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	Floor tiling	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Tiling

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	Prepare and level the floor, grinding with extraction	Silica dust from concrete, brick, stone and tiles Loud noise Rules: WHS Regulations, Chapter 8A (Crystalline silica substances and engineered stone); WHS Regulation 2011, Part 4.1 Noise	**Extreme Likely / Catastrophic**	1.1 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] 1.2 Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. [Substitute] 1.3 Cut outdoors or in a separate area, with other people well away and	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				upwind. [Isolate] 1.4 Use water on the blade or on-tool dust extraction connected to an H-class vacuum. [Engineering] 1.5 Clean up with a vacuum or wet methods. Never dry sweep or use compressed air. [Administrative] 1.6 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] 1.7 Wear a fit-tested P2 (or better) respirator. [PPE] 1.8 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitute] 1.9 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 1.10 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 1.11 Limit time on noisy tools and rotate workers. [Administrative] 1.12 If you have to shout to be heard 1 metre away, wear hearing protection. [Administrative] 1.13 Keep exposure below 85 dB(A) over 8 hours. Give hearing tests to workers who often need hearing protection. [Administrative] 1.14 Wear earplugs or earmuffs rated for the noise. [PPE]		
2	Move tile boxes with a trolley	Lifting and carrying heavy loads Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Likely / Moderate**	2.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 2.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 2.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 2.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 2.5 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 2.6 Rotate tasks and take breaks on long lifting jobs. [Administrative] 2.7 Wear gloves for grip and safety boots to protect your feet. [PPE]	**Medium Unlikely / Moderate**	Site supervisor
3	Cut tiles wet	Silica dust from concrete, brick, stone and tiles Saw cuts and kickback Electric shock from leads and power tools Rules: WHS Regulations, Chapter 8A (Crystalline silica substances and engineered stone); WHS Regulation 2011, Part 4.7 and AS/NZS 3012	**Extreme Likely / Catastrophic**	3.1 Silica dust from concrete, brick, stone and tiles: see step 1 for the full controls [Administrative] 3.2 Keep blade guards fitted and working, and use the riving knife on table saws. [Engineering] 3.3 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Engineering] 3.4 Use a sharp, undamaged blade made for the material. [Administrative] 3.5 Stand to one side of the blade line, out of the kickback path. [Administrative] 3.6 Let the blade stop fully before reaching in or putting the saw down. [Administrative] 3.7 Use battery-powered tools where you can. [Substitute] 3.8 Plug all tools into an RCD-protected outlet or a portable RCD.	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Engineering] 3.9 Keep leads off the ground and out of water, using lead stands or hooks. [Engineering] 3.10 Check leads, plugs and tools before every use. Tag out and remove anything damaged. [Administrative] 3.11 Test and tag leads, tools and RCDs at the intervals in AS/NZS 3012 (every 3 months on construction sites). Push-button test portable RCDs before each use. [Administrative] 3.12 Do not use tools in rain or wet areas unless they are rated for it. [Administrative]		
4	Lay tiles, taking breaks from kneeling	Repetitive work and awkward postures Cuts from sharp edges Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**Medium Possible / Moderate**	4.1 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Substitute] 4.2 Set work up at waist height on benches or trestles where you can. [Engineering] 4.3 Use light tools with good grips, and keep blades and bits sharp. [Engineering] 4.4 Rotate tasks and take short breaks every hour on repetitive work. [Administrative] 4.5 Warm up before heavy physical work and report aches and pains early. [Administrative] 4.6 Wear knee pads for kneeling work and gloves for grip. [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]	**Medium Unlikely / Moderate**	Site supervisor
5	Grout, seal and keep traffic off	Hazardous chemicals Slips and trips Rules: WHS Regulation 2011, Chapter 7 Hazardous chemicals	**Medium Possible / Moderate**	5.1 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Substitute] 5.2 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Engineering] 5.3 Read the Safety Data Sheet (SDS) before use and keep a register of hazardous chemicals on site. [Administrative] 5.4 Keep chemicals in labelled containers. Never decant into drink bottles. [Administrative] 5.5 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Administrative] 5.6 Have eye wash and a spill kit nearby, and wash hands before eating. [Administrative] 5.7 Wear chemical-resistant gloves and safety glasses or goggles as listed on the SDS. [PPE] 5.8 Use a respirator with the right cartridge if the SDS calls for one. [PPE] 5.9 Plan walkways and keep them clear of materials, hoses and leads.	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Eliminate] 5.10 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 5.11 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 5.12 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 5.13 Keep work areas, stairs and access paths well lit. [Administrative] 5.14 Wear safety boots with good grip, laced up. [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
Knee pads Safety glasses P2 dust mask Chemical-resistant gloves (nitrile) Steel cap boots Half-face respirator (P2 or P3 filters) Hearing protection (earmuffs or plugs) Work gloves Cut-resistant gloves Safety goggles Overalls	None required

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Wet tile saw		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Angle grinder		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Hand tools					

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

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