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	Broken glass replacement	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Glazing

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	Make the area safe and keep people away from broken glass	Glass handling and breakage Public entering the work area	**High** **Possible / Major**	1.1 Use suction lifters, glass trolleys or a glazing robot for large panes. [Engineering] 1.2 Store glass upright on racks and secure it. Never lay it flat or lean it loosely. [Engineering] 1.3 Glass handling and breakage: see step 3 for the full controls [Administrative] 1.4 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 1.5 Give pedestrians a safe, marked path around the work, with ramps for	**Medium** **Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				prams and wheelchairs. [Isolate] 1.6 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 1.7 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative] 1.8 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative] 1.9 Use a spotter when moving plant or materials across public paths. [Administrative]		
2	Remove broken glass from the top down, wearing cut gloves and glasses	Glass handling and breakage Cuts from sharp edges Eye injuries	**High** **Possible / Major**	2.1 Use two or more people for large panes, and clear the carry route first. [Administrative] 2.2 Mark new glass with tape or stickers so nobody walks into it. [Administrative] 2.3 Glass handling and breakage: see step 3 for the full controls [Administrative] 2.4 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 2.5 Use knives with retractable or self-retracting blades. [Engineering] 2.6 Cut away from your body and keep your other hand clear. [Administrative] 2.7 Put used blades in a blade bin or sharps container. [Administrative] 2.8 Use two people to handle large sheets of metal or glass. [Administrative] 2.9 Use tool guards and screens to stop flying particles. [Engineering] 2.10 Use dust extraction and water to keep dust out of the air. [Engineering] 2.11 Keep others out of the area when cutting, grinding or chipping. [Administrative] 2.12 Keep an eye wash station or eye wash bottles on site. [Administrative] 2.13 Wear safety glasses at all times, goggles for dust and chemicals, and a face shield for grinding. [PPE]	**Medium** **Unlikely / Major**	Site supervisor
3	Carry glass on edge with gloves and a suction lifter	Lifting and carrying heavy loads Glass handling and breakage Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High** **Likely / Moderate**	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 Rotate tasks and take breaks on long lifting jobs. [Administrative] 3.7 Wear gloves for grip and safety boots to protect your feet. [PPE] 3.8 Use suction lifters, glass trolleys or a glazing robot for large panes. [Engineering]	**Medium** **Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				3.9 Store glass upright on racks and secure it. Never lay it flat or lean it loosely. [Engineering] 3.10 Use two or more people for large panes, and clear the carry route first. [Administrative] 3.11 Mark new glass with tape or stickers so nobody walks into it. [Administrative] 3.12 Clean up broken glass straight away into a marked container. [Administrative] 3.13 Wear cut-resistant gloves, arm guards, safety glasses and safety boots. [PPE]		
4	Fit and bead the new glass	Falling from a ladder Hazardous chemicals Rules: WHS Regulation 2011, Part 4.4 Falls; WHS Regulation 2011, Chapter 7 Hazardous chemicals	**High** **Possible / Major**	4.1 Use a platform ladder, mobile scaffold or EWP for longer jobs instead of a straight ladder. [Substitute] 4.2 Use industrial-rated ladders (AS/NZS 1892, 120 kg or more) in good condition. Remove any damaged ladder from site. [Engineering] 4.3 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Engineering] 4.4 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 4.5 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative] 4.6 Do not stand on the top three rungs of an extension ladder or the top step of a stepladder. [Administrative] 4.7 Check the ladder before each use: feet, rungs, stiles and locks. [Administrative] 4.8 Wear non-slip safety boots with clean soles. [PPE] 4.9 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Substitute] 4.10 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Engineering] 4.11 Read the Safety Data Sheet (SDS) before use and keep a register of hazardous chemicals on site. [Administrative] 4.12 Keep chemicals in labelled containers. Never decant into drink bottles. [Administrative] 4.13 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Administrative] 4.14 Have eye wash and a spill kit nearby, and wash hands before eating. [Administrative] 4.15 Wear chemical-resistant gloves and safety glasses or goggles as listed on the SDS. [PPE] 4.16 Use a respirator with the right cartridge if the SDS calls for one. [PPE]	**Medium** **Unlikely / Major**	Site supervisor
5	Sweep and vacuum all glass fragments	Poor housekeeping and waste	**Medium** **Likely / Minor**	5.1 Order materials to size and send packaging back where you can. [Eliminate] 5.2 Put skip bins and waste chutes close to the work. [Engineering] 5.3 Clean as you go, and do a full clean up at the end of each day. [Administrative] 5.4 Keep exits, stairs and walkways clear at all times. [Administrative]	**Low** **Unlikely / Minor**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				5.5 Stack materials neatly on level ground, away from edges. [Administrative] 5.6 Wear gloves when handling waste. [PPE]		

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
Cut-resistant gloves Safety glasses Steel cap boots Hi-vis shirt or vest Safety goggles Face shield Work gloves Hard hat Chemical-resistant gloves (nitrile) Half-face respirator (P2 or P3 filters) Overalls	None required

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Hand tools					
Platform ladder		Check before each use to the manufacturer and AS/NZS 1892; tag out damaged ladders			

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