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 gutters and downpipes	**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

YES	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	Barricade the area below and check for power lines near the gutter line	Public entering the work area Contact with overhead power lines Falling tools and materials Rules: WHS Regulation 2011, Part 3.2 (falling objects)	**High** **Possible / Major**	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 Ask the network operator to turn off, move or insulate the lines before work starts. [Eliminate] 1.7 Use non-conductive (fibreglass) ladders near any power lines. [Substitute] 1.8 Mark the safe distance with flags, tape or goal posts and keep all plant and people outside it. [Isolate] 1.9 Keep out of the No Go Zone set by your state and the network operator, or get written approval and a safety observer. In NSW and Qld, untrained people and plant stay at least 3 m from lines on poles up to 132 kV, 6 m up to 330 kV and 8 m above 330 kV. In Victoria the limits differ, and work within 8 m of tower lines needs a spotter and the network operator's permission. [Administrative] 1.10 Use a dedicated spotter whenever plant moves or raises anything near lines. [Administrative] 1.11 Treat all lines as live. If plant touches a line, stay in the cab and keep everyone well away. [Administrative] 1.12 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 1.13 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 1.14 Falling tools and materials: see step 5 for the full controls [Administrative]		
2	Check old gutters, fascia and eaves sheeting for asbestos, and old paint for lead, before cutting	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] 2.12 Wear a P2 (or better) respirator, disposable coveralls and gloves.	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[PPE]		
3	Set up a mobile scaffold, EWP or roof edge protection; use a secured ladder only for short, light work with three points of contact	Falling from height Falling from a ladder EWP tip-over or crush Scaffold collapse or fall from scaffold Rules: WHS Regulation 2011, Part 4.4 Falls; WHS Regulation 2011, Part 4.5 High risk work; WHS Regulation 2011, Part 4.4 Falls, Part 5.1 Plant and r.225 (scaffolds)	**Extreme Likely / Catastrophic**	3.1 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 3.2 Install guardrails or edge protection on all open edges before work starts. [Isolate] 3.3 Use a scaffold, mobile work platform or EWP instead of working off a ladder. [Engineering] 3.4 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering] 3.5 Everyone working at height holds a White Card and has been briefed on this SWMS before going up. [Administrative] 3.6 Use a platform ladder, mobile scaffold or EWP for longer jobs instead of a straight ladder. [Substitute] 3.7 Use industrial-rated ladders (AS/NZS 1892, 120 kg or more) in good condition. Remove any damaged ladder from site. [Engineering] 3.8 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Engineering] 3.9 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 3.10 Check the ground before setting up. Use outriggers and spreader pads, and keep clear of trenches, pits and slopes. [Engineering] 3.11 Use a platform with tilt alarm and secondary guarding (anti-entrapment) where there is an overhead crush risk. [Engineering] 3.12 Hold a High Risk Work Licence (WP) for boom-type EWPs with a boom of 11 metres or more. Under 11 metres and scissor lifts: trained and assessed (for example EWPA Yellow Card). [Administrative] 3.13 Do a pre-start check each day. Keep a trained person on the ground who can lower the platform in an emergency. [Administrative] 3.14 Have a written emergency and rescue plan, tested before work starts, for a worker stuck in the platform or hanging in a harness (WHS Regulations r.80). [Administrative] 3.15 Never exceed the safe working load, climb on the rails or use a ladder in the basket. [Administrative] 3.16 Scaffold is built, altered and taken down only by a competent scaffolder, on a firm base with sole boards and ties. [Engineering] 3.17 Fit guardrails, mid rails and toe boards on every working platform. [Engineering] 3.18 Use mobile scaffolds only on firm, level ground with castors locked and outriggers fitted. Never move one with anyone on it. [Engineering] 3.19 Scaffold where a person or object could fall more than 4 metres is built by a licensed scaffolder (High Risk Work Licence). [Administrative] 3.20 Do not use a scaffold over 4 metres until the scaffolder gives a written handover certificate. [Administrative] 3.21 Inspect the scaffold before first use, after any change or bad weather, and at least every 30 days. Record it on the scaffold tag. [Administrative]	**Medium Unlikely / Major**	Site supervisor
4	Clean out the old gutter with	Cuts from sharp edges	**Medium**	4.1 Deburr or cover sharp edges, and fit edge protectors on exposed sheet	**Medium**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
	gloves on, watching for sharp edges and wasp nests. Wet down any bird or possum droppings and wear a dust mask if there are a lot	Bites and stings	**Possible / Moderate**	metal. [Engineering] 4.2 Use knives with retractable or self-retracting blades. [Engineering] 4.3 Cut away from your body and keep your other hand clear. [Administrative] 4.4 Put used blades in a blade bin or sharps container. [Administrative] 4.5 Use two people to handle large sheets of metal or glass. [Administrative] 4.6 Wear cut-resistant gloves and long sleeves. [PPE] 4.7 Check work areas before starting, and get pest control to remove nests. [Eliminate] 4.8 Look before you reach into dark spaces. [Administrative] 4.9 Ask owners to keep pets away from the work area. [Administrative] 4.10 Know who has allergies and keep their medication, such as an adrenaline auto-injector, close by. [Administrative] 4.11 Know snake bite first aid: pressure immobilisation bandage, keep still and call 000. [Administrative] 4.12 Wear gloves, long sleeves and boots. Use insect repellent outdoors. [PPE]	**Unlikely / Moderate**	
