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	Outdoor, balcony and pool 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	Check the balcony balustrade is in place before working near an edge	Falling from height Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / Catastrophic**	1.1 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 1.2 Install guardrails or edge protection on all open edges before work starts. [Isolate] 1.3 Use a scaffold, mobile work platform or EWP instead of working off a ladder. [Engineering] 1.4 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering] 1.5 Everyone working at height holds a White Card and has been briefed	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				on this SWMS before going up. [Administrative] 1.6 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] 1.7 Wear a full body harness with a shock-absorbing lanyard, clipped on at all times when using fall arrest. [PPE]		
2	Fence pools, as pools are a drowning risk for kids	Drowning Public entering the work area	**High Possible / Major**	2.1 Work from the bank or a platform instead of in or over the water where you can. [Eliminate] 2.2 Put up barriers or guardrails along water edges. [Isolate] 2.3 Pump out flooded pits and excavations before work. [Engineering] 2.4 Never work near deep water alone. Keep a rescue person with a throw line or life ring ready. [Administrative] 2.5 Check water levels and the weather, and stop work in floods or fast-flowing water. [Administrative] 2.6 Wear a life jacket when working over or next to water deep enough to drown in. [PPE] 2.7 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 2.8 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 2.9 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 2.10 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative] 2.11 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative] 2.12 Use a spotter when moving plant or materials across public paths. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor
3	Cut tiles wet and keep leads dry	Silica dust from concrete, brick, stone and tiles 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 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] 3.2 Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. [Substitute] 3.3 Cut outdoors or in a separate area, with other people well away and upwind. [Isolate] 3.4 Use water on the blade or on-tool dust extraction connected to an H-class vacuum. [Engineering] 3.5 Clean up with a vacuum or wet methods. Never dry sweep or use compressed air. [Administrative] 3.6 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] 3.7 Wear a fit-tested P2 (or better) respirator. [PPE]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				3.8 Use battery-powered tools where you can. [Substitute] 3.9 Plug all tools into an RCD-protected outlet or a portable RCD. [Engineering] 3.10 Keep leads off the ground and out of water, using lead stands or hooks. [Engineering] 3.11 Check leads, plugs and tools before every use. Tag out and remove anything damaged. [Administrative] 3.12 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] 3.13 Do not use tools in rain or wet areas unless they are rated for it. [Administrative] 3.14 Wear safety boots and dry gloves. [PPE]		
4	Lay tiles in shade or cooler hours	Heat stress Sun exposure (UV) Repetitive work and awkward postures Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Possible / Major**	4.1 Schedule heavy work for the cooler part of the day. [Eliminate] 4.2 Provide shade over work and rest areas, and fans or cooling in roof spaces. [Engineering] 4.3 Supply cool drinking water close by and drink a cup every 15 to 20 minutes. [Administrative] 4.4 Take regular rest breaks in the shade, more often as it gets hotter. [Administrative] 4.5 Let new and returning workers build up to full work in the heat over about a week. [Administrative] 4.6 Plan outdoor work for early morning or late afternoon when UV is lower. [Eliminate] 4.7 Put shade covers over fixed work areas. [Engineering] 4.8 Check the UV index each day. Use sun protection when it is 3 or higher. [Administrative] 4.9 Check your skin regularly and see a doctor about any new or changing spots. [Administrative] 4.10 Wear a broad-brim hat or hard hat brim, long sleeves, sunglasses and SPF 50+ sunscreen, reapplied every 2 hours. [PPE] 4.11 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Substitute] 4.12 Set work up at waist height on benches or trestles where you can. [Engineering] 4.13 Use light tools with good grips, and keep blades and bits sharp. [Engineering] 4.14 Rotate tasks and take short breaks every hour on repetitive work. [Administrative] 4.15 Warm up before heavy physical work and report aches and pains early. [Administrative]	**Medium Unlikely / Major**	Site supervisor
5	Grout, seal and clean up	Hazardous chemicals Poor housekeeping and waste Rules: WHS Regulation 2011, Chapter 7 Hazardous	**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	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		chemicals		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 Order materials to size and send packaging back where you can. [Eliminate] 5.10 Put skip bins and waste chutes close to the work. [Engineering] 5.11 Clean as you go, and do a full clean up at the end of each day. [Administrative] 5.12 Keep exits, stairs and walkways clear at all times. [Administrative] 5.13 Stack materials neatly on level ground, away from edges. [Administrative] 5.14 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
Knee pads Safety glasses P2 dust mask Chemical-resistant gloves (nitrile) Sun protection (brim hat, long sleeves, SPF 50+) Hi-vis shirt or vest Half-face respirator (P2 or P3 filters) Hearing protection (earmuffs or plugs) Steel cap boots Work 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			

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
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

Rev	Date	By	What changed

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