water or gas, and before noisy or dusty work. [Administrative] 4.5 Lock away tools, chemicals and materials each day, out of reach of children. [Administrative] 4.6 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Substitute] 4.7 Seal off the work area with plastic sheeting in occupied buildings. [Isolate] 4.8 Use tools with dust extraction and a vacuum for clean up. [Engineering] 4.9 Lightly mist the area with water to keep dust down, away from anything electrical. [Engineering] 4.10 Never dry sweep or blow dust off with compressed air. [Administrative] 4.11 Provide fire extinguishers suited to the site, checked and easy to reach. [Engineering] 4.12 Keep exits and escape routes clear and signed. [Engineering] 4.13 Have a site emergency plan: alarm, exits, assembly point and emergency contacts. [Administrative] 4.14 Keep a stocked first aid kit and at least one trained first aider on site. [Administrative] 4.15 Know the site address and how emergency services get in. Call 000. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor
5	Confirm which walls are load bearing and leave them alone without an engineer design	Structural collapse during alterations	**High Unlikely / Catastrophic**	5.1 Get an engineer to check before removing any wall, beam, post or bracing that may be load-bearing. [Eliminate] 5.2 Keep everyone clear of the area under and next to the work. [Isolate] 5.3 Install temporary props, needles or shoring as designed before removing any support. [Engineering] 5.4 Follow the engineer's sequence. Do not change it without approval.	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Administrative] 5.5 Check props daily. Do not remove them until the permanent support is in and approved. [Administrative] 5.6 Install temporary support to the engineer's or temporary works design before any load bearing element is altered. [Administrative] 5.7 Wear a hard hat and safety boots. [PPE]		
6	Strip fittings and linings from the top down, using a platform ladder or mobile scaffold for ceilings	Falling tools and materials Cuts from sharp edges Falling from a ladder Rules: WHS Regulation 2011, Part 3.2 (falling objects); WHS Regulation 2011, Part 4.4 Falls	**High Possible / Major**	6.1 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 6.2 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 6.3 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 6.4 Tether hand tools when working at height. [Engineering] 6.5 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative] 6.6 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 6.7 Use knives with retractable or self-retracting blades. [Engineering] 6.8 Cut away from your body and keep your other hand clear. [Administrative] 6.9 Put used blades in a blade bin or sharps container. [Administrative] 6.10 Use two people to handle large sheets of metal or glass. [Administrative] 6.11 Use a platform ladder, mobile scaffold or EWP for longer jobs instead of a straight ladder. [Substitute] 6.12 Use industrial-rated ladders (AS/NZS 1892, 120 kg or more) in good condition. Remove any damaged ladder from site. [Engineering] 6.13 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Engineering] 6.14 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 6.15 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative]	**Medium Unlikely / Major**	Site supervisor
7	Cut or break materials with dust extraction	Angle grinder injuries Loud noise Hand-arm and whole-body vibration Silica dust from concrete, brick, stone and tiles Rules: WHS Regulation 2011, Part 4.1 Noise; WHS Regulations, Chapter 8A (Crystalline silica substances and engineered stone)	**Extreme Likely / Catastrophic**	7.1 Use a guarded saw or a different tool where you can. [Substitute] 7.2 Keep the guard on and use the side handle. Never remove the guard. [Engineering] 7.3 Use the right disc for the job, rated for the grinder's speed. Check it for cracks first. [Administrative] 7.4 Only trained people change discs, with the grinder unplugged or the battery out. [Administrative] 7.5 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitute] 7.6 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 7.7 Keep tools maintained and use mufflers on compressors and generators. [Engineering]	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				7.8 Limit time on noisy tools and rotate workers. [Administrative] 7.9 Keep exposure below 85 dB(A) over 8 hours. Give hearing tests to workers who often need hearing protection. [Administrative] 7.10 Use low-vibration tools and methods, such as a breaker on an excavator instead of a hand jackhammer. [Substitute] 7.11 Keep tools sharp and well maintained, and use anti-vibration handles and seats. [Engineering] 7.12 Limit trigger time on high-vibration tools and rotate workers. [Administrative] 7.13 Keep hands warm and dry, and take regular breaks. [Administrative] 7.14 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] 7.15 Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. [Substitute] 7.16 Cut outdoors or in a separate area, with other people well away and upwind. [Isolate] 7.17 Use water on the blade or on-tool dust extraction connected to an H-class vacuum. [Engineering] 7.18 Clean up with a vacuum or wet methods. Never dry sweep or use compressed air. [Administrative] 7.19 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]		
8	Watch for needles, droppings and mould in wall and ceiling cavities	Needles and sharps Mould and droppings	**Medium** **Possible / Moderate**	8.1 Use tongs or a pick-up tool. Never pick up needles by hand. [Engineering] 8.2 Put needles in a hard sharps container with a lid. [Engineering] 8.3 Look before you reach. Use a torch to check ceilings, cavities and rubbish. [Administrative] 8.4 If you are stuck, wash the area with soap and water and see a doctor straight away. [Administrative] 8.5 Wear puncture-resistant gloves and safety boots. [PPE] 8.6 Fix the water leak and dry the area before removing mould. [Eliminate] 8.7 Seal off the area with plastic sheeting and keep occupants out. [Isolate] 8.8 Clean up with an H-class vacuum and wet wipes. Never dry sweep. [Engineering] 8.9 Bag mouldy material on site and remove it promptly. [Administrative] 8.10 Wash hands and face before eating and at the end of each shift. [Administrative] 8.11 Wear a P2 (or better) respirator, gloves, goggles and disposable coveralls. [PPE]	**Low** **Rare / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
9	Load waste into the skip bin by hand or chute, keeping walkways clear	Lifting and carrying heavy loads Poor housekeeping and waste Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Likely / Moderate**	9.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 9.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 9.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 9.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 9.5 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 9.6 Rotate tasks and take breaks on long lifting jobs. [Administrative] 9.7 Wear gloves for grip and safety boots to protect your feet. [PPE] 9.8 Order materials to size and send packaging back where you can. [Eliminate] 9.9 Put skip bins and waste chutes close to the work. [Engineering] 9.10 Clean as you go, and do a full clean up at the end of each day. [Administrative] 9.11 Keep exits, stairs and walkways clear at all times. [Administrative] 9.12 Stack materials neatly on level ground, away from edges. [Administrative] 9.13 Wear gloves when handling waste. [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
Steel cap boots Hard hat Safety glasses P2 dust mask Cut-resistant gloves Hearing protection (earmuffs or plugs) Half-face respirator (P2 or P3 filters) Overalls Work gloves Chemical-resistant gloves (nitrile) Safety goggles Face shield	None required

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
Hand tools					
Angle grinder		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Jackhammer					
H-class vacuum		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Trailer					

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