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	Rewire a house	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Electrical

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	**YES**	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	Agree a room by room plan with the occupants and protect floors and furniture	Working in an occupied home or building Slips and trips	**Medium Possible / Moderate**	1.1 Plan noisy, dusty or risky work for when the building is empty. [Eliminate] 1.2 Close off the work area with barriers, plastic sheeting or locked doors, and put up signs. [Isolate] 1.3 Keep fire exits and paths clear at all times. [Administrative] 1.4 Tell occupants before you turn off power, water or gas, and before noisy or dusty work. [Administrative] 1.5 Lock away tools, chemicals and materials each day, out of reach of children. [Administrative]	**Low Unlikely / Minor**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				1.6 Clean up dust and debris at the end of each day. [Administrative] 1.7 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 1.8 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 1.9 Slips and trips: see step 7 for the full controls [Administrative]		
2	Check the asbestos register and look for old lead paint before cutting into walls and ceilings	Disturbing asbestos Lead paint dust and fumes Rules: WHS Regulations, Chapter 8 (Asbestos); WHS Regulation 2011, Part 7.2 Lead	**Extreme Possible / Catastrophic**	2.1 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] 2.2 Seal off the work area and keep everyone else out. [Isolate] 2.3 If asbestos must be disturbed, keep it wet, use hand tools not power tools, and clean up with an H-class vacuum. [Engineering] 2.4 Friable asbestos (Class A) and more than 10 square metres of non-friable asbestos (Class B) must be removed by a licensed removalist. [Administrative] 2.5 Stop work straight away if you find suspect asbestos. Do not touch it and tell your supervisor. [Administrative] 2.6 Wear a fitted P2 (or better) respirator and disposable coveralls. [PPE] 2.7 Test old paint for lead before you sand, scrape, cut or heat it. [Eliminate] 2.8 Use wet scraping, chemical strippers or shrouded tools with extraction instead of dry sanding. Never burn off lead paint with an open flame. [Substitute] 2.9 Seal off the work area with plastic sheeting and keep residents, children and pets out. [Isolate] 2.10 Clean up with an H-class vacuum and wet wipes. Never dry sweep. [Engineering] 2.11 Wash hands and face before eating, drinking or smoking. Change out of dusty clothes before going home. [Administrative] 2.12 Wear a P2 (or better) respirator, disposable coveralls and gloves. [PPE]	**Medium Rare / Catastrophic**	Site supervisor
3	Isolate the circuits being worked on, lock out and danger tag and test to prove dead; run any temporary supply through RCD protection	Electric shock from live wiring Stored energy Electric shock from leads and power tools Rules: WHS Regulation 2011, Part 4.7 General electrical safety; WHS Regulation 2011, Part 4.7 and AS/NZS 3012	**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 Release or block all stored energy before work: release the pressure in pipes, tanks and hoses, bleed hydraulics, release springs, lower loads. [Eliminate] 3.7 Lock out and tag all energy sources with personal locks. [Isolate]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				3.8 Put mechanical blocks or props under raised parts like buckets, tipper bodies and doors. [Engineering] 3.9 Test that the system is dead and nothing can move before you start. [Administrative] 3.10 Follow the maker's procedure, for example for garage door and roller door springs. [Administrative] 3.11 Use battery-powered tools where you can. [Substitute] 3.12 Plug all tools into an RCD-protected outlet or a portable RCD. [Engineering] 3.13 Keep leads off the ground and out of water, using lead stands or hooks. [Engineering] 3.14 Check leads, plugs and tools before every use. Tag out and remove anything damaged. [Administrative] 3.15 Test and tag leads, tools and RCDs at the intervals in AS/NZS 3012 (every 3 months on construction sites). Push-button test portable RCDs before each use. [Administrative] 3.16 Do not use tools in rain or wet areas unless they are rated for it. [Administrative]		
4	Work in the ceiling space only on joists, with lighting and short breaks in hot weather	Falling through a floor opening or void Heat stress Poor lighting and night work Bites and stings Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Possible / Catastrophic**	4.1 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate] 4.2 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate] 4.3 Install stairs early and fit temporary handrails as soon as they go in. [Engineering] 4.4 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative] 4.5 Schedule heavy work for the cooler part of the day. [Eliminate] 4.6 Provide shade over work and rest areas, and fans or cooling in roof spaces. [Engineering] 4.7 Supply cool drinking water close by and drink a cup every 15 to 20 minutes. [Administrative] 4.8 Take regular rest breaks in the shade, more often as it gets hotter. [Administrative] 4.9 Plan work for daylight hours where you can. [Eliminate] 4.10 Set up enough temporary lighting for the task, walkways, stairs and access points. [Engineering] 4.11 Aim lights so they do not dazzle plant operators or drivers. [Engineering] 4.12 Check lighting before work starts and carry a torch or head lamp. [Administrative] 4.13 Check work areas before starting, and get pest control to remove nests. [Eliminate] 4.14 Look before you reach into dark spaces. [Administrative] 4.15 Ask owners to keep pets away from the work area. [Administrative] 4.16 Know who has allergies and keep their medication, such as an adrenaline auto-injector, close by. [Administrative] 4.17 Know snake bite first aid: pressure immobilisation bandage, keep still	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				and call 000. [Administrative]		
