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	Shopfront and commercial glazing	**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

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	**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	Set up pedestrian control on the footpath	Public entering the work area Road traffic	**Extreme Possible / Catastrophic**	1.1 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 1.2 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 1.3 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 1.4 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative] 1.5 Make the site safe at the end of each day: cover holes, lower plant,	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				remove ladders and lock tools away. [Administrative] 1.6 Use a spotter when moving plant or materials across public paths. [Administrative] 1.7 Do the work at low-traffic times, or close the road or lane with approval. [Eliminate] 1.8 Put solid barriers between the work and traffic where speeds are high, not just cones. [Isolate] 1.9 Use a truck-mounted attenuator or buffer vehicle on high speed roads. [Engineering] 1.10 Have a Traffic Management Plan. Signs and cones are set out by accredited traffic controllers to your state's rules. [Administrative] 1.11 Get a road occupancy or street works permit from the road authority before you start. [Administrative] 1.12 Park work vehicles to shield the work zone, with beacons on. [Administrative] 1.13 Wear day and night hi-vis clothing (AS/NZS 4602.1). [PPE]		
2	Plan large lifts with vacuum lifters or crane	Crane and lifting failure Glass handling and breakage Rules: WHS Regulation 2011, Part 4.5 High risk work and Part 5.1 Plant	**High** **Possible / Major**	2.1 Barricade the lift zone and keep everyone out from under the load. [Isolate] 2.2 Use a crane rated for the load at the radius, set up on firm ground with outrigger pads. [Engineering] 2.3 Check slings, chains, shackles and hooks before use. Remove anything damaged or not tagged. [Engineering] 2.4 Plan the lift: weight, radius, ground, path and landing area. Use a written lift plan for complex lifts. [Administrative] 2.5 Crane operators and doggers or riggers hold the right High Risk Work Licence. [Administrative] 2.6 Use tag lines to control loads and agree on clear radio or hand signals. [Administrative] 2.7 Stop lifting in high wind or when the operator cannot see the signaller. [Administrative] 2.8 Never ride on a load or hook. [Administrative] 2.9 Wear a hard hat, hi-vis, gloves and safety boots. [PPE] 2.10 Use suction lifters, glass trolleys or a glazing robot for large panes. [Engineering] 2.11 Store glass upright on racks and secure it. Never lay it flat or lean it loosely. [Engineering] 2.12 Use two or more people for large panes, and clear the carry route first. [Administrative] 2.13 Mark new glass with tape or stickers so nobody walks into it. [Administrative] 2.14 Clean up broken glass straight away into a marked container. [Administrative] 2.15 Wear cut-resistant gloves, arm guards, safety glasses and safety boots. [PPE]	**Medium** **Unlikely / Major**	Site supervisor
3	Work from a EWP for high panes	EWP tip-over or crush Falling from height	**Extreme** **Likely /**	3.1 Check the ground before setting up. Use outriggers and spreader pads, and keep clear of trenches, pits and slopes. [Engineering]	**Medium** **Rare /**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		Rules: WHS Regulation 2011, Part 4.5 High risk work; WHS Regulation 2011, Part 4.4 Falls	**Catastrophic**	3.2 Use a platform with tilt alarm and secondary guarding (anti-entrapment) where there is an overhead crush risk. [Engineering] 3.3 Hold a High Risk Work Licence (WP) for boom-type EWPs with a boom of 11 metres or more. Under 11 metres and scissor lifts: trained and assessed (for example EWPA Yellow Card). [Administrative] 3.4 Do a pre-start check each day. Keep a trained person on the ground who can lower the platform in an emergency. [Administrative] 3.5 Have a written emergency and rescue plan, tested before work starts, for a worker stuck in the platform or hanging in a harness (WHS Regulations r.80). [Administrative] 3.6 Never exceed the safe working load, climb on the rails or use a ladder in the basket. [Administrative] 3.7 In boom-type platforms, wear a harness clipped to the basket anchor point. [PPE] 3.8 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 3.9 Install guardrails or edge protection on all open edges before work starts. [Isolate] 3.10 Use a scaffold, mobile work platform or EWP instead of working off a ladder. [Engineering] 3.11 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering] 3.12 Everyone working at height holds a White Card and has been briefed on this SWMS before going up. [Administrative] 3.13 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] 3.14 Wear a full body harness with a shock-absorbing lanyard, clipped on at all times when using fall arrest. [PPE]	**Catastrophic**	
