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	Bathroom rough-in plumbing	**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	Isolate water to the area and confirm power is off to any circuits in the walls	Electric shock from live wiring Stored energy Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	1.1 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] 1.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 1.3 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] 1.4 Only licensed electricians do electrical work. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				1.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 1.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Administrative] 1.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE] 1.8 Release or block all stored energy before work: release the pressure in pipes, tanks and hoses, bleed hydraulics, release springs, lower loads. [Eliminate] 1.9 Lock out and tag all energy sources with personal locks. [Isolate] 1.10 Put mechanical blocks or props under raised parts like buckets, tipper bodies and doors. [Engineering] 1.11 Test that the system is dead and nothing can move before you start. [Administrative] 1.12 Follow the maker's procedure, for example for garage door and roller door springs. [Administrative] 1.13 Wear safety glasses and gloves. [PPE]		
2	Check walls and floors for asbestos before cutting	Disturbing asbestos Rules: WHS Regulations, Chapter 8 (Asbestos)	**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]	**Medium Rare / Catastrophic**	Site supervisor
3	Cut slab or wall chases with water suppression or dust extraction	Silica dust from concrete, brick, stone and tiles Saw cuts and kickback Loud noise Hand-arm and whole-body vibration Rules: WHS Regulations, Chapter 8A (Crystalline silica substances and engineered stone); WHS Regulation 2011, Part 4.1 Noise	**Extreme Likely / Catastrophic**	3.1 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] 3.2 Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. [Substitute] 3.3 Cut outdoors or in a separate area, with other people well away and upwind. [Isolate] 3.4 Use water on the blade or on-tool dust extraction connected to an H-class vacuum. [Engineering] 3.5 Clean up with a vacuum or wet methods. Never dry sweep or use compressed air. [Administrative] 3.6 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]	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				3.7 Keep blade guards fitted and working, and use the riving knife on table saws. [Engineering] 3.8 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Engineering] 3.9 Use a sharp, undamaged blade made for the material. [Administrative] 3.10 Stand to one side of the blade line, out of the kickback path. [Administrative] 3.11 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitute] 3.12 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 3.13 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 3.14 Limit time on noisy tools and rotate workers. [Administrative] 3.15 Keep exposure below 85 dB(A) over 8 hours. Give hearing tests to workers who often need hearing protection. [Administrative] 3.16 Use low-vibration tools and methods, such as a breaker on an excavator instead of a hand jackhammer. [Substitute] 3.17 Keep tools sharp and well maintained, and use anti-vibration handles and seats. [Engineering] 3.18 Limit trigger time on high-vibration tools and rotate workers. [Administrative] 3.19 Keep hands warm and dry, and take regular breaks. [Administrative]		
4	Run waste and water pipes, working at floor level with knee pads	Lifting and carrying heavy loads Repetitive work and awkward postures Cuts from sharp edges Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Likely / Moderate**	4.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 4.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 4.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 4.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 4.5 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 4.6 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Substitute] 4.7 Set work up at waist height on benches or trestles where you can. [Engineering] 4.8 Use light tools with good grips, and keep blades and bits sharp. [Engineering] 4.9 Rotate tasks and take short breaks every hour on repetitive work. [Administrative] 4.10 Warm up before heavy physical work and report aches and pains early. [Administrative] 4.11 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 4.12 Use knives with retractable or self-retracting blades. [Engineering] 4.13 Cut away from your body and keep your other hand clear.	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Administrative] 4.14 Put used blades in a blade bin or sharps container. [Administrative] 4.15 Use two people to handle large sheets of metal or glass. [Administrative]		
5	Glue solvent joints with ventilation and no flames nearby	Hazardous chemicals Flammable liquids and gases Rules: WHS Regulation 2011, Chapter 7 Hazardous chemicals	**High** **Unlikely / Catastrophic**	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 Use non-flammable or water-based products where you can. [Substitute] 5.10 Keep ignition sources away: no smoking, no hot work and no running engines near flammables. [Isolate] 5.11 Store fuels and solvents in approved, closed containers in a ventilated area away from the work. [Engineering] 5.12 Refuel equipment outdoors with the engine off and cool. [Administrative] 5.13 Keep only what you need for the day on site. [Administrative] 5.14 Store gas cylinders upright, secured and outdoors. [Administrative] 5.15 Keep a suitable fire extinguisher where flammables are used or stored. [Administrative] 5.16 Wear chemical gloves and safety glasses when pouring or mixing. [PPE]	**Medium** **Unlikely / Moderate**	Site supervisor
6	Pressure test the pipework and clean up	Pressure testing Poor housekeeping and waste	**Medium** **Unlikely / Major**	6.1 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] 6.2 Keep people out of the test area with signs and barriers. [Isolate] 6.3 Use a calibrated gauge and a relief valve set to protect the system. [Engineering] 6.4 Test to the pressure the system calls for and hold it for the set time. Never go over. [Administrative] 6.5 Release the pressure fully before tightening anything or fixing leaks. [Administrative] 6.6 Wear safety glasses or a face shield. [PPE] 6.7 Order materials to size and send packaging back where you can. [Eliminate]	**Low** **Rare / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				6.8 Put skip bins and waste chutes close to the work. [Engineering] 6.9 Clean as you go, and do a full clean up at the end of each day. [Administrative] 6.10 Keep exits, stairs and walkways clear at all times. [Administrative] 6.11 Stack materials neatly on level ground, away from edges. [Administrative] 6.12 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 Safety glasses P2 dust mask Hearing protection (earmuffs or plugs) Knee pads Work gloves Half-face respirator (P2 or P3 filters) Overalls Cut-resistant gloves Chemical-resistant gloves (nitrile) Safety goggles Face shield	Electrical isolation permit

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Power drill		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Rotary hammer drill		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Pipe press tool					
Hand tools					
Concrete saw					

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