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	Airless spray painting	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Painting

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	Mask off and ventilate the area, and remove ignition sources	Flammable liquids and gases Fire and emergencies Rules: WHS Regulation 2011, Chapter 7 Hazardous chemicals; WHS Regulation 2011, regulation 43 (emergency plans)	**High Unlikely / Catastrophic**	1.1 Use non-flammable or water-based products where you can. [Substitute] 1.2 Keep ignition sources away: no smoking, no hot work and no running engines near flammables. [Isolate] 1.3 Store fuels and solvents in approved, closed containers in a ventilated area away from the work. [Engineering] 1.4 Refuel equipment outdoors with the engine off and cool. [Administrative] 1.5 Keep only what you need for the day on site. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				1.6 Store gas cylinders upright, secured and outdoors. [Administrative] 1.7 Keep a suitable fire extinguisher where flammables are used or stored. [Administrative] 1.8 Wear chemical gloves and safety glasses when pouring or mixing. [PPE] 1.9 Provide fire extinguishers suited to the site, checked and easy to reach. [Engineering] 1.10 Keep exits and escape routes clear and signed. [Engineering] 1.11 Have a site emergency plan: alarm, exits, assembly point and emergency contacts. [Administrative] 1.12 Keep a stocked first aid kit and at least one trained first aider on site. [Administrative] 1.13 Know the site address and how emergency services get in. Call 000. [Administrative] 1.14 Go through the emergency plan with every worker and visitor at induction. [Administrative] 1.15 Keep flammable materials and rubbish away from exits and escape routes. [Administrative]		
2	Check hoses and tip guard, and lock the trigger when not spraying	Stored energy Hazardous chemicals Rules: WHS Regulation 2011, Chapter 7 Hazardous chemicals	**Medium Possible / Moderate**	2.1 Release or block all stored energy before work: release the pressure in pipes, tanks and hoses, bleed hydraulics, release springs, lower loads. [Eliminate] 2.2 Lock out and tag all energy sources with personal locks. [Isolate] 2.3 Stored energy: see step 5 for the full controls [Administrative] 2.4 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Substitute] 2.5 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Engineering] 2.6 Hazardous chemicals: see step 4 for the full controls [Administrative]	**Medium Unlikely / Moderate**	Site supervisor
3	Never point the gun at anyone or put a hand near the tip	Stored energy Cuts from sharp edges	**Medium Unlikely / Major**	3.1 Put mechanical blocks or props under raised parts like buckets, tipper bodies and doors. [Engineering] 3.2 Test that the system is dead and nothing can move before you start. [Administrative] 3.3 Stored energy: see step 5 for the full controls [Administrative] 3.4 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 3.5 Use knives with retractable or self-retracting blades. [Engineering] 3.6 Cut away from your body and keep your other hand clear. [Administrative] 3.7 Put used blades in a blade bin or sharps container. [Administrative] 3.8 Use two people to handle large sheets of metal or glass. [Administrative] 3.9 Wear cut-resistant gloves and long sleeves. [PPE]	**Low Rare / Major**	Site supervisor
4	Spray with a respirator and goggles, keeping others out	Hazardous chemicals Eye injuries	**Medium Possible / Moderate**	4.1 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Substitute] 4.2 Use chemicals in well-ventilated areas, or use fans and extraction in	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		Rules: WHS Regulation 2011, Chapter 7 Hazardous chemicals		closed rooms. [Engineering] 4.3 Read the Safety Data Sheet (SDS) before use and keep a register of hazardous chemicals on site. [Administrative] 4.4 Keep chemicals in labelled containers. Never decant into drink bottles. [Administrative] 4.5 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Administrative] 4.6 Have eye wash and a spill kit nearby, and wash hands before eating. [Administrative] 4.7 Wear chemical-resistant gloves and safety glasses or goggles as listed on the SDS. [PPE] 4.8 Use a respirator with the right cartridge if the SDS calls for one. [PPE] 4.9 Use tool guards and screens to stop flying particles. [Engineering] 4.10 Use dust extraction and water to keep dust out of the air. [Engineering] 4.11 Keep others out of the area when cutting, grinding or chipping. [Administrative] 4.12 Keep an eye wash station or eye wash bottles on site. [Administrative] 4.13 Wear safety glasses at all times, goggles for dust and chemicals, and a face shield for grinding. [PPE]		
5	Release pressure before cleaning or changing tips	Stored energy	**Medium Unlikely / Major**	5.1 Release or block all stored energy before work: release the pressure in pipes, tanks and hoses, bleed hydraulics, release springs, lower loads. [Eliminate] 5.2 Lock out and tag all energy sources with personal locks. [Isolate] 5.3 Put mechanical blocks or props under raised parts like buckets, tipper bodies and doors. [Engineering] 5.4 Test that the system is dead and nothing can move before you start. [Administrative] 5.5 Follow the maker's procedure, for example for garage door and roller door springs. [Administrative] 5.6 Wear safety glasses and gloves. [PPE]	**Low Rare / Major**	Site supervisor
6	Clean the pump and dispose of solvent waste properly	Flammable liquids and gases Poor housekeeping and waste Rules: WHS Regulation 2011, Chapter 7 Hazardous chemicals	**High Unlikely / Catastrophic**	6.1 Flammable liquids and gases: see step 1 for the full controls [Administrative] 6.2 Order materials to size and send packaging back where you can. [Eliminate] 6.3 Put skip bins and waste chutes close to the work. [Engineering] 6.4 Clean as you go, and do a full clean up at the end of each day. [Administrative] 6.5 Keep exits, stairs and walkways clear at all times. [Administrative] 6.6 Stack materials neatly on level ground, away from edges. [Administrative] 6.7 Wear gloves when handling waste. [PPE]	**Medium Rare / Catastrophic**	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
Half-face respirator (P2 or P3 filters) Safety goggles Overalls Chemical-resistant gloves (nitrile) Steel cap boots Safety glasses Work gloves Cut-resistant gloves Face shield	Electrical isolation permit

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Airless paint sprayer					
Air compressor					
Mobile scaffold	Scaffolding HRWL (SB or higher) to erect, alter or dismantle where a person or object could fall more than 4 m	Check before each use to the manufacturer. Over 4 m: written handover certificate before first use (WHS Regulations r.225(2)), then inspected before use after any incident, alteration or repair and at least every 30 days (r.225(3))			
Scissor lift (EWP)	Trained and assessed for the EWP type (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			

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