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	House extension	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	General building

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 the asbestos register for the existing house and protect the occupants	Disturbing asbestos Working in an occupied home or building 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 Plan noisy, dusty or risky work for when the building is empty. [Eliminate] 1.8 Close off the work area with barriers, plastic sheeting or locked doors, and put up signs. [Isolate] 1.9 Keep fire exits and paths clear at all times. [Administrative] 1.10 Tell occupants before you turn off power, water or gas, and before noisy or dusty work. [Administrative] 1.11 Lock away tools, chemicals and materials each day, out of reach of children. [Administrative] 1.12 Clean up dust and debris at the end of each day. [Administrative]		
2	Set up fencing and dust screens between the work and the house	Public entering the work area General dust	**High** **Possible / Major**	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 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Substitute] 2.8 Seal off the work area with plastic sheeting in occupied buildings. [Isolate] 2.9 Use tools with dust extraction and a vacuum for clean up. [Engineering] 2.10 Lightly mist the area with water to keep dust down, away from anything electrical. [Engineering] 2.11 Never dry sweep or blow dust off with compressed air. [Administrative] 2.12 Wear a dust mask and safety glasses. [PPE]	**Low** **Rare / Major**	Site supervisor
3	Excavate and pour footings or slab	Hitting underground services Trench or excavation collapse Wet concrete and cement burns Rules: WHS Regulations, Part 6.3 Division 3 (Excavation work, r.304 to 306)	**Extreme** **Possible / Catastrophic**	3.1 Keep machine buckets well clear of marked services and use a spotter. [Isolate] 3.2 Scan the area with a cable locator before digging and mark services on the ground. [Engineering] 3.3 Hand dig or vacuum excavate to expose services before using a machine near them. [Engineering] 3.4 Lodge a free BYDA (Before You Dig Australia) request and get the plans before any digging. [Administrative] 3.5 Keep plans or locate tickets on site and check them again if the work area grows. [Administrative]	**Medium** **Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				3.6 Use methods that keep people out of the trench, such as directional boring or working from the surface. [Eliminate] 3.7 Barricade or cover the excavation so people and plant cannot fall in. [Isolate] 3.8 Shore, bench or batter the walls of any trench 1.5 metres deep or more before anyone goes in, unless a geotechnical engineer advises in writing that the sides are safe. [Engineering] 3.9 Keep spoil, materials and plant at least 1 metre back from the edge. [Engineering] 3.10 Provide a safe way in and out, such as a ladder near where people work. [Engineering] 3.11 Inspect the excavation at the start of each shift and after rain or anything that could weaken it. Record it. [Administrative] 3.12 Use long-handled tools and pumps to cut down contact. [Engineering] 3.13 Wash concrete off skin straight away with clean water. [Administrative] 3.14 Have clean water and eye wash at the pour. [Administrative] 3.15 Wear waterproof gloves, long sleeves and gumboots with trousers worn over the top. [PPE] 3.16 Wear safety glasses or goggles to stop splashes. [PPE]		
4	Frame, brick and roof, with scaffold and edge protection	Falling from height Falling from a roof edge Lifting and carrying heavy loads Rules: WHS Regulation 2011, Part 4.4 Falls; WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**Extreme Likely / Catastrophic**	4.1 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 4.2 Install guardrails or edge protection on all open edges before work starts. [Isolate] 4.3 Use a scaffold, mobile work platform or EWP instead of working off a ladder. [Engineering] 4.4 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering] 4.5 Everyone working at height holds a White Card and has been briefed on this SWMS before going up. [Administrative] 4.6 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] 4.7 Do what you can from the ground or from a scaffold at the gutter line, for example pre-assemble parts on the ground. [Eliminate] 4.8 Install edge protection or guardrails on all open roof edges before work starts. [Isolate] 4.9 Use a perimeter scaffold with handrails and toe boards along the eaves where practical. [Engineering] 4.10 Where guardrails cannot be fitted, use fall restraint on certified roof anchors so workers cannot reach the edge. [Engineering] 4.11 Only workers briefed on this SWMS go on the roof. Stop and review the SWMS if the roof, weather or method changes. [Administrative] 4.12 Use one safe, controlled access point and keep others off the roof. [Administrative] 4.13 Have a written emergency and rescue plan, tested before work starts, for any worker using a harness (WHS Regulations r.80). [Administrative]	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				4.14 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 4.15 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 4.16 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 4.17 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 4.18 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative]		
5	Break into the existing house with propping as designed	Structural collapse during alterations Silica dust from concrete, brick, stone and tiles Rules: WHS Regulations, Chapter 8A (Crystalline silica substances and engineered stone)	**Extreme Likely / 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. [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] 5.8 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] 5.9 Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. [Substitute] 5.10 Cut outdoors or in a separate area, with other people well away and upwind. [Isolate] 5.11 Use water on the blade or on-tool dust extraction connected to an H-class vacuum. [Engineering] 5.12 Clean up with a vacuum or wet methods. Never dry sweep or use compressed air. [Administrative] 5.13 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] 5.14 Wear a fit-tested P2 (or better) respirator. [PPE]	**Medium Rare / Catastrophic**	Site supervisor
6	Coordinate trades for services and fit out	Electric shock from live wiring Slips and trips Rules: WHS Regulation 2011, Part 4.7 General electrical	**Extreme Possible / Catastrophic**	6.1 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] 6.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		safety		6.3 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] 6.4 Only licensed electricians do electrical work. [Administrative] 6.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 6.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Administrative] 6.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE] 6.8 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 6.9 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 6.10 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 6.11 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 6.12 Keep work areas, stairs and access paths well lit. [Administrative] 6.13 Wear safety boots with good grip, laced up. [PPE]		
7	Clean up daily and keep exits clear for the occupants	Poor housekeeping and waste Fire and emergencies Rules: WHS Regulation 2011, regulation 43 (emergency plans)	**High Unlikely / Catastrophic**	7.1 Order materials to size and send packaging back where you can. [Eliminate] 7.2 Put skip bins and waste chutes close to the work. [Engineering] 7.3 Clean as you go, and do a full clean up at the end of each day. [Administrative] 7.4 Keep exits, stairs and walkways clear at all times. [Administrative] 7.5 Stack materials neatly on level ground, away from edges. [Administrative] 7.6 Wear gloves when handling waste. [PPE] 7.7 Provide fire extinguishers suited to the site, checked and easy to reach. [Engineering] 7.8 Keep exits and escape routes clear and signed. [Engineering] 7.9 Have a site emergency plan: alarm, exits, assembly point and emergency contacts. [Administrative] 7.10 Keep a stocked first aid kit and at least one trained first aider on site. [Administrative] 7.11 Know the site address and how emergency services get in. Call 000. [Administrative] 7.12 Go through the emergency plan with every worker and visitor at induction. [Administrative] 7.13 Keep flammable materials and rubbish away from exits and escape routes. [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 Hi-vis shirt or vest Hard hat Safety glasses Hearing protection (earmuffs or plugs) P2 dust mask Safety harness and lanyard Half-face respirator (P2 or P3 filters) Overalls Work gloves Chemical-resistant gloves (nitrile) Safety goggles Knee pads Sun protection (brim hat, long sleeves, SPF 50+)	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
Excavator	Verification of competency (VOC) for the machine	Operator pre-start check each shift; servicing and inspection to the manufacturer			
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))			
Circular saw		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Nail gun					
Concrete pump (boom or line)	High Risk Work Licence PB for truck-mounted concrete placing booms (not needed for line pumps)	Pre-start check each shift; concrete placing booms are registered as an item of plant and inspected to the manufacturer and AS 2550.15			

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