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	On-site welding	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Welding and fabrication

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	Get a hot work permit and clear flammables from the area	Fire from hot works Flammable liquids and gases Rules: AS 1674.1 Safety in welding and allied processes (fire precautions); WHS Regulation 2011, Chapter 7 Hazardous chemicals	**Extreme** **Possible / Catastrophic**	1.1 Use cold work methods where you can, such as bolting, press fittings or cutting with a saw instead of a torch. [Eliminate] 1.2 Move anything that can burn at least 15 metres away (AS 1674.1), or protect it with fire blankets or screens. [Isolate] 1.3 Fire from hot works: see step 6 for the full controls [Administrative] 1.4 Use non-flammable or water-based products where you can. [Substitute] 1.5 Keep ignition sources away: no smoking, no hot work and no running engines near flammables. [Isolate]	**Medium** **Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				1.6 Store fuels and solvents in approved, closed containers in a ventilated area away from the work. [Engineering] 1.7 Refuel equipment outdoors with the engine off and cool. [Administrative] 1.8 Keep only what you need for the day on site. [Administrative] 1.9 Store gas cylinders upright, secured and outdoors. [Administrative] 1.10 Keep a suitable fire extinguisher where flammables are used or stored. [Administrative] 1.11 Wear chemical gloves and safety glasses when pouring or mixing. [PPE]		
2	Set up welding screens to protect others from arc flash	Eye injuries Public entering the work area	**High** **Possible / Major**	2.1 Use tool guards and screens to stop flying particles. [Engineering] 2.2 Use dust extraction and water to keep dust out of the air. [Engineering] 2.3 Keep others out of the area when cutting, grinding or chipping. [Administrative] 2.4 Keep an eye wash station or eye wash bottles on site. [Administrative] 2.5 Wear safety glasses at all times, goggles for dust and chemicals, and a face shield for grinding. [PPE] 2.6 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 2.7 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 2.8 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 2.9 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative] 2.10 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative] 2.11 Use a spotter when moving plant or materials across public paths. [Administrative]	**Low** **Rare / Major**	Site supervisor
3	Check leads and earth clamp, keeping leads dry	Electric shock from leads and power tools Slips and trips Rules: WHS Regulation 2011, Part 4.7 and AS/NZS 3012	**High** **Possible / Major**	3.1 Use battery-powered tools where you can. [Substitute] 3.2 Plug all tools into an RCD-protected outlet or a portable RCD. [Engineering] 3.3 Keep leads off the ground and out of water, using lead stands or hooks. [Engineering] 3.4 Check leads, plugs and tools before every use. Tag out and remove anything damaged. [Administrative] 3.5 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] 3.6 Do not use tools in rain or wet areas unless they are rated for it. [Administrative] 3.7 Wear safety boots and dry gloves. [PPE] 3.8 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 3.9 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering]	**Low** **Rare / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				3.10 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 3.11 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 3.12 Keep work areas, stairs and access paths well lit. [Administrative] 3.13 Wear safety boots with good grip, laced up. [PPE]		
4	Weld with fume extraction or a respirator, especially on galvanised steel	Welding and cutting fumes Burns from hot surfaces	**Extreme** **Likely / Major**	4.1 Remove paint, galvanising and coatings from the weld area first, or use a process that makes less fume. [Substitute] 4.2 Use fume extraction (local exhaust ventilation) close to the weld. [Engineering] 4.3 Weld outdoors or in a well-ventilated area, and keep your head out of the fume plume. [Engineering] 4.4 Never weld or cut in a confined space without testing the air and using forced ventilation. [Administrative] 4.5 Wear a powered air respirator or fitted respirator when extraction is not enough. [PPE] 4.6 Wear a welding helmet, welding gloves and flame-resistant clothing. [PPE] 4.7 Isolate heating systems and let parts cool before you touch them. [Eliminate] 4.8 Fit guards or insulation on hot pipes and equipment. [Engineering] 4.9 Mark hot items with chalk or a "HOT" sign so others know. [Administrative] 4.10 Keep a first aid kit and cool running water nearby for burns. [Administrative] 4.11 Wear heat-resistant gloves and long sleeves. [PPE]	**Medium** **Unlikely / Major**	Site supervisor
5	Grind welds with guards on	Angle grinder injuries Loud noise Eye injuries Rules: WHS Regulation 2011, Part 4.1 Noise	**High** **Possible / Major**	5.1 Use a guarded saw or a different tool where you can. [Substitute] 5.2 Keep the guard on and use the side handle. Never remove the guard. [Engineering] 5.3 Use the right disc for the job, rated for the grinder's speed. Check it for cracks first. [Administrative] 5.4 Only trained people change discs, with the grinder unplugged or the battery out. [Administrative] 5.5 Keep both hands on the grinder and let the disc stop before putting it down. [Administrative] 5.6 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitute] 5.7 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 5.8 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 5.9 Limit time on noisy tools and rotate workers. [Administrative] 5.10 If you have to shout to be heard 1 metre away, wear hearing protection. [Administrative] 5.11 Keep exposure below 85 dB(A) over 8 hours. Give hearing tests to workers who often need hearing protection. [Administrative]	**Medium** **Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				5.12 Eye injuries: see step 2 for the full controls [Administrative]		
6	Fire watch after finishing, then sign off the permit	Fire from hot works Fire and emergencies Rules: AS 1674.1 Safety in welding and allied processes (fire precautions); WHS Regulation 2011, regulation 43 (emergency plans)	**Extreme** **Possible / Catastrophic**	6.1 Use cold work methods where you can, such as bolting, press fittings or cutting with a saw instead of a torch. [Eliminate] 6.2 Move anything that can burn at least 15 metres away (AS 1674.1), or protect it with fire blankets or screens. [Isolate] 6.3 Use fire-resistant screens to stop sparks reaching people or gaps in walls and floors. [Engineering] 6.4 Get a hot work permit before starting. [Administrative] 6.5 Keep a charged fire extinguisher and fire blanket at the work spot. [Administrative] 6.6 Keep a fire watch during the work and for at least 60 minutes after you finish. [Administrative] 6.7 Check for smouldering behind walls, in ceilings and under floors before you leave. [Administrative] 6.8 Wear flame-resistant clothing, welding gloves and eye or face protection. [PPE] 6.9 Provide fire extinguishers suited to the site, checked and easy to reach. [Engineering] 6.10 Keep exits and escape routes clear and signed. [Engineering] 6.11 Have a site emergency plan: alarm, exits, assembly point and emergency contacts. [Administrative] 6.12 Keep a stocked first aid kit and at least one trained first aider on site. [Administrative] 6.13 Know the site address and how emergency services get in. Call 000. [Administrative] 6.14 Go through the emergency plan with every worker and visitor at induction. [Administrative] 6.15 Keep flammable materials and rubbish away from exits and escape routes. [Administrative]	**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
Welding helmet Welding gloves Steel cap boots Overalls Half-face respirator (P2 or P3 filters) Hearing protection (earmuffs or plugs) Face shield Safety glasses Safety goggles	Hot work permit

Required PPE	Permits and plans
Hi-vis shirt or vest Work gloves Cut-resistant gloves	

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Welder		Check leads, earth clamp and holder before use; test and tag every 3 months on construction sites (AS/NZS 3012)			
Angle grinder		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Generator					

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