5	Scan for pipes, then chase walls and drill holes using dust extraction	Silica dust from concrete, brick, stone and tiles General dust Injury from power tools Gas and fuel lines Rules: WHS Regulations, Chapter 8A (Crystalline silica substances and engineered stone)	**Extreme Likely / Catastrophic**	5.1 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] 5.2 Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. [Substitute] 5.3 Cut outdoors or in a separate area, with other people well away and upwind. [Isolate] 5.4 Use water on the blade or on-tool dust extraction connected to an H-class vacuum. [Engineering] 5.5 Clean up with a vacuum or wet methods. Never dry sweep or use compressed air. [Administrative] 5.6 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 silica risks and give them the plan before work starts. [Administrative] 5.7 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Substitute] 5.8 Seal off the work area with plastic sheeting in occupied buildings. [Isolate] 5.9 Use tools with dust extraction and a vacuum for clean up. [Engineering] 5.10 Lightly mist the area with water to keep dust down, away from anything electrical. [Engineering] 5.11 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 5.12 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 5.13 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 5.14 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 5.15 Isolate and purge the line before work, with the owner's approval. [Eliminate] 5.16 Lock off and tag the isolation valve. [Isolate] 5.17 Check for leaks with a gas detector before and during work, and ventilate the area. [Engineering] 5.18 Only licensed gasfitters work on gas lines. [Administrative]	**Medium Unlikely / Moderate**	Site supervisor
6	Strip out old wiring, treating every cable as live until it is proven dead	Electric shock from live wiring Cuts from sharp edges Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	6.1 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Administrative] 6.2 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE] 6.3 Electric shock from live wiring: see step 3 for the full controls [Administrative] 6.4 Deburr or cover sharp edges, and fit edge protectors on exposed sheet	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				metal. [Engineering] 6.5 Use knives with retractable or self-retracting blades. [Engineering] 6.6 Cut away from your body and keep your other hand clear. [Administrative] 6.7 Put used blades in a blade bin or sharps container. [Administrative] 6.8 Use two people to handle large sheets of metal or glass. [Administrative] 6.9 Wear cut-resistant gloves and long sleeves. [PPE]		
7	Pull in new cables, keeping walkways and stairs clear	Slips and trips Lifting and carrying heavy loads Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Likely / Moderate**	7.1 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 7.2 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 7.3 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 7.4 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 7.5 Keep work areas, stairs and access paths well lit. [Administrative] 7.6 Wear safety boots with good grip, laced up. [PPE] 7.7 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 7.8 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 7.9 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 7.10 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 7.11 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 7.12 Rotate tasks and take breaks on long lifting jobs. [Administrative] 7.13 Wear gloves for grip and safety boots to protect your feet. [PPE]	**Medium Unlikely / Moderate**	Site supervisor
8	Fit off power points, switches and lights from a stable step or platform	Electric shock from leads and power tools Falling from a ladder Repetitive work and awkward postures Rules: WHS Regulation 2011, Part 4.7 and AS/NZS 3012; WHS Regulation 2011, Part 4.4 Falls; WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Possible / Major**	8.1 Wear safety boots and dry gloves. [PPE] 8.2 Electric shock from leads and power tools: see step 3 for the full controls [Administrative] 8.3 Use a platform ladder, mobile scaffold or EWP for longer jobs instead of a straight ladder. [Substitute] 8.4 Use industrial-rated ladders (AS/NZS 1892, 120 kg or more) in good condition. Remove any damaged ladder from site. [Engineering] 8.5 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Engineering] 8.6 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 8.7 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative] 8.8 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Substitute] 8.9 Set work up at waist height on benches or trestles where you can.	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Engineering] 8.10 Use light tools with good grips, and keep blades and bits sharp. [Engineering] 8.11 Rotate tasks and take short breaks every hour on repetitive work. [Administrative] 8.12 Warm up before heavy physical work and report aches and pains early. [Administrative]		
9	Test every circuit, re-energise, make good and hand over the certificate	Electric shock from live wiring Poor housekeeping and waste Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	9.1 Electric shock from live wiring: see step 3 for the full controls [Administrative] 9.2 Order materials to size and send packaging back where you can. [Eliminate] 9.3 Put skip bins and waste chutes close to the work. [Engineering] 9.4 Clean as you go, and do a full clean up at the end of each day. [Administrative] 9.5 Keep exits, stairs and walkways clear at all times. [Administrative] 9.6 Stack materials neatly on level ground, away from edges. [Administrative] 9.7 Wear gloves when handling waste. [PPE]	**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 Safety glasses P2 dust mask Work gloves Knee pads Half-face respirator (P2 or P3 filters) Overalls Insulated electrical gloves Arc-rated clothing and face shield Sun protection (brim hat, long sleeves, SPF 50+) Hi-vis shirt or vest Hearing protection (earmuffs or plugs) Cut-resistant gloves Hard hat	Electrical isolation permit

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
Electrical test equipment		Check leads and probes before use; prove the voltage tester on a known live source or proving unit before and after each test for dead; calibrate at the maker's interval			
Power drill		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Hand tools					
Step ladder		Check before each use to the manufacturer and AS/NZS 1892; tag out damaged ladders			
Rotary hammer drill		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			

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