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	Replace fascia and soffits	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Roofing

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	Barricade below and set up a mobile scaffold or secured ladder	Public entering the work area Falling from a ladder Falling from height Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / 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 Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				remove ladders and lock tools away. [Administrative] 1.6 Use a platform ladder, mobile scaffold or EWP for longer jobs instead of a straight ladder. [Substitute] 1.7 Use industrial-rated ladders (AS/NZS 1892, 120 kg or more) in good condition. Remove any damaged ladder from site. [Engineering] 1.8 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Engineering] 1.9 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 1.10 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative] 1.11 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 1.12 Install guardrails or edge protection on all open edges before work starts. [Isolate] 1.13 Use a scaffold, mobile work platform or EWP instead of working off a ladder. [Engineering] 1.14 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering] 1.15 Everyone working at height holds a White Card and has been briefed on this SWMS before going up. [Administrative] 1.16 Have a written emergency and rescue plan, tested before work starts, so a worker hanging in a harness can be brought down within minutes (WHS Regulations r.80). [Administrative]		
2	Check soffit sheets for asbestos and old paint for lead before removing	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]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				2.12 Wear a P2 (or better) respirator, disposable coveralls and gloves. [PPE]		
3	Remove gutters and old fascia boards, lowering them by hand	Lifting and carrying heavy loads Falling tools and materials Cuts from sharp edges Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks; WHS Regulation 2011, Part 3.2 (falling objects)	**High** **Likely / Moderate**	3.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 3.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 3.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 3.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 3.5 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 3.6 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 3.7 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 3.8 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 3.9 Tether hand tools when working at height. [Engineering] 3.10 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative] 3.11 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 3.12 Use knives with retractable or self-retracting blades. [Engineering] 3.13 Cut away from your body and keep your other hand clear. [Administrative] 3.14 Put used blades in a blade bin or sharps container. [Administrative] 3.15 Use two people to handle large sheets of metal or glass. [Administrative]	**Medium** **Unlikely / Major**	Site supervisor
4	Cut and fix new boards and soffit lining	Saw cuts and kickback Nail gun injuries Wood and MDF dust Loud noise Rules: WHS Regulation 2011, Part 4.1 Noise	**High** **Possible / Major**	4.1 Keep blade guards fitted and working, and use the riving knife on table saws. [Engineering] 4.2 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Engineering] 4.3 Use a sharp, undamaged blade made for the material. [Administrative] 4.4 Stand to one side of the blade line, out of the kickback path. [Administrative] 4.5 Use a nail gun with a sequential (single shot) trigger, not a contact or bump trigger. [Substitute] 4.6 Disconnect the air or battery before clearing jams, adjusting or moving between work areas. [Engineering] 4.7 Keep your free hand at least 30 cm from the nailing point. [Administrative] 4.8 Never point the gun at anyone or carry it with your finger on the trigger. [Administrative] 4.9 Buy pre-cut or pre-finished timber where you can. [Substitute] 4.10 Cut outdoors or in a well-ventilated area away from others. [Isolate]	**Medium** **Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				4.11 Use saws and sanders with dust extraction connected to an M-class (or better) vacuum. [Engineering] 4.12 Clean up with a vacuum, not a broom or compressed air. [Administrative] 4.13 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitute] 4.14 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 4.15 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 4.16 Limit time on noisy tools and rotate workers. [Administrative] 4.17 Keep exposure below 85 dB(A) over 8 hours. Give hearing tests to workers who often need hearing protection. [Administrative]		
5	Refit gutters, clean up and remove access	Poor housekeeping and waste Falling from a ladder Rules: WHS Regulation 2011, Part 4.4 Falls	**High** **Possible / Major**	5.1 Order materials to size and send packaging back where you can. [Eliminate] 5.2 Put skip bins and waste chutes close to the work. [Engineering] 5.3 Clean as you go, and do a full clean up at the end of each day. [Administrative] 5.4 Keep exits, stairs and walkways clear at all times. [Administrative] 5.5 Stack materials neatly on level ground, away from edges. [Administrative] 5.6 Wear gloves when handling waste. [PPE] 5.7 Do not stand on the top three rungs of an extension ladder or the top step of a stepladder. [Administrative] 5.8 Check the ladder before each use: feet, rungs, stiles and locks. [Administrative] 5.9 Wear non-slip safety boots with clean soles. [PPE] 5.10 Falling from a ladder: see step 1 for the full controls [Administrative]	**Medium** **Unlikely / Major**	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 glasses Work gloves P2 dust mask Hearing protection (earmuffs or plugs) Hi-vis shirt or vest Hard hat Half-face respirator (P2 or P3 filters) Overalls Cut-resistant gloves	None required

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Mobile scaffold	Scaffolding HRWL (SB or higher) to erect, alter or dismantle where a person or object could fall more than 4 m	Check before each use to the manufacturer. Over 4 m: written handover certificate before first use (WHS Regulations r.225(2)), then inspected before use after any incident, alteration or repair and at least every 30 days (r.225(3))			
Extension ladder		Check before each use to the manufacturer and AS/NZS 1892; tag out damaged ladders			
Circular saw		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Nail gun					
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