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	Tile removal	**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 for asbestos in old tiles, adhesive, vinyl and backing sheets	Disturbing asbestos Rules: WHS Regulations, Chapter 8 (Asbestos)	**Extreme Possible / Catastrophic**	1.1 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] 1.2 Seal off the work area and keep everyone else out. [Isolate] 1.3 If asbestos must be disturbed, keep it wet, use hand tools not power tools, and clean up with an H-class vacuum. [Engineering] 1.4 Friable asbestos (Class A) and more than 10 square metres of non-friable asbestos (Class B) must be removed by a licensed removalist. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				1.5 Stop work straight away if you find suspect asbestos. Do not touch it and tell your supervisor. [Administrative] 1.6 Wear a fitted P2 (or better) respirator and disposable coveralls. [PPE]		
2	Isolate water and power to the room	Electric shock from live wiring Stored energy Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	2.1 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] 2.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 2.3 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] 2.4 Only licensed electricians do electrical work. [Administrative] 2.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 2.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Administrative] 2.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE] 2.8 Release or block all stored energy before work: release the pressure in pipes, tanks and hoses, bleed hydraulics, release springs, lower loads. [Eliminate] 2.9 Lock out and tag all energy sources with personal locks. [Isolate] 2.10 Put mechanical blocks or props under raised parts like buckets, tipper bodies and doors. [Engineering] 2.11 Test that the system is dead and nothing can move before you start. [Administrative] 2.12 Follow the maker's procedure, for example for garage door and roller door springs. [Administrative] 2.13 Wear safety glasses and gloves. [PPE]	**Medium Rare / Catastrophic**	Site supervisor
3	Seal the area from occupants and set up extraction	Silica dust from concrete, brick, stone and tiles Working in an occupied home or building Rules: WHS Regulations, Chapter 8A (Crystalline silica substances and engineered stone)	**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 Silica dust from concrete, brick, stone and tiles: see step 9 for the full controls [Administrative] 3.4 Plan noisy, dusty or risky work for when the building is empty. [Eliminate] 3.5 Close off the work area with barriers, plastic sheeting or locked doors, and put up signs. [Isolate] 3.6 Keep fire exits and paths clear at all times. [Administrative] 3.7 Tell occupants before you turn off power, water or gas, and before noisy or dusty work. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				3.8 Lock away tools, chemicals and materials each day, out of reach of children. [Administrative] 3.9 Clean up dust and debris at the end of each day. [Administrative]		
4	Remove fixtures and fittings before breaking tiles	Lifting and carrying heavy loads Sewage and wastewater Glass handling and breakage Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**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 Lifting and carrying heavy loads: see step 7 for the full controls [Administrative] 4.4 Flush and drain the line before opening it, and plan the job to avoid contact. [Eliminate] 4.5 Use drain cameras, jetters and long-handled tools to keep hands out. [Engineering] 4.6 Cover cuts with waterproof dressings. Never eat, drink or smoke before washing. [Administrative] 4.7 Wash hands well and clean tools and boots after the job. [Administrative] 4.8 Keep vaccinations such as tetanus and hepatitis A up to date, on medical advice. [Administrative] 4.9 Use suction lifters, glass trolleys or a glazing robot for large panes. [Engineering] 4.10 Store glass upright on racks and secure it. Never lay it flat or lean it loosely. [Engineering] 4.11 Use two or more people for large panes, and clear the carry route first. [Administrative] 4.12 Mark new glass with tape or stickers so nobody walks into it. [Administrative] 4.13 Clean up broken glass straight away into a marked container. [Administrative]	**Medium Unlikely / Major**	Site supervisor
5	Break tiles with a chipping hammer, wearing glasses and hearing protection	Loud noise Hand-arm and whole-body vibration Eye injuries Rules: WHS Regulation 2011, Part 4.1 Noise	**High Likely / Moderate**	5.1 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitute] 5.2 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 5.3 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 5.4 Limit time on noisy tools and rotate workers. [Administrative] 5.5 If you have to shout to be heard 1 metre away, wear hearing protection. [Administrative] 5.6 Keep exposure below 85 dB(A) over 8 hours. Give hearing tests to workers who often need hearing protection. [Administrative] 5.7 Use low-vibration tools and methods, such as a breaker on an excavator instead of a hand jackhammer. [Substitute] 5.8 Keep tools sharp