5	Cut old gutters into short lengths and lower them down; never drop them	Lifting and carrying heavy loads Cuts from sharp edges Falling tools and materials Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks; WHS Regulation 2011, Part 3.2 (falling objects)	**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 Cuts from sharp edges: see step 4 for the full controls [Administrative] 5.7 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 5.8 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 5.9 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 5.10 Tether hand tools when working at height. [Engineering] 5.11 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative]	**Medium Unlikely / Major**	Site supervisor
6	Check the fascia is sound and replace any rotten sections before fixing brackets	Falling from height Injury from power tools Wood and MDF dust Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / Catastrophic**	6.1 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] 6.2 Wear a full body harness with a shock-absorbing lanyard, clipped on at all times when using fall arrest. [PPE] 6.3 Falling from height: see step 3 for the full controls [Administrative] 6.4 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering]	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				6.5 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 6.6 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 6.7 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 6.8 No loose clothing, jewellery or long hair near spinning parts. [Administrative] 6.9 Buy pre-cut or pre-finished timber where you can. [Substitute] 6.10 Cut outdoors or in a well-ventilated area away from others. [Isolate] 6.11 Use saws and sanders with dust extraction connected to an M-class (or better) vacuum. [Engineering] 6.12 Clean up with a vacuum, not a broom or compressed air. [Administrative] 6.13 Wear a P2 dust mask for cutting and sanding. [PPE]		
7	Fix brackets to the right fall, then fit the new gutter and downpipes, keeping tools tethered at height	Injury from power tools Cuts from sharp edges Falling tools and materials Sun exposure (UV) Rules: WHS Regulation 2011, Part 3.2 (falling objects)	**High Possible / Major**	7.1 Wear safety glasses and hearing protection. Do not wear loose gloves on drills or other rotating tools. [PPE] 7.2 Injury from power tools: see step 6 for the full controls [Administrative] 7.3 Cuts from sharp edges: see step 4 for the full controls [Administrative] 7.4 Lower materials with a hoist, chute or rope. Never throw or drop anything down. [Administrative] 7.5 Wear a hard hat anywhere objects could fall. [PPE] 7.6 Falling tools and materials: see step 5 for the full controls [Administrative] 7.7 Plan outdoor work for early morning or late afternoon when UV is lower. [Eliminate] 7.8 Put shade covers over fixed work areas. [Engineering] 7.9 Check the UV index each day. Use sun protection when it is 3 or higher. [Administrative] 7.10 Check your skin regularly and see a doctor about any new or changing spots. [Administrative]	**Medium Unlikely / Major**	Site supervisor
8	Seal joints and connect downpipes to the stormwater system	Hazardous chemicals Lifting and carrying heavy loads Rules: WHS Regulation 2011, Chapter 7 Hazardous chemicals; WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Likely / Moderate**	8.1 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Substitute] 8.2 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Engineering] 8.3 Read the Safety Data Sheet (SDS) before use and keep a register of hazardous chemicals on site. [Administrative] 8.4 Keep chemicals in labelled containers. Never decant into drink bottles. [Administrative] 8.5 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Administrative] 8.6 Have eye wash and a spill kit nearby, and wash hands before eating. [Administrative] 8.7 Wear chemical-resistant gloves and safety glasses or goggles as listed on the SDS. [PPE] 8.8 Use a respirator with the right cartridge if the SDS calls for one. [PPE] 8.9 Rotate tasks and take breaks on long lifting jobs. [Administrative]	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				8.10 Wear gloves for grip and safety boots to protect your feet. [PPE] 8.11 Lifting and carrying heavy loads: see step 5 for the full controls [Administrative]		
9	Water test the gutter, clean up swarf and offcuts, and remove access equipment	Poor housekeeping and waste Slips and trips	**Medium** **Likely / Minor**	9.1 Order materials to size and send packaging back where you can. [Eliminate] 9.2 Put skip bins and waste chutes close to the work. [Engineering] 9.3 Clean as you go, and do a full clean up at the end of each day. [Administrative] 9.4 Keep exits, stairs and walkways clear at all times. [Administrative] 9.5 Stack materials neatly on level ground, away from edges. [Administrative] 9.6 Wear gloves when handling waste. [PPE] 9.7 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 9.8 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 9.9 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 9.10 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 9.11 Keep work areas, stairs and access paths well lit. [Administrative] 9.12 Wear safety boots with good grip, laced up. [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 Cut-resistant gloves Safety glasses Sun protection (brim hat, long sleeves, SPF 50+) Hi-vis shirt or vest Hard hat Half-face respirator (P2 or P3 filters) Overalls Work gloves Safety harness and lanyard Hearing protection (earmuffs or plugs) P2 dust mask Chemical-resistant gloves (nitrile) Safety goggles	Working at heights permit

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Extension ladder		Check before each use to the manufacturer and AS/NZS 1892; tag out damaged ladders			
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))			
Scissor lift (EWP)	Trained and assessed for the EWP type (e.g. EWPA Yellow Card)	Operator pre-start check each shift; routine and annual inspections to the manufacturer and AS 2550.10, with a major inspection at 10 years			
Hand tools					
Power drill		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			

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