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	Fence installation	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Landscaping

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 agree the boundary with neighbours	Hitting underground services Public entering the work area	**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 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 1.9 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 1.10 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 1.11 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative] 1.12 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative] 1.13 Use a spotter when moving plant or materials across public paths. [Administrative]		
2	Check old fencing for asbestos before removal	Disturbing asbestos Rules: WHS Regulations, Chapter 8 (Asbestos)	**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]	**Medium Rare / Catastrophic**	Site supervisor
3	Dig post holes and cover open holes	Falling through a floor opening or void Being hit by mobile plant Rules: WHS Regulation 2011, Part 4.4 Falls; WHS Regulation 2011, Part 5.1 Plant	**Extreme Possible / Catastrophic**	3.1 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate] 3.2 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate] 3.3 Install stairs early and fit temporary handrails as soon as they go in. [Engineering] 3.4 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative] 3.5 Inspect covers and barriers daily and after other trades have been through. [Administrative] 3.6 Keep lighting good enough to see openings, especially on lower floors and in the evening. [Administrative] 3.7 Use a harness clipped to a rated anchor when working right next to an open void. [PPE] 3.8 Separate people and plant with barriers, exclusion zones and marked walkways. [Isolate] 3.9 Use plant with working reversing alarms, cameras and lights. [Engineering]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				3.10 Have a traffic management plan showing plant routes, loading areas and pedestrian paths. [Administrative] 3.11 Use a spotter when reversing or working near people. [Administrative] 3.12 Make eye contact with the operator before going near. Stay out of the swing radius. [Administrative] 3.13 Operators hold a High Risk Work Licence where needed (for example forklift) and are trained and assessed on other plant. [Administrative] 3.14 Do a pre-start check on each machine every day and record it. [Administrative] 3.15 Wear hi-vis clothing and a hard hat. [PPE]		
4	Set posts in concrete	Wet concrete and cement burns Lifting and carrying heavy loads Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Likely / Moderate**	4.1 Use long-handled tools and pumps to cut down contact. [Engineering] 4.2 Wash concrete off skin straight away with clean water. [Administrative] 4.3 Have clean water and eye wash at the pour. [Administrative] 4.4 Wear waterproof gloves, long sleeves and gumboots with trousers worn over the top. [PPE] 4.5 Wear safety glasses or goggles to stop splashes. [PPE] 4.6 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 4.7 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 4.8 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 4.9 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 4.10 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 4.11 Rotate tasks and take breaks on long lifting jobs. [Administrative] 4.12 Wear gloves for grip and safety boots to protect your feet. [PPE]	**Medium Unlikely / Moderate**	Site supervisor
5	Fix rails and sheets, watching sharp edges	Cuts from sharp edges Injury from power tools Saw cuts and kickback	**High Possible / Major**	5.1 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 5.2 Use knives with retractable or self-retracting blades. [Engineering] 5.3 Cut away from your body and keep your other hand clear. [Administrative] 5.4 Put used blades in a blade bin or sharps container. [Administrative] 5.5 Use two people to handle large sheets of metal or glass. [Administrative] 5.6 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 5.7 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 5.8 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 5.9 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 5.10 No loose clothing, jewellery or long hair near spinning parts. [Administrative] 5.11 Keep blade guards fitted and working, and use the riving knife on	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				table saws. [Engineering] 5.12 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Engineering] 5.13 Use a sharp, undamaged blade made for the material. [Administrative] 5.14 Stand to one side of the blade line, out of the kickback path. [Administrative] 5.15 Let the blade stop fully before reaching in or putting the saw down. [Administrative]		
6	Clean up	Poor housekeeping and waste Sun exposure (UV)	**High Likely / Moderate**	6.1 Order materials to size and send packaging back where you can. [Eliminate] 6.2 Put skip bins and waste chutes close to the work. [Engineering] 6.3 Clean as you go, and do a full clean up at the end of each day. [Administrative] 6.4 Keep exits, stairs and walkways clear at all times. [Administrative] 6.5 Stack materials neatly on level ground, away from edges. [Administrative] 6.6 Wear gloves when handling waste. [PPE] 6.7 Plan outdoor work for early morning or late afternoon when UV is lower. [Eliminate] 6.8 Put shade covers over fixed work areas. [Engineering] 6.9 Check the UV index each day. Use sun protection when it is 3 or higher. [Administrative] 6.10 Check your skin regularly and see a doctor about any new or changing spots. [Administrative] 6.11 Wear a broad-brim hat or hard hat brim, long sleeves, sunglasses and SPF 50+ sunscreen, reapplied every 2 hours. [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 Safety glasses Cut-resistant gloves Hearing protection (earmuffs or plugs) Sun protection (brim hat, long sleeves, SPF 50+) Hi-vis shirt or vest Half-face respirator (P2 or P3 filters) Overalls Work gloves Hard hat Chemical-resistant gloves (nitrile)	None required

Required PPE	Permits and plans
Safety goggles Knee pads P2 dust mask	

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			
Concrete mixer		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Circular saw		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
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 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