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	Sewer and drain line replacement	**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	**YES**	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	Get BYDA plans and locate services before digging	Hitting underground services Gas and fuel lines Electric shock from live wiring Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	1.1 Keep machine buckets well clear of marked services and use a spotter. [Isolate] 1.2 Scan the area with a cable locator before digging and mark services on the ground. [Engineering] 1.3 Hand dig or vacuum excavate to expose services before using a machine near them. [Engineering] 1.4 Lodge a free BYDA (Before You Dig Australia) request and get the plans before any digging. [Administrative] 1.5 Keep plans or locate tickets on site and check them again if the work	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				area grows. [Administrative] 1.6 Isolate and purge the line before work, with the owner's approval. [Eliminate] 1.7 Lock off and tag the isolation valve. [Isolate] 1.8 Check for leaks with a gas detector before and during work, and ventilate the area. [Engineering] 1.9 Only licensed gasfitters work on gas lines. [Administrative] 1.10 Remove ignition sources: no smoking, no hot work and no sparking tools near the line. [Administrative] 1.11 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] 1.12 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 1.13 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] 1.14 Only licensed electricians do electrical work. [Administrative] 1.15 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative]		
2	Cut and remove concrete or paving with water suppression	Silica dust from concrete, brick, stone and tiles Saw cuts and kickback Loud noise Rules: WHS Regulations, Chapter 8A (Crystalline silica substances and engineered stone); WHS Regulation 2011, Part 4.1 Noise	**Extreme Likely / Catastrophic**	2.1 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] 2.2 Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. [Substitute] 2.3 Cut outdoors or in a separate area, with other people well away and upwind. [Isolate] 2.4 Use water on the blade or on-tool dust extraction connected to an H-class vacuum. [Engineering] 2.5 Clean up with a vacuum or wet methods. Never dry sweep or use compressed air. [Administrative] 2.6 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] 2.7 Wear a fit-tested P2 (or better) respirator. [PPE] 2.8 Keep blade guards fitted and working, and use the riving knife on table saws. [Engineering] 2.9 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Engineering] 2.10 Use a sharp, undamaged blade made for the material. [Administrative] 2.11 Stand to one side of the blade line, out of the kickback path. [Administrative] 2.12 Let the blade stop fully before reaching in or putting the saw down.	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Administrative] 2.13 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitute] 2.14 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 2.15 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 2.16 Limit time on noisy tools and rotate workers. [Administrative] 2.17 If you have to shout to be heard 1 metre away, wear hearing protection. [Administrative] 2.18 Keep exposure below 85 dB(A) over 8 hours. Give hearing tests to workers who often need hearing protection. [Administrative]		
3	Excavate the trench, shoring or benching it if deeper than allowed	Trench or excavation collapse Being hit by mobile plant Falling through a floor opening or void Rules: WHS Regulations, Part 6.3 Division 3 (Excavation work, r.304 to 306); WHS Regulation 2011, Part 5.1 Plant; WHS Regulation 2011, Part 4.4 Falls	**Extreme Possible / Catastrophic**	3.1 Use methods that keep people out of the trench, such as directional boring or working from the surface. [Eliminate] 3.2 Barricade or cover the excavation so people and plant cannot fall in. [Isolate] 3.3 Shore, bench or batter the walls of any trench 1.5 metres deep or more before anyone goes in, unless a geotechnical engineer advises in writing that the sides are safe. [Engineering] 3.4 Keep spoil, materials and plant at least 1 metre back from the edge. [Engineering] 3.5 Provide a safe way in and out, such as a ladder near where people work. [Engineering] 3.6 Inspect the excavation at the start of each shift and after rain or anything that could weaken it. Record it. [Administrative] 3.7 Separate people and plant with barriers, exclusion zones and marked walkways. [Isolate] 3.8 Use plant with working reversing alarms, cameras and lights. [Engineering] 3.9 Have a traffic management plan showing plant routes, loading areas and pedestrian paths. [Administrative] 3.10 Use a spotter when reversing or working near people. [Administrative] 3.11 Make eye contact with the operator before going near. Stay out of the swing radius. [Administrative] 3.12 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate] 3.13 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate] 3.14 Install stairs early and fit temporary handrails as soon as they go in. [Engineering] 3.15 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative] 3.16 Inspect covers and barriers daily and after other trades have been through. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor
