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	Solar panel removal and reinstall	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Solar

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	**YES**	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	Shut down the system and isolate AC and DC	Electric shock from live wiring Stored energy Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme** **Possible / Catastrophic**	1.1 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] 1.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 1.3 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] 1.4 Only licensed electricians do electrical work. [Administrative]	**Medium** **Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				1.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 1.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Administrative] 1.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE] 1.8 Release or block all stored energy before work: release the pressure in pipes, tanks and hoses, bleed hydraulics, release springs, lower loads. [Eliminate] 1.9 Lock out and tag all energy sources with personal locks. [Isolate] 1.10 Put mechanical blocks or props under raised parts like buckets, tipper bodies and doors. [Engineering] 1.11 Test that the system is dead and nothing can move before you start. [Administrative] 1.12 Follow the maker's procedure, for example for garage door and roller door springs. [Administrative] 1.13 Wear safety glasses and gloves. [PPE]		
2	Set up edge protection and roof access	Falling from a roof edge Falling from a ladder Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / Catastrophic**	2.1 Do what you can from the ground or from a scaffold at the gutter line, for example pre-assemble parts on the ground. [Eliminate] 2.2 Install edge protection or guardrails on all open roof edges before work starts. [Isolate] 2.3 Use a perimeter scaffold with handrails and toe boards along the eaves where practical. [Engineering] 2.4 Where guardrails cannot be fitted, use fall restraint on certified roof anchors so workers cannot reach the edge. [Engineering] 2.5 Only workers briefed on this SWMS go on the roof. Stop and review the SWMS if the roof, weather or method changes. [Administrative] 2.6 Use one safe, controlled access point and keep others off the roof. [Administrative] 2.7 Stop roof work in strong wind or rain, and when the roof is wet, icy or covered in dust or frost. [Administrative] 2.8 Have a written emergency and rescue plan, tested before work starts, for any worker using a harness (WHS Regulations r.80). [Administrative] 2.9 Wear a harness clipped to a rated anchor when using restraint or fall arrest, and soft-soled non-slip boots. [PPE] 2.10 Use a platform ladder, mobile scaffold or EWP for longer jobs instead of a straight ladder. [Substitute] 2.11 Use industrial-rated ladders (AS/NZS 1892, 120 kg or more) in good condition. Remove any damaged ladder from site. [Engineering] 2.12 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Engineering] 2.13 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 2.14 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative] 2.15 Do not stand on the top three rungs of an extension ladder or the top step of a stepladder. [Administrative]	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				2.16 Check the ladder before each use: feet, rungs, stiles and locks. [Administrative] 2.17 Wear non-slip safety boots with clean soles. [PPE]		
3	Disconnect panels, covering connectors	Electric shock from live wiring Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	3.1 Electric shock from live wiring: see step 1 for the full controls [Administrative]	**Medium Rare / Catastrophic**	Site supervisor
4	Lower panels by hoist and store them flat	Lifting and carrying heavy loads Falling tools and materials Glass handling and breakage Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks; WHS Regulation 2011, Part 3.2 (falling objects)	**High Likely / Moderate**	4.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 4.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 4.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 4.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 4.5 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 4.6 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 4.7 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 4.8 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 4.9 Tether hand tools when working at height. [Engineering] 4.10 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative] 4.11 Use suction lifters, glass trolleys or a glazing robot for large panes. [Engineering] 4.12 Store glass upright on racks and secure it. Never lay it flat or lean it loosely. [Engineering] 4.13 Use two or more people for large panes, and clear the carry route first. [Administrative] 4.14 Mark new glass with tape or stickers so nobody walks into it. [Administrative] 4.15 Clean up broken glass straight away into a marked container. [Administrative]	**Medium Unlikely / Major**	Site supervisor
5	Reinstall, test and recommission	Electric shock from live wiring Poor housekeeping and waste Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	5.1 Electric shock from live wiring: see step 1 for the full controls [Administrative] 5.2 Order materials to size and send packaging back where you can. [Eliminate] 5.3 Put skip bins and waste chutes close to the work. [Engineering] 5.4 Clean as you go, and do a full clean up at the end of each day. [Administrative] 5.5 Keep exits, stairs and walkways clear at all times. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				5.6 Stack materials neatly on level ground, away from edges. [Administrative] 5.7 Wear gloves when handling waste. [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 Safety harness and lanyard Insulated electrical gloves Safety glasses Arc-rated clothing and face shield Work gloves Sun protection (brim hat, long sleeves, SPF 50+) Hard hat Cut-resistant gloves	Electrical isolation permit Roof access permit 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			
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))			
Electrical test equipment		Check leads and probes before use; prove the voltage tester on a known live source or proving unit before and after each test for dead; calibrate at the maker's interval			
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