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	Demolish a small building	**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	**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	Check the asbestos register, get asbestos removed, and get services disconnected	Disturbing asbestos Electric shock from live wiring Gas and fuel lines Hitting underground services Rules: WHS Regulations, Chapter 8 (Asbestos); WHS Regulation 2011, Part 4.7 General electrical safety	**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 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] 1.7 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 1.8 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] 1.9 Only licensed electricians do electrical work. [Administrative] 1.10 Isolate and purge the line before work, with the owner's approval. [Eliminate] 1.11 Lock off and tag the isolation valve. [Isolate] 1.12 Check for leaks with a gas detector before and during work, and ventilate the area. [Engineering] 1.13 Only licensed gasfitters work on gas lines. [Administrative] 1.14 Keep machine buckets well clear of marked services and use a spotter. [Isolate] 1.15 Scan the area with a cable locator before digging and mark services on the ground. [Engineering] 1.16 Hand dig or vacuum excavate to expose services before using a machine near them. [Engineering] 1.17 Lodge a free BYDA (Before You Dig Australia) request and get the plans before any digging. [Administrative]		
2	Fence the site and set up traffic and public control	Public entering the work area Road traffic	**Extreme Possible / Catastrophic**	2.1 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 2.2 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 2.3 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 2.4 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative] 2.5 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative] 2.6 Use a spotter when moving plant or materials across public paths. [Administrative] 2.7 Do the work at low-traffic times, or close the road or lane with approval. [Eliminate] 2.8 Put solid barriers between the work and traffic where speeds are high, not just cones. [Isolate] 2.9 Use a truck-mounted attenuator or buffer vehicle on high speed roads. [Engineering] 2.10 Have a Traffic Management Plan. Signs and cones are set out by accredited traffic controllers to your state's rules. [Administrative] 2.11 Get a road occupancy or street works permit from the road authority before you start. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				2.12 Park work vehicles to shield the work zone, with beacons on. [Administrative] 2.13 Wear day and night hi-vis clothing (AS/NZS 4602.1). [PPE]		
3	Strip out by hand before machine demolition	Lifting and carrying heavy loads Cuts from sharp edges Falling from height Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks; WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / Catastrophic**	3.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 3.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 3.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 3.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 3.5 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 3.6 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 3.7 Use knives with retractable or self-retracting blades. [Engineering] 3.8 Cut away from your body and keep your other hand clear. [Administrative] 3.9 Put used blades in a blade bin or sharps container. [Administrative] 3.10 Use two people to handle large sheets of metal or glass. [Administrative] 3.11 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 3.12 Install guardrails or edge protection on all open edges before work starts. [Isolate] 3.13 Use a scaffold, mobile work platform or EWP instead of working off a ladder. [Engineering] 3.14 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering] 3.15 Everyone working at height holds a White Card and has been briefed on this SWMS before going up. [Administrative] 3.16 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]	**Medium Unlikely / Moderate**	Site supervisor
4	Demolish with the excavator, keeping everyone outside the exclusion zone	Being hit by mobile plant Structural collapse during alterations Demolition and falling debris Rules: WHS Regulation 2011, Part 5.1 Plant	**Extreme Possible / Catastrophic**	4.1 Separate people and plant with barriers, exclusion zones and marked walkways. [Isolate] 4.2 Use plant with working reversing alarms, cameras and lights. [Engineering] 4.3 Have a traffic management plan showing plant routes, loading areas and pedestrian paths. [Administrative] 4.4 Use a spotter when reversing or working near people. [Administrative] 4.5 Make eye contact with the operator before going near. Stay out of the swing radius. [Administrative] 4.6 Get an engineer to check before removing any wall, beam, post or bracing that may be load-bearing. [Eliminate] 4.7 Keep everyone clear of the area under and next to the work. [Isolate]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				4.8 Install temporary props, needles or shoring as designed before removing any support. [Engineering] 4.9 Follow the engineer's sequence. Do not change it without approval. [Administrative] 4.10 Check props daily. Do not remove them until the permanent support is in and approved. [Administrative] 4.11 Install temporary support to the engineer's or temporary works design before any load bearing element is altered. [Administrative] 4.12 Check for asbestos, lead, live services and structural risks before demolition starts. [Eliminate] 4.13 Disconnect and cap power, gas and water before demolition. [Isolate] 4.14 Set an exclusion zone bigger than the distance the structure could fall. [Isolate] 4.15 Use a machine with a guarded cab instead of hand demolition where practical. [Engineering] 4.16 Use chutes or bins to get debris down. Never drop it from height. [Engineering] 4.17 Notify your state WHS regulator before demolition work where required. [Administrative]		
5	Keep dust down with water	General dust 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	**Extreme Likely / Catastrophic**	5.1 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Substitute] 5.2 Seal off the work area with plastic sheeting in occupied buildings. [Isolate] 5.3 Use tools with dust extraction and a vacuum for clean up. [Engineering] 5.4 Lightly mist the area with water to keep dust down, away from anything electrical. [Engineering] 5.5 Never dry sweep or blow dust off with compressed air. [Administrative] 5.6 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] 5.7 Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. [Substitute] 5.8 Cut outdoors or in a separate area, with other people well away and upwind. [Isolate] 5.9 Use water on the blade or on-tool dust extraction connected to an H-class vacuum. [Engineering] 5.10 Clean up with a vacuum or wet methods. Never dry sweep or use compressed air. [Administrative] 5.11 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] 5.12 Wear a fit-tested P2 (or better) respirator. [PPE]	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				5.13 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitute] 5.14 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 5.15 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 5.16 Limit time on noisy tools and rotate workers. [Administrative] 5.17 If you have to shout to be heard 1 metre away, wear hearing protection. [Administrative] 5.18 Keep exposure below 85 dB(A) over 8 hours. Give hearing tests to workers who often need hearing protection. [Administrative]		
6	Sort and load waste into trucks, then level the site	Being hit by mobile plant Road traffic Poor housekeeping and waste Rules: WHS Regulation 2011, Part 5.1 Plant	**Extreme Possible / Catastrophic**	6.1 Operators hold a High Risk Work Licence where needed (for example forklift) and are trained and assessed on other plant. [Administrative] 6.2 Do a pre-start check on each machine every day and record it. [Administrative] 6.3 Wear hi-vis clothing and a hard hat. [PPE] 6.4 Being hit by mobile plant: see step 4 for the full controls [Administrative] 6.5 Road traffic: see step 2 for the full controls [Administrative] 6.6 Order materials to size and send packaging back where you can. [Eliminate] 6.7 Put skip bins and waste chutes close to the work. [Engineering] 6.8 Clean as you go, and do a full clean up at the end of each day. [Administrative] 6.9 Keep exits, stairs and walkways clear at all times. [Administrative] 6.10 Stack materials neatly on level ground, away from edges. [Administrative]	**Medium Rare / Catastrophic**	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 glasses P2 dust mask Hearing protection (earmuffs or plugs) Cut-resistant gloves Half-face respirator (P2 or P3 filters) Overalls Work gloves	None required

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Excavator	Verification of competency (VOC) for the machine	Operator pre-start check each shift; servicing and inspection to the manufacturer			
Skid steer (Bobcat)	Verification of competency (VOC) for the machine				
Tipper or site dumper	Driver licence for the vehicle class, VOC for site dumpers				
Hand tools					
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