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	Scaffold erection	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Scaffolding

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		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	Check the design, ground conditions and power lines before unloading	Contact with overhead power lines Scaffold collapse or fall from scaffold Rules: WHS Regulation 2011, Part 4.4 Falls, Part 5.1 Plant and r.225 (scaffolds)	**Extreme** **Possible / Catastrophic**	1.1 Ask the network operator to turn off, move or insulate the lines before work starts. [Eliminate] 1.2 Use non-conductive (fibreglass) ladders near any power lines. [Substitute] 1.3 Mark the safe distance with flags, tape or goal posts and keep all plant and people outside it. [Isolate] 1.4 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	**Medium** **Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				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] 1.5 Use a dedicated spotter whenever plant moves or raises anything near lines. [Administrative] 1.6 Treat all lines as live. If plant touches a line, stay in the cab and keep everyone well away. [Administrative] 1.7 Scaffold is built, altered and taken down only by a competent scaffolder, on a firm base with sole boards and ties. [Engineering] 1.8 Fit guardrails, mid rails and toe boards on every working platform. [Engineering] 1.9 Scaffold collapse or fall from scaffold: see step 9 for the full controls [Administrative]		
2	Set up an exclusion zone or hoarding and control traffic and the public	Public entering the work area Road traffic Falling tools and materials Rules: WHS Regulation 2011, Part 3.2 (falling objects)	**Extreme Possible / Catastrophic**	2.1 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 2.2 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 2.3 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 2.4 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative] 2.5 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative] 2.6 Do the work at low-traffic times, or close the road or lane with approval. [Eliminate] 2.7 Put solid barriers between the work and traffic where speeds are high, not just cones. [Isolate] 2.8 Road traffic: see step 3 for the full controls [Administrative] 2.9 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 2.10 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 2.11 Falling tools and materials: see step 6 for the full controls [Administrative]	**Medium Unlikely / Major**	Site supervisor
3	Unload and stack gear close to the work, lifting with a partner	Lifting and carrying heavy loads Road traffic Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**Extreme Possible / Catastrophic**	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 Rotate tasks and take breaks on long lifting jobs. [Administrative] 3.7 Wear gloves for grip and safety boots to protect your feet. [PPE]	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				3.8 Do the work at low-traffic times, or close the road or lane with approval. [Eliminate] 3.9 Put solid barriers between the work and traffic where speeds are high, not just cones. [Isolate] 3.10 Use a truck-mounted attenuator or buffer vehicle on high speed roads. [Engineering] 3.11 Have a Traffic Management Plan. Signs and cones are set out by accredited traffic controllers to your state's rules. [Administrative] 3.12 Get a road occupancy or street works permit from the road authority before you start. [Administrative] 3.13 Park work vehicles to shield the work zone, with beacons on. [Administrative] 3.14 Wear day and night hi-vis clothing (AS/NZS 4602.1). [PPE]		
4	Set base plates and sole boards on firm, level ground	Scaffold collapse or fall from scaffold Rules: WHS Regulation 2011, Part 4.4 Falls, Part 5.1 Plant and r.225 (scaffolds)	**Extreme Possible / Catastrophic**	4.1 Use mobile scaffolds only on firm, level ground with castors locked and outriggers fitted. Never move one with anyone on it. [Engineering] 4.2 Scaffold where a person or object could fall more than 4 metres is built by a licensed scaffolder (High Risk Work Licence). [Administrative] 4.3 Scaffold collapse or fall from scaffold: see step 9 for the full controls [Administrative]	**Medium Rare / Catastrophic**	Site supervisor
5	Erect lift by lift, installing guardrails as you go and staying clipped on	Falling from height Scaffold collapse or fall from scaffold Rules: WHS Regulation 2011, Part 4.4 Falls; WHS Regulation 2011, Part 4.4 Falls, Part 5.1 Plant and r.225 (scaffolds)	**Extreme Likely / Catastrophic**	5.1 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 5.2 Install guardrails or edge protection on all open edges before work starts. [Isolate] 5.3 Use a scaffold, mobile work platform or EWP instead of working off a ladder. [Engineering] 5.4 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering] 5.5 Everyone working at height holds a White Card and has been briefed on this SWMS before going up. [Administrative] 5.6 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] 5.7 Wear a full body harness with a shock-absorbing lanyard, clipped on at all times when using fall arrest. [PPE] 5.8 Do not use a scaffold over 4 metres until the scaffolder gives a written handover certificate. [Administrative] 5.9 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] 5.10 Scaffold collapse or fall from scaffold: see step 9 for the full controls [Administrative]	**Medium Rare / Catastrophic**	Site supervisor
