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	Garden maintenance: mowing and hedges	**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	Walk the area first, removing rocks and looking for hazards	Slips and trips Bites and stings	**Medium Possible / Moderate**	1.1 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 1.2 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 1.3 Slips and trips: see step 3 for the full controls [Administrative] 1.4 Check work areas before starting, and get pest control to remove nests. [Eliminate] 1.5 Look before you reach into dark spaces. [Administrative] 1.6 Ask owners to keep pets away from the work area. [Administrative]	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				1.7 Know who has allergies and keep their medication, such as an adrenaline auto-injector, close by. [Administrative] 1.8 Know snake bite first aid: pressure immobilisation bandage, keep still and call 000. [Administrative] 1.9 Wear gloves, long sleeves and boots. Use insect repellent outdoors. [PPE]		
2	Keep people and pets away when mowing and trimming	Public entering the work area Eye injuries	**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 tool guards and screens to stop flying particles. [Engineering] 2.8 Use dust extraction and water to keep dust out of the air. [Engineering] 2.9 Keep others out of the area when cutting, grinding or chipping. [Administrative] 2.10 Keep an eye wash station or eye wash bottles on site. [Administrative] 2.11 Wear safety glasses at all times, goggles for dust and chemicals, and a face shield for grinding. [PPE]	**Low** **Rare / Major**	Site supervisor
3	Mow slopes across, not up and down	Being hit by mobile plant Slips and trips Rules: WHS Regulation 2011, Part 5.1 Plant	**Extreme** **Possible / Catastrophic**	3.1 Separate people and plant with barriers, exclusion zones and marked walkways. [Isolate] 3.2 Use plant with working reversing alarms, cameras and lights. [Engineering] 3.3 Have a traffic management plan showing plant routes, loading areas and pedestrian paths. [Administrative] 3.4 Use a spotter when reversing or working near people. [Administrative] 3.5 Make eye contact with the operator before going near. Stay out of the swing radius. [Administrative] 3.6 Operators hold a High Risk Work Licence where needed (for example forklift) and are trained and assessed on other plant. [Administrative] 3.7 Do a pre-start check on each machine every day and record it. [Administrative] 3.8 Wear hi-vis clothing and a hard hat. [PPE] 3.9 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 3.10 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 3.11 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering]	**Medium** **Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				3.12 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 3.13 Keep work areas, stairs and access paths well lit. [Administrative] 3.14 Wear safety boots with good grip, laced up. [PPE]		
4	Trim hedges from a platform, not a ladder	Falling from a ladder Injury from power tools Rules: WHS Regulation 2011, Part 4.4 Falls	**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 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 4.10 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 4.11 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 4.12 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 4.13 No loose clothing, jewellery or long hair near spinning parts. [Administrative] 4.14 Wear safety glasses and hearing protection. Do not wear loose gloves on drills or other rotating tools. [PPE]	**Medium** **Unlikely / Major**	Site supervisor
5	Spray weeds as the label says, in calm weather	Hazardous chemicals Strong wind and storms Rules: WHS Regulation 2011, Chapter 7 Hazardous chemicals	**High** **Possible / Major**	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 Check the forecast each morning and plan work at height and lifting	**Medium** **Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				around the weather. [Eliminate] 5.10 Tie down or weigh down loose sheets, panels, boards and rubbish at the end of each shift. [Engineering] 5.11 Set wind limits for roof work, platforms and cranes, using the manufacturer's limits, and stop when they are reached. [Administrative] 5.12 Stop work and get down in lightning. Wait 30 minutes after the last thunder before going back up. [Administrative] 5.13 Check scaffold, fencing and edge protection after strong wind before anyone uses them. [Administrative] 5.14 Do not carry large sheets on roofs in wind. [Administrative] 5.15 Wear a hard hat with a chin strap at height in windy conditions. [PPE]		
6	Clean up green waste	Lifting and carrying heavy loads Hand-arm and whole-body vibration Loud noise Poor housekeeping and waste Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks; WHS Regulation 2011, Part 4.1 Noise	**High Likely / Moderate**	6.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 6.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 6.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 6.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 6.5 Use low-vibration tools and methods, such as a breaker on an excavator instead of a hand jackhammer. [Substitute] 6.6 Keep tools sharp and well maintained, and use anti-vibration handles and seats. [Engineering] 6.7 Limit trigger time on high-vibration tools and rotate workers. [Administrative] 6.8 Keep hands warm and dry, and take regular breaks. [Administrative] 6.9 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitute] 6.10 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 6.11 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 6.12 Limit time on noisy tools and rotate workers. [Administrative] 6.13 Keep exposure below 85 dB(A) over 8 hours. Give hearing tests to workers who often need hearing protection. [Administrative] 6.14 Order materials to size and send packaging back where you can. [Eliminate] 6.15 Put skip bins and waste chutes close to the work. [Engineering] 6.16 Clean as you go, and do a full clean up at the end of each day. [Administrative] 6.17 Keep exits, stairs and walkways clear at all times. [Administrative]	**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 Hearing protection (earmuffs or plugs) Work gloves Sun protection (brim hat, long sleeves, SPF 50+) Overalls Hi-vis shirt or vest Safety goggles Face shield Hard hat Chemical-resistant gloves (nitrile) Half-face respirator (P2 or P3 filters)	None required

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Lawn mower or ride-on					
Whipper snipper (brush cutter)					
Hedge trimmer					
Knapsack or tank sprayer	ChemCert or state chemical user accreditation for herbicides				
Trailer					

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