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	Backflow prevention device testing	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Plumbing

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	Find the device and set up cones if it is near a driveway or road	Road traffic Public entering the work area	**Extreme Possible / Catastrophic**	1.1 Do the work at low-traffic times, or close the road or lane with approval. [Eliminate] 1.2 Put solid barriers between the work and traffic where speeds are high, not just cones. [Isolate] 1.3 Use a truck-mounted attenuator or buffer vehicle on high speed roads. [Engineering] 1.4 Have a Traffic Management Plan. Signs and cones are set out by accredited traffic controllers to your state's rules. [Administrative] 1.5 Get a road occupancy or street works permit from the road authority	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				before you start. [Administrative] 1.6 Park work vehicles to shield the work zone, with beacons on. [Administrative] 1.7 Wear day and night hi-vis clothing (AS/NZS 4602.1). [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	Open the pit or cage, checking for spiders, snakes and sharp edges	Bites and stings Cuts from sharp edges Falling through a floor opening or void Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Possible / Catastrophic**	2.1 Check work areas before starting, and get pest control to remove nests. [Eliminate] 2.2 Look before you reach into dark spaces. [Administrative] 2.3 Ask owners to keep pets away from the work area. [Administrative] 2.4 Know who has allergies and keep their medication, such as an adrenaline auto-injector, close by. [Administrative] 2.5 Know snake bite first aid: pressure immobilisation bandage, keep still and call 000. [Administrative] 2.6 Wear gloves, long sleeves and boots. Use insect repellent outdoors. [PPE] 2.7 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 2.8 Use knives with retractable or self-retracting blades. [Engineering] 2.9 Cut away from your body and keep your other hand clear. [Administrative] 2.10 Put used blades in a blade bin or sharps container. [Administrative] 2.11 Use two people to handle large sheets of metal or glass. [Administrative] 2.12 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate] 2.13 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate] 2.14 Install stairs early and fit temporary handrails as soon as they go in. [Engineering] 2.15 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative] 2.16 Inspect covers and barriers daily and after other trades have been through. [Administrative]	**Medium Unlikely / Moderate**	Site supervisor
3	Tell the site the water will be off, then isolate the device	Working in an occupied home or building	**Medium Possible /**	3.1 Plan noisy, dusty or risky work for when the building is empty. [Eliminate]	**Low Rare / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		Stored energy	**Moderate**	3.2 Close off the work area with barriers, plastic sheeting or locked doors, and put up signs. [Isolate] 3.3 Keep fire exits and paths clear at all times. [Administrative] 3.4 Tell occupants before you turn off power, water or gas, and before noisy or dusty work. [Administrative] 3.5 Lock away tools, chemicals and materials each day, out of reach of children. [Administrative] 3.6 Clean up dust and debris at the end of each day. [Administrative] 3.7 Release or block all stored energy before work: release the pressure in pipes, tanks and hoses, bleed hydraulics, release springs, lower loads. [Eliminate] 3.8 Lock out and tag all energy sources with personal locks. [Isolate] 3.9 Put mechanical blocks or props under raised parts like buckets, tipper bodies and doors. [Engineering] 3.10 Test that the system is dead and nothing can move before you start. [Administrative] 3.11 Follow the maker's procedure, for example for garage door and roller door springs. [Administrative] 3.12 Wear safety glasses and gloves. [PPE]		
4	Connect the test kit and run the test	Pressure testing High pressure water jetting	**Medium** **Unlikely / Major**	4.1 Test with water instead of air or gas where the system allows it. Never put water in refrigerant pipework, which is tested with dry nitrogen. [Substitute] 4.2 Keep people out of the test area with signs and barriers. [Isolate] 4.3 Use a calibrated gauge and a relief valve set to protect the system. [Engineering] 4.4 Test to the pressure the system calls for and hold it for the set time. Never go over. [Administrative] 4.5 Release the pressure fully before tightening anything or fixing leaks. [Administrative] 4.6 Wear safety glasses or a face shield. [PPE] 4.7 Set an exclusion zone around the jetting area. [Isolate] 4.8 Use a dead man's trigger that stops the jet when released, and check hoses and fittings before use. [Engineering] 4.9 Only trained operators use high pressure jetting gear. [Administrative] 4.10 Never point the lance at anyone or put a hand in front of it. [Administrative] 4.11 Treat any jetting injury as serious and go to hospital, even if it looks small. [Administrative] 4.12 Wear a face shield, waterproof clothing, gloves, hearing protection and safety boots. [PPE]	**Low** **Rare / Major**	Site supervisor
5	Restore supply, tag the device and lodge the report	Slips and trips Poor housekeeping and waste	**Medium** **Likely / Minor**	5.1 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 5.2 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 5.3 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering]	**Low** **Unlikely / Minor**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				5.4 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 5.5 Keep work areas, stairs and access paths well lit. [Administrative] 5.6 Wear safety boots with good grip, laced up. [PPE] 5.7 Order materials to size and send packaging back where you can. [Eliminate] 5.8 Put skip bins and waste chutes close to the work. [Engineering] 5.9 Clean as you go, and do a full clean up at the end of each day. [Administrative] 5.10 Keep exits, stairs and walkways clear at all times. [Administrative] 5.11 Stack materials neatly on level ground, away from edges. [Administrative] 5.12 Wear gloves when handling waste. [PPE]		

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 Work gloves Safety glasses Hi-vis shirt or vest Overalls Cut-resistant gloves P2 dust mask Face shield Hearing protection (earmuffs or plugs)	Electrical isolation permit

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Electrical test equipment		Check leads and probes before use; prove the voltage tester on a known live source or proving unit before and after each test for dead; calibrate at the maker's interval			
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