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	Site set up and establishment	**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

	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	Get BYDA plans and check for overhead power lines	Hitting underground services Contact with overhead power lines	**Extreme** **Possible / Catastrophic**	1.1 Keep machine buckets well clear of marked services and use a spotter. [Isolate] 1.2 Scan the area with a cable locator before digging and mark services on the ground. [Engineering] 1.3 Hand dig or vacuum excavate to expose services before using a machine near them. [Engineering] 1.4 Lodge a free BYDA (Before You Dig Australia) request and get the plans before any digging. [Administrative] 1.5 Keep plans or locate tickets on site and check them again if the work	**Medium** **Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				area grows. [Administrative] 1.6 If you hit a service, stop, get everyone clear, and call the owner and emergency services. [Administrative] 1.7 Wear safety boots, gloves and hi-vis when digging. [PPE] 1.8 Ask the network operator to turn off, move or insulate the lines before work starts. [Eliminate] 1.9 Use non-conductive (fibreglass) ladders near any power lines. [Substitute] 1.10 Mark the safe distance with flags, tape or goal posts and keep all plant and people outside it. [Isolate] 1.11 Keep out of the No Go Zone set by your state and the network operator, or get written approval and a safety observer. In NSW and Qld, untrained people and plant stay at least 3 m from lines on poles up to 132 kV, 6 m up to 330 kV and 8 m above 330 kV. In Victoria the limits differ, and work within 8 m of tower lines needs a spotter and the network operator's permission. [Administrative] 1.12 Use a dedicated spotter whenever plant moves or raises anything near lines. [Administrative] 1.13 Treat all lines as live. If plant touches a line, stay in the cab and keep everyone well away. [Administrative]		
2	Install site fencing and signs to keep the public out	Public entering the work area Lifting and carrying heavy loads Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**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 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 2.8 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 2.9 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 2.10 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 2.11 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 2.12 Rotate tasks and take breaks on long lifting jobs. [Administrative] 2.13 Wear gloves for grip and safety boots to protect your feet. [PPE]	**Medium** **Unlikely / Moderate**	Site supervisor
3	Set up toilets, first aid, fire extinguishers and the sign in	Fire and emergencies Poor housekeeping and waste	**High** **Unlikely /**	3.1 Provide fire extinguishers suited to the site, checked and easy to reach. [Engineering]	**Medium** **Rare /**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
	area	Rules: WHS Regulation 2011, regulation 43 (emergency plans)	**Catastrophic**	3.2 Keep exits and escape routes clear and signed. [Engineering] 3.3 Have a site emergency plan: alarm, exits, assembly point and emergency contacts. [Administrative] 3.4 Keep a stocked first aid kit and at least one trained first aider on site. [Administrative] 3.5 Know the site address and how emergency services get in. Call 000. [Administrative] 3.6 Go through the emergency plan with every worker and visitor at induction. [Administrative] 3.7 Keep flammable materials and rubbish away from exits and escape routes. [Administrative] 3.8 Order materials to size and send packaging back where you can. [Eliminate] 3.9 Put skip bins and waste chutes close to the work. [Engineering] 3.10 Clean as you go, and do a full clean up at the end of each day. [Administrative] 3.11 Keep exits, stairs and walkways clear at all times. [Administrative] 3.12 Stack materials neatly on level ground, away from edges. [Administrative] 3.13 Wear gloves when handling waste. [PPE]	**Catastrophic**	
4	Arrange temporary power with RCD protection	Electric shock from leads and power tools Electric shock from live wiring Rules: WHS Regulation 2011, Part 4.7 and AS/NZS 3012; WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	4.1 Use battery-powered tools where you can. [Substitute] 4.2 Plug all tools into an RCD-protected outlet or a portable RCD. [Engineering] 4.3 Keep leads off the ground and out of water, using lead stands or hooks. [Engineering] 4.4 Check leads, plugs and tools before every use. Tag out and remove anything damaged. [Administrative] 4.5 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] 4.6 Do not use tools in rain or wet areas unless they are rated for it. [Administrative] 4.7 Wear safety boots and dry gloves. [PPE] 4.8 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] 4.9 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 4.10 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] 4.11 Only licensed electricians do electrical work. [Administrative] 4.12 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 4.13 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Administrative] 4.14 Wear insulated gloves, arc-rated clothing and a face shield when	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				testing or working near live parts. [PPE]		
5	Mark delivery routes and parking, away from walkways	Road traffic Being hit by mobile plant Rules: WHS Regulation 2011, Part 5.1 Plant	**Extreme** **Possible / Catastrophic**	5.1 Do the work at low-traffic times, or close the road or lane with approval. [Eliminate] 5.2 Put solid barriers between the work and traffic where speeds are high, not just cones. [Isolate] 5.3 Use a truck-mounted attenuator or buffer vehicle on high speed roads. [Engineering] 5.4 Have a Traffic Management Plan. Signs and cones are set out by accredited traffic controllers to your state's rules. [Administrative] 5.5 Get a road occupancy or street works permit from the road authority before you start. [Administrative] 5.6 Park work vehicles to shield the work zone, with beacons on. [Administrative] 5.7 Wear day and night hi-vis clothing (AS/NZS 4602.1). [PPE] 5.8 Separate people and plant with barriers, exclusion zones and marked walkways. [Isolate] 5.9 Use plant with working reversing alarms, cameras and lights. [Engineering] 5.10 Have a traffic management plan showing plant routes, loading areas and pedestrian paths. [Administrative] 5.11 Use a spotter when reversing or working near people. [Administrative] 5.12 Make eye contact with the operator before going near. Stay out of the swing radius. [Administrative] 5.13 Operators hold a High Risk Work Licence where needed (for example forklift) and are trained and assessed on other plant. [Administrative] 5.14 Do a pre-start check on each machine every day and record it. [Administrative] 5.15 Wear hi-vis clothing and a hard hat. [PPE]	**Medium** **Rare / Catastrophic**	Site supervisor
6	Run the site induction for every worker	Working alone Fatigue Rules: WHS Regulation 2011, regulation 48 (remote or isolated work)	**High** **Possible / Major**	6.1 Do not do high risk work alone: work at height, confined spaces, live electrical or trenches. [Eliminate] 6.2 Set a check-in system: call or text at set times, and someone follows up if there is no reply. [Administrative] 6.3 Tell someone where you are working and when you expect to finish. [Administrative] 6.4 Carry a charged phone. Use a personal alarm or GPS device where there is no signal. [Administrative] 6.5 Keep a first aid kit on hand and know the site address for emergency services. [Administrative] 6.6 Plan hours so workers get a proper break between shifts and do not work long stretches without a day off. [Eliminate] 6.7 Avoid high risk tasks at the end of long shifts. [Administrative] 6.8 Take regular breaks and rotate tiring tasks. [Administrative] 6.9 Speak up if you or a workmate are too tired to work safely. [Administrative] 6.10 Plan travel so nobody drives a long way home after a long shift. [Administrative]	**Medium** **Unlikely / Major**	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 Work gloves	None required

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Trailer					
Hand tools					
Generator					
Skid steer (Bobcat)	Verification of competency (VOC) for the machine				

6. CREW COMPETENCY, TICKETS AND LICENCES

Crew listed at sign-on below, with ticket and licence numbers.

7. 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.		

8. 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.

9. REVIEW AND AMENDMENT RECORD

Rev	Date	By	What changed
1	9 Nov 2026		First issue

10. 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