and well maintained, and use anti-vibration handles and seats. [Engineering] 5.9 Limit trigger time on high-vibration tools and rotate workers. [Administrative]	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				5.10 Keep hands warm and dry, and take regular breaks. [Administrative] 5.11 Report tingling, numbness or white fingers early. [Administrative] 5.12 Use tool guards and screens to stop flying particles. [Engineering] 5.13 Use dust extraction and water to keep dust out of the air. [Engineering] 5.14 Keep others out of the area when cutting, grinding or chipping. [Administrative] 5.15 Keep an eye wash station or eye wash bottles on site. [Administrative] 5.16 Wear safety glasses at all times, goggles for dust and chemicals, and a face shield for grinding. [PPE]		
6	Grind off adhesive and screed with a shrouded grinder on extraction	Silica dust from concrete, brick, stone and tiles Angle grinder injuries Rules: WHS Regulations, Chapter 8A (Crystalline silica substances and engineered stone)	**Extreme Likely / Catastrophic**	6.1 Cut outdoors or in a separate area, with other people well away and upwind. [Isolate] 6.2 Use water on the blade or on-tool dust extraction connected to an H-class vacuum. [Engineering] 6.3 Silica dust from concrete, brick, stone and tiles: see step 9 for the full controls [Administrative] 6.4 Use a guarded saw or a different tool where you can. [Substitute] 6.5 Keep the guard on and use the side handle. Never remove the guard. [Engineering] 6.6 Use the right disc for the job, rated for the grinder's speed. Check it for cracks first. [Administrative] 6.7 Only trained people change discs, with the grinder unplugged or the battery out. [Administrative] 6.8 Keep both hands on the grinder and let the disc stop before putting it down. [Administrative] 6.9 Clamp the work and keep people out of the spark path. [Administrative] 6.10 Wear a face shield over safety glasses, hearing protection, gloves and long sleeves. [PPE]	**Medium Unlikely / Major**	Site supervisor
7	Handle broken tile with cut-resistant gloves	Cuts from sharp edges Lifting and carrying heavy loads Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Likely / Moderate**	7.1 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 7.2 Use knives with retractable or self-retracting blades. [Engineering] 7.3 Cut away from your body and keep your other hand clear. [Administrative] 7.4 Put used blades in a blade bin or sharps container. [Administrative] 7.5 Use two people to handle large sheets of metal or glass. [Administrative] 7.6 Wear cut-resistant gloves and long sleeves. [PPE] 7.7 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 7.8 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 7.9 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 7.10 Use a two-person lift for anything heavy, long or awkward. Plan the	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				route first and clear it. [Administrative] 7.11 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 7.12 Rotate tasks and take breaks on long lifting jobs. [Administrative] 7.13 Wear gloves for grip and safety boots to protect your feet. [PPE]		
8	Check for mould and rot once tiles are off	Mould and droppings	**Medium Possible / Moderate**	8.1 Fix the water leak and dry the area before removing mould. [Eliminate] 8.2 Seal off the area with plastic sheeting and keep occupants out. [Isolate] 8.3 Clean up with an H-class vacuum and wet wipes. Never dry sweep. [Engineering] 8.4 Bag mouldy material on site and remove it promptly. [Administrative] 8.5 Wash hands and face before eating and at the end of each shift. [Administrative] 8.6 Wear a P2 (or better) respirator, gloves, goggles and disposable coveralls. [PPE]	**Low Rare / Moderate**	Site supervisor
9	Bag waste and vacuum; never dry sweep	Poor housekeeping and waste Silica dust from concrete, brick, stone and tiles Rules: WHS Regulations, Chapter 8A (Crystalline silica substances and engineered stone)	**Extreme Likely / Catastrophic**	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 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] 9.8 Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. [Substitute] 9.9 Cut outdoors or in a separate area, with other people well away and upwind. [Isolate] 9.10 Use water on the blade or on-tool dust extraction connected to an H-class vacuum. [Engineering] 9.11 Clean up with a vacuum or wet methods. Never dry sweep or use compressed air. [Administrative] 9.12 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] 9.13 Wear a fit-tested P2 (or better) respirator. [PPE]	**Medium Rare / Catastrophic**	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
Safety glasses Half-face respirator (P2 or P3 filters) Hearing protection (earmuffs or plugs) Cut-resistant gloves Knee pads Steel cap boots Overalls Work gloves P2 dust mask Chemical-resistant gloves (nitrile) Safety goggles Face shield	Electrical isolation permit

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Jackhammer					
Rotary hammer drill		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			
H-class vacuum		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