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	Drain unblocking and jetting	**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	Set up cones around open pits and keep the public and pets away	Public entering the work area Falling through a floor opening or void Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Possible / Catastrophic**	1.1 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 1.2 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 1.3 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 1.4 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative] 1.5 Make the site safe at the end of each day: cover holes, lower plant,	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				remove ladders and lock tools away. [Administrative] 1.6 Use a spotter when moving plant or materials across public paths. [Administrative] 1.7 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate] 1.8 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate] 1.9 Install stairs early and fit temporary handrails as soon as they go in. [Engineering] 1.10 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative] 1.11 Inspect covers and barriers daily and after other trades have been through. [Administrative] 1.12 Keep lighting good enough to see openings, especially on lower floors and in the evening. [Administrative] 1.13 Use a harness clipped to a rated anchor when working right next to an open void. [PPE]		
2	Open the inspection point, never enter pits or manholes without a confined space permit	Confined space entry Lifting and carrying heavy loads Rules: WHS Regulation 2011, Part 4.3 Confined spaces; WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Likely / Moderate**	2.1 Do the work from outside the space where you can, using cameras or long-reach tools. [Eliminate] 2.2 Isolate and lock out all pipes, power and moving parts going into the space. [Isolate] 2.3 Test the air for oxygen, flammable and toxic gases before entry, and keep testing during the work. [Engineering] 2.4 Use forced ventilation to keep the air clean. [Engineering] 2.5 Issue a confined space entry permit before anyone goes in. Only trained workers enter. [Administrative] 2.6 Keep a trained standby person outside at all times, in contact with those inside. [Administrative] 2.7 Set up written first aid and rescue procedures and rescue gear before entry, and practise them (WHS Regulations r.74). Never go in to rescue without the right gear. [Administrative] 2.8 Wear a harness for retrieval and the respirator the air test calls for. [PPE] 2.9 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 2.10 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 2.11 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 2.12 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 2.13 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 2.14 Rotate tasks and take breaks on long lifting jobs. [Administrative] 2.15 Wear gloves for grip and safety boots to protect your feet. [PPE]	**Medium Unlikely / Moderate**	Site supervisor
3	Check the jetter hose and	High pressure water jetting	**High**	3.1 Set an exclusion zone around the jetting area. [Isolate]	**Medium**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
	fittings, then jet with the nozzle well inside the pipe before starting	Stored energy Loud noise Rules: WHS Regulation 2011, Part 4.1 Noise	**Likely / Moderate**	3.2 Use a dead man's trigger that stops the jet when released, and check hoses and fittings before use. [Engineering] 3.3 Only trained operators use high pressure jetting gear. [Administrative] 3.4 Never point the lance at anyone or put a hand in front of it. [Administrative] 3.5 Treat any jetting injury as serious and go to hospital, even if it looks small. [Administrative] 3.6 Release or block all stored energy before work: release the pressure in pipes, tanks and hoses, bleed hydraulics, release springs, lower loads. [Eliminate] 3.7 Lock out and tag all energy sources with personal locks. [Isolate] 3.8 Put mechanical blocks or props under raised parts like buckets, tipper bodies and doors. [Engineering] 3.9 Test that the system is dead and nothing can move before you start. [Administrative] 3.10 Follow the maker's procedure, for example for garage door and roller door springs. [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 If you have to shout to be heard 1 metre away, wear hearing protection. [Administrative] 3.16 Keep exposure below 85 dB(A) over 8 hours. Give hearing tests to workers who often need hearing protection. [Administrative]	**Unlikely / Moderate**	
4	Clear the blockage, keeping face and hands away from splashback	Sewage and wastewater Eye injuries Slips and trips	**Medium Possible / Moderate**	4.1 Flush and drain the line before opening it, and plan the job to avoid contact. [Eliminate] 4.2 Use drain cameras, jetters and long-handled tools to keep hands out. [Engineering] 4.3 Sewage and wastewater: see step 6 for the full controls [Administrative] 4.4 Use tool guards and screens to stop flying particles. [Engineering] 4.5 Use dust extraction and water to keep dust out of the air. [Engineering] 4.6 Keep others out of the area when cutting, grinding or chipping. [Administrative] 4.7 Keep an eye wash station or eye wash bottles on site. [Administrative] 4.8 Wear safety glasses at all times, goggles for dust and chemicals, and a face shield for grinding. [PPE] 4.9 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 4.10 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 4.11 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
				4.12 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 4.13 Keep work areas, stairs and access paths well lit. [Administrative]		
5	Run a CCTV camera to confirm the line is clear	Sewage and wastewater	**Medium Possible / Moderate**	5.1 Cover cuts with waterproof dressings. Never eat, drink or smoke before washing. [Administrative] 5.2 Wash hands well and clean tools and boots after the job. [Administrative] 5.3 Sewage and wastewater: see step 6 for the full controls [Administrative]	**Low Rare / Moderate**	Site supervisor
6	Close pits, wash down, and wash hands before eating	Sewage and wastewater Poor housekeeping and waste	**Medium Possible / Moderate**	6.1 Flush and drain the line before opening it, and plan the job to avoid contact. [Eliminate] 6.2 Use drain cameras, jetters and long-handled tools to keep hands out. [Engineering] 6.3 Cover cuts with waterproof dressings. Never eat, drink or smoke before washing. [Administrative] 6.4 Wash hands well and clean tools and boots after the job. [Administrative] 6.5 Keep vaccinations such as tetanus and hepatitis A up to date, on medical advice. [Administrative] 6.6 Wear waterproof gloves, goggles or a face shield, and coveralls. [PPE] 6.7 Order materials to size and send packaging back where you can. [Eliminate] 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]	**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 Chemical-resistant gloves (nitrile) Safety goggles Face shield Overalls Hi-vis shirt or vest Work gloves Hearing protection (earmuffs or plugs)	Electrical isolation permit

Required PPE	Permits and plans
Safety glasses	

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Drain jetter					
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

Rev	Date	By	What changed

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