6	Pass components up by hand or with a rated gin wheel fixed to the maker's instructions, never throw them	Falling tools and materials Lifting and carrying heavy loads Rules: WHS Regulation 2011, Part 3.2 (falling objects); WHS	**High Possible / Major**	6.1 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 6.2 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 6.3 Use catch fans, debris netting or covered walkways where people	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		Regulation 2011, Part 4.2 Hazardous manual tasks		pass below. [Engineering] 6.4 Tether hand tools when working at height. [Engineering] 6.5 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative] 6.6 Lower materials with a hoist, chute or rope. Never throw or drop anything down. [Administrative] 6.7 Wear a hard hat anywhere objects could fall. [PPE] 6.8 Lifting and carrying heavy loads: see step 3 for the full controls [Administrative]		
7	Tie in to the building at the design spacing as each lift goes up	Scaffold collapse or fall from scaffold Strong wind and storms Rules: WHS Regulation 2011, Part 4.4 Falls, Part 5.1 Plant and r.225 (scaffolds)	**Extreme Possible / Catastrophic**	7.1 Do not overload platforms. Know the duty rating and keep material stacks over the standards. [Administrative] 7.2 Never remove ties, braces, guardrails or boards. Only the scaffolder alters the scaffold. [Administrative] 7.3 Scaffold collapse or fall from scaffold: see step 9 for the full controls [Administrative] 7.4 Check the forecast each morning and plan work at height and lifting around the weather. [Eliminate] 7.5 Tie down or weigh down loose sheets, panels, boards and rubbish at the end of each shift. [Engineering] 7.6 Set wind limits for roof work, platforms and cranes, using the manufacturer's limits, and stop when they are reached. [Administrative] 7.7 Stop work and get down in lightning. Wait 30 minutes after the last thunder before going back up. [Administrative] 7.8 Check scaffold, fencing and edge protection after strong wind before anyone uses them. [Administrative] 7.9 Do not carry large sheets on roofs in wind. [Administrative] 7.10 Wear a hard hat with a chin strap at height in windy conditions. [PPE]	**Medium Rare / Catastrophic**	Site supervisor
8	Fit decks, guardrails, toe boards and ladder access	Falling from height Falling tools and materials Falling from a ladder Rules: WHS Regulation 2011, Part 4.4 Falls; WHS Regulation 2011, Part 3.2 (falling objects)	**Extreme Likely / Catastrophic**	8.1 Falling from height: see step 5 for the full controls [Administrative] 8.2 Falling tools and materials: see step 6 for the full controls [Administrative] 8.3 Use a platform ladder, mobile scaffold or EWP for longer jobs instead of a straight ladder. [Substitute] 8.4 Use industrial-rated ladders (AS/NZS 1892, 120 kg or more) in good condition. Remove any damaged ladder from site. [Engineering] 8.5 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Engineering] 8.6 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 8.7 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative]	**Medium Unlikely / Major**	Site supervisor
9	Inspect and tag the scaffold, and give a written handover certificate before anyone uses a scaffold over 4 m (WHS Regulations r.225(2))	Scaffold collapse or fall from scaffold Rules: WHS Regulation 2011, Part 4.4 Falls, Part 5.1 Plant	**Extreme Possible / Catastrophic**	9.1 Scaffold is built, altered and taken down only by a competent scaffolder, on a firm base with sole boards and ties. [Engineering] 9.2 Fit guardrails, mid rails and toe boards on every working platform. [Engineering] 9.3 Use mobile scaffolds only on firm, level ground with castors locked and	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		and r.225 (scaffolds)		outriggers fitted. Never move one with anyone on it. [Engineering] 9.4 Scaffold where a person or object could fall more than 4 metres is built by a licensed scaffolder (High Risk Work Licence). [Administrative] 9.5 Do not use a scaffold over 4 metres until the scaffolder gives a written handover certificate. [Administrative] 9.6 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] 9.7 Do not overload platforms. Know the duty rating and keep material stacks over the standards. [Administrative] 9.8 Never remove ties, braces, guardrails or boards. Only the scaffolder alters the scaffold. [Administrative] 9.9 Wear a hard hat and safety boots on and around the scaffold. [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 Hard hat Safety harness and lanyard Work gloves Hi-vis shirt or vest Safety glasses	Working at heights permit

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Fixed scaffold	Scaffolding HRWL (SB, SI or SA) to erect, alter or dismantle where a fall of more than 4 m is possible	Over 4 m: not used until a competent person gives a written handover certificate (WHS Regulations r.225(2)); inspected before use after any incident, alteration or repair and at least every 30 days (r.225(3))			
Trailer					
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