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	Pressure washing and surface prep	**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	Cover power points and outside lights, and keep leads off wet ground	Electric shock from leads and power tools Electric shock from live wiring Rules: WHS Regulation 2011, Part 4.7 and AS/NZS 3012; WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	1.1 Use battery-powered tools where you can. [Substitute] 1.2 Plug all tools into an RCD-protected outlet or a portable RCD. [Engineering] 1.3 Keep leads off the ground and out of water, using lead stands or hooks. [Engineering] 1.4 Check leads, plugs and tools before every use. Tag out and remove anything damaged. [Administrative] 1.5 Test and tag leads, tools and RCDs at the intervals in AS/NZS 3012 (every 3 months on construction sites). Push-button test portable RCDs	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				before each use. [Administrative] 1.6 Do not use tools in rain or wet areas unless they are rated for it. [Administrative] 1.7 Wear safety boots and dry gloves. [PPE] 1.8 Isolate the power before any work. Do not do live work except in the limited cases the WHS Regulations allow (r.157; in Qld, the Electrical Safety Regulation 2013). [Eliminate] 1.9 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 1.10 Test before you touch: prove dead at the point of work with a voltage tester, proving the tester on a known live source before and after (AS/NZS 4836). [Engineering] 1.11 Only licensed electricians do electrical work. [Administrative] 1.12 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 1.13 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Administrative] 1.14 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE]		
2	Check surfaces for asbestos and lead paint first	Disturbing asbestos Lead paint dust and fumes Rules: WHS Regulations, Chapter 8 (Asbestos); WHS Regulation 2011, Part 7.2 Lead	**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] 2.7 Test old paint for lead before you sand, scrape, cut or heat it. [Eliminate] 2.8 Use wet scraping, chemical strippers or shrouded tools with extraction instead of dry sanding. Never burn off lead paint with an open flame. [Substitute] 2.9 Seal off the work area with plastic sheeting and keep residents, children and pets out. [Isolate] 2.10 Clean up with an H-class vacuum and wet wipes. Never dry sweep. [Engineering] 2.11 Wash hands and face before eating, drinking or smoking. Change out of dusty clothes before going home. [Administrative] 2.12 Wear a P2 (or better) respirator, disposable coveralls and gloves. [PPE]	**Medium Rare / Catastrophic**	Site supervisor
3	Never use the pressure washer from a ladder	Falling from a ladder High pressure water jetting	**High Possible / Major**	3.1 Use a platform ladder, mobile scaffold or EWP for longer jobs instead of a straight ladder. [Substitute]	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		Rules: WHS Regulation 2011, Part 4.4 Falls		3.2 Use industrial-rated ladders (AS/NZS 1892, 120 kg or more) in good condition. Remove any damaged ladder from site. [Engineering] 3.3 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Engineering] 3.4 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 3.5 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative] 3.6 Do not stand on the top three rungs of an extension ladder or the top step of a stepladder. [Administrative] 3.7 Check the ladder before each use: feet, rungs, stiles and locks. [Administrative] 3.8 Wear non-slip safety boots with clean soles. [PPE] 3.9 Set an exclusion zone around the jetting area. [Isolate] 3.10 Use a dead man's trigger that stops the jet when released, and check hoses and fittings before use. [Engineering] 3.11 Only trained operators use high pressure jetting gear. [Administrative] 3.12 Never point the lance at anyone or put a hand in front of it. [Administrative] 3.13 Treat any jetting injury as serious and go to hospital, even if it looks small. [Administrative] 3.14 Wear a face shield, waterproof clothing, gloves, hearing protection and safety boots. [PPE]		
4	Mix and apply cleaning chemicals as the label says	Hazardous chemicals Rules: WHS Regulation 2011, Chapter 7 Hazardous chemicals	**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 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]	**Medium Unlikely / Moderate**	Site supervisor
5	Wash down, keeping the lance away from people	High pressure water jetting Loud noise Slips and trips Rules: WHS Regulation 2011, Part 4.1 Noise	**High Likely / Moderate**	5.1 High pressure water jetting: see step 3 for the full controls [Administrative] 5.2 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitute] 5.3 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 5.4 Keep tools maintained and use mufflers on compressors and generators. [Engineering]	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				5.5 Limit time on noisy tools and rotate workers. [Administrative] 5.6 If you have to shout to be heard 1 metre away, wear hearing protection. [Administrative] 5.7 Keep exposure below 85 dB(A) over 8 hours. Give hearing tests to workers who often need hearing protection. [Administrative] 5.8 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 5.9 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 5.10 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 5.11 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 5.12 Keep work areas, stairs and access paths well lit. [Administrative]		
6	Stop runoff entering stormwater drains and clean up	Poor housekeeping and waste	**Medium Likely / Minor**	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]	**Low Unlikely / Minor**	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 goggles Chemical-resistant gloves (nitrile) Hearing protection (earmuffs or plugs) Work gloves Half-face respirator (P2 or P3 filters) Overalls Hard hat Face shield	None required

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Pressure cleaner					

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Extension ladder		Check before each use to the manufacturer and AS/NZS 1892; tag out damaged ladders			
Generator					

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