4	Install frames and glass, keeping everyone out from under the load	Falling tools and materials Lifting and carrying heavy loads Rules: WHS Regulation 2011, Part 3.2 (falling objects); WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High** **Possible / Major**	4.1 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 4.2 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 4.3 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 4.4 Tether hand tools when working at height. [Engineering] 4.5 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative] 4.6 Lower materials with a hoist, chute or rope. Never throw or drop anything down. [Administrative] 4.7 Wear a hard hat anywhere objects could fall. [PPE] 4.8 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 4.9 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 4.10 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering]	**Medium** **Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				4.11 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 4.12 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 4.13 Rotate tasks and take breaks on long lifting jobs. [Administrative] 4.14 Wear gloves for grip and safety boots to protect your feet. [PPE]		
5	Seal, clean up and reopen the footpath	Hazardous chemicals Poor housekeeping and waste Rules: WHS Regulation 2011, Chapter 7 Hazardous chemicals	**Medium Possible / Moderate**	5.1 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Substitute] 5.2 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Engineering] 5.3 Read the Safety Data Sheet (SDS) before use and keep a register of hazardous chemicals on site. [Administrative] 5.4 Keep chemicals in labelled containers. Never decant into drink bottles. [Administrative] 5.5 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Administrative] 5.6 Have eye wash and a spill kit nearby, and wash hands before eating. [Administrative] 5.7 Wear chemical-resistant gloves and safety glasses or goggles as listed on the SDS. [PPE] 5.8 Use a respirator with the right cartridge if the SDS calls for one. [PPE] 5.9 Order materials to size and send packaging back where you can. [Eliminate] 5.10 Put skip bins and waste chutes close to the work. [Engineering] 5.11 Clean as you go, and do a full clean up at the end of each day. [Administrative] 5.12 Keep exits, stairs and walkways clear at all times. [Administrative] 5.13 Stack materials neatly on level ground, away from edges. [Administrative] 5.14 Wear gloves when handling waste. [PPE]	**Medium Unlikely / Moderate**	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 Cut-resistant gloves Safety glasses Safety harness and lanyard Work gloves Chemical-resistant gloves (nitrile)	Lift plan Working at heights permit

Required PPE	Permits and plans
Safety goggles Half-face respirator (P2 or P3 filters) Overalls	

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Crane (Franna or mobile)	HRWL for the crane class (e.g. C2, CN, C6), plus Dogging licence (DG) where slinging needs judgement or the load is out of the operator's view	Pre-start check each shift; routine, annual and major inspections to the manufacturer and AS 2550; mobile cranes over 10 t are registered as an item of plant			
Boom lift (EWP)	HRWL WP for boom-type EWPs with a boom of 11 m or more. Under 11 m: trained and assessed (e.g. EWPA Yellow Card)	Operator pre-start check each shift; routine and annual inspections to the manufacturer and AS 2550.10, with a major inspection at 10 years			
Telehandler	3 t or less: trained and assessed (VOC). Over 3 t with a jib, hook or winch: High Risk Work Licence CN (non-slewing mobile crane). Slewing telehandlers: slewing crane licence (C2, C6 and up). Victoria: any non-slewing telehandler over 3 t needs CN or the Victorian telehandler licence	Operator pre-start check each shift; periodic inspection to the manufacturer			
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					

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	**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

	worker before they start, and workers sign to confirm they understand it.		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