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	Paving 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 excavate the base	Hitting underground services Being hit by mobile plant Rules: WHS Regulation 2011, Part 5.1 Plant	**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 Separate people and plant with barriers, exclusion zones and marked walkways. [Isolate] 1.9 Use plant with working reversing alarms, cameras and lights. [Engineering] 1.10 Have a traffic management plan showing plant routes, loading areas and pedestrian paths. [Administrative] 1.11 Use a spotter when reversing or working near people. [Administrative] 1.12 Make eye contact with the operator before going near. Stay out of the swing radius. [Administrative] 1.13 Operators hold a High Risk Work Licence where needed (for example forklift) and are trained and assessed on other plant. [Administrative] 1.14 Do a pre-start check on each machine every day and record it. [Administrative] 1.15 Wear hi-vis clothing and a hard hat. [PPE]		
2	Compact road base, rotating operators	Hand-arm and whole-body vibration Loud noise Rules: WHS Regulation 2011, Part 4.1 Noise	**High Likely / Moderate**	2.1 Use low-vibration tools and methods, such as a breaker on an excavator instead of a hand jackhammer. [Substitute] 2.2 Keep tools sharp and well maintained, and use anti-vibration handles and seats. [Engineering] 2.3 Limit trigger time on high-vibration tools and rotate workers. [Administrative] 2.4 Keep hands warm and dry, and take regular breaks. [Administrative] 2.5 Report tingling, numbness or white fingers early. [Administrative] 2.6 Wear gloves to keep hands warm and dry. [PPE] 2.7 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitute] 2.8 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 2.9 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 2.10 Limit time on noisy tools and rotate workers. [Administrative] 2.11 If you have to shout to be heard 1 metre away, wear hearing protection. [Administrative] 2.12 Keep exposure below 85 dB(A) over 8 hours. Give hearing tests to workers who often need hearing protection. [Administrative] 2.13 Wear earplugs or earmuffs rated for the noise. [PPE]	**Medium Unlikely / Moderate**	Site supervisor
3	Lay pavers, using a lifter or two people for big ones	Lifting and carrying heavy loads Repetitive work and awkward postures 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	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				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 tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Substitute] 3.9 Set work up at waist height on benches or trestles where you can. [Engineering] 3.10 Use light tools with good grips, and keep blades and bits sharp. [Engineering] 3.11 Rotate tasks and take short breaks every hour on repetitive work. [Administrative] 3.12 Warm up before heavy physical work and report aches and pains early. [Administrative] 3.13 Wear knee pads for kneeling work and gloves for grip. [PPE]		
4	Cut pavers wet, never dry	Silica dust from concrete, brick, stone and tiles Saw cuts and kickback Loud noise Rules: WHS Regulations, Chapter 8A (Crystalline silica substances and engineered stone); WHS Regulation 2011, Part 4.1 Noise	**Extreme Likely / Catastrophic**	4.1 If the job involves engineered stone: do not supply, fabricate or install engineered stone benchtops, panels or slabs (banned since 1 July 2024). Removing, repairing or making minor changes to existing engineered stone is only allowed with water suppression or on-tool extraction, a fitted respirator, and written notice to the regulator before the work starts. [Eliminate] 4.2 Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. [Substitute] 4.3 Cut outdoors or in a separate area, with other people well away and upwind. [Isolate] 4.4 Use water on the blade or on-tool dust extraction connected to an H-class vacuum. [Engineering] 4.5 Clean up with a vacuum or wet methods. Never dry sweep or use compressed air. [Administrative] 4.6 If the cutting, grinding or drilling is high risk, prepare a silica risk control plan (or include the r.529CA assessment in this SWMS), train workers in silica risks and give them the plan before work starts. [Administrative] 4.7 Wear a fit-tested P2 (or better) respirator. [PPE] 4.8 Keep blade guards fitted and working, and use the riving knife on table saws. [Engineering] 4.9 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Engineering] 4.10 Use a sharp, undamaged blade made for the material. [Administrative] 4.11 Stand to one side of the blade line, out of the kickback path. [Administrative] 4.12 Let the blade stop fully before reaching in or putting the saw down. [Administrative] 4.13 Loud noise: see step 2 for the full controls [Administrative]	**Medium Unlikely / Major**	Site supervisor
5	Sand, compact and clean up	Sun exposure (UV)	**High**	5.1 Plan outdoor work for early morning or late afternoon when UV is	**Medium**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		Heat stress Poor housekeeping and waste	Likely / Moderate	lower. [Eliminate] 5.2 Put shade covers over fixed work areas. [Engineering] 5.3 Check the UV index each day. Use sun protection when it is 3 or higher. [Administrative] 5.4 Check your skin regularly and see a doctor about any new or changing spots. [Administrative] 5.5 Wear a broad-brim hat or hard hat brim, long sleeves, sunglasses and SPF 50+ sunscreen, reapplied every 2 hours. [PPE] 5.6 Schedule heavy work for the cooler part of the day. [Eliminate] 5.7 Provide shade over work and rest areas, and fans or cooling in roof spaces. [Engineering] 5.8 Supply cool drinking water close by and drink a cup every 15 to 20 minutes. [Administrative] 5.9 Take regular rest breaks in the shade, more often as it gets hotter. [Administrative] 5.10 Let new and returning workers build up to full work in the heat over about a week. [Administrative] 5.11 Order materials to size and send packaging back where you can. [Eliminate] 5.12 Put skip bins and waste chutes close to the work. [Engineering] 5.13 Clean as you go, and do a full clean up at the end of each day. [Administrative] 5.14 Keep exits, stairs and walkways clear at all times. [Administrative] 5.15 Stack materials neatly on level ground, away from edges. [Administrative]	Unlikely / Major	

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 Knee pads Safety glasses P2 dust mask Hearing protection (earmuffs or plugs) Sun protection (brim hat, long sleeves, SPF 50+) Hi-vis shirt or vest Hard hat Work gloves 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
Skid steer (Bobcat)	Verification of competency (VOC) for the machine				
Wacker plate					
Concrete saw					
Wet tile saw		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Hand tools					

6. TRAINING REQUIRED FOR THIS WORK

- Silica risk training before work starts (WHS Regulations r.529CD)

7. CREW COMPETENCY, TICKETS AND LICENCES

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

8. 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.		

9. 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.

10. REVIEW AND AMENDMENT RECORD

Rev	Date	By	What changed
1	9 Nov 2026		First issue

11. 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