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	Hot cutting with oxy-acetylene	**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 combustibles	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 5 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	Check hoses, regulators and flashback arrestors	Flammable liquids and gases Compressed air Rules: WHS Regulation 2011, Chapter 7 Hazardous chemicals	**High Unlikely / Catastrophic**	2.1 Flammable liquids and gases: see step 1 for the full controls [Administrative] 2.2 Fit whip checks (safety cables) on hose joints and check hoses before use. [Engineering] 2.3 Fit a pressure regulator and keep pressure to the tool's rating. [Engineering] 2.4 Turn off and bleed the line before disconnecting. [Administrative] 2.5 Never use compressed air to clean clothes or skin, or point it at anyone. [Administrative] 2.6 Wear safety glasses and hearing protection. [PPE]	**Medium Rare / Catastrophic**	Site supervisor
3	Cut with goggles, keeping sparks away from others	Burns from hot surfaces Eye injuries Welding and cutting fumes	**Extreme Likely / Major**	3.1 Isolate heating systems and let parts cool before you touch them. [Eliminate] 3.2 Fit guards or insulation on hot pipes and equipment. [Engineering] 3.3 Mark hot items with chalk or a "HOT" sign so others know. [Administrative] 3.4 Keep a first aid kit and cool running water nearby for burns. [Administrative] 3.5 Wear heat-resistant gloves and long sleeves. [PPE] 3.6 Use tool guards and screens to stop flying particles. [Engineering] 3.7 Use dust extraction and water to keep dust out of the air. [Engineering] 3.8 Keep others out of the area when cutting, grinding or chipping. [Administrative] 3.9 Keep an eye wash station or eye wash bottles on site. [Administrative] 3.10 Wear safety glasses at all times, goggles for dust and chemicals, and a face shield for grinding. [PPE] 3.11 Remove paint, galvanising and coatings from the weld area first, or use a process that makes less fume. [Substitute] 3.12 Use fume extraction (local