4	Cut out the broken pipe, wearing gloves and washing	Sewage and wastewater Cuts from sharp edges	**Medium Possible /**	4.1 Flush and drain the line before opening it, and plan the job to avoid contact. [Eliminate]	**Low Unlikely / Minor**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
	hands often		**Moderate**	4.2 Use drain cameras, jetters and long-handled tools to keep hands out. [Engineering] 4.3 Cover cuts with waterproof dressings. Never eat, drink or smoke before washing. [Administrative] 4.4 Wash hands well and clean tools and boots after the job. [Administrative] 4.5 Keep vaccinations such as tetanus and hepatitis A up to date, on medical advice. [Administrative] 4.6 Wear waterproof gloves, goggles or a face shield, and coveralls. [PPE] 4.7 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 4.8 Use knives with retractable or self-retracting blades. [Engineering] 4.9 Cut away from your body and keep your other hand clear. [Administrative] 4.10 Put used blades in a blade bin or sharps container. [Administrative] 4.11 Use two people to handle large sheets of metal or glass. [Administrative] 4.12 Wear cut-resistant gloves and long sleeves. [PPE]		
5	Lay and join the new pipe to grade, then test the line	Lifting and carrying heavy loads Pressure testing Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Likely / Moderate**	5.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 5.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 5.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 5.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 5.5 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 5.6 Rotate tasks and take breaks on long lifting jobs. [Administrative] 5.7 Wear gloves for grip and safety boots to protect your feet. [PPE] 5.8 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] 5.9 Keep people out of the test area with signs and barriers. [Isolate] 5.10 Use a calibrated gauge and a relief valve set to protect the system. [Engineering] 5.11 Test to the pressure the system calls for and hold it for the set time. Never go over. [Administrative] 5.12 Release the pressure fully before tightening anything or fixing leaks. [Administrative] 5.13 Wear safety glasses or a face shield. [PPE]	**Medium Unlikely / Moderate**	Site supervisor
6	Backfill and compact in layers, reinstate the surface and clean up	Hand-arm and whole-body vibration Loud noise Poor housekeeping and waste	**High Likely / Moderate**	6.1 Use low-vibration tools and methods, such as a breaker on an excavator instead of a hand jackhammer. [Substitute] 6.2 Keep tools sharp and well maintained, and use anti-vibration handles and seats. [Engineering] 6.3 Limit trigger time on high-vibration tools and rotate workers.	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		Rules: WHS Regulation 2011, Part 4.1 Noise		[Administrative] 6.4 Keep hands warm and dry, and take regular breaks. [Administrative] 6.5 Report tingling, numbness or white fingers early. [Administrative] 6.6 Wear earplugs or earmuffs rated for the noise. [PPE] 6.7 Loud noise: see step 2 for the full controls [Administrative] 6.8 Order materials to size and send packaging back where you can. [Eliminate] 6.9 Put skip bins and waste chutes close to the work. [Engineering] 6.10 Clean as you go, and do a full clean up at the end of each day. [Administrative] 6.11 Keep exits, stairs and walkways clear at all times. [Administrative] 6.12 Stack materials neatly on level ground, away from edges. [Administrative]		

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 Hi-vis shirt or vest Chemical-resistant gloves (nitrile) Safety glasses Hearing protection (earmuffs or plugs) P2 dust mask Half-face respirator (P2 or P3 filters) Hard hat Safety goggles Face shield Overalls Cut-resistant gloves Work gloves	Excavation / dig permit

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Excavator	Verification of competency (VOC) for the machine	Operator pre-start check each shift; servicing and inspection to the manufacturer			
Hand tools					
Concrete saw					

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

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

Rev	Date	By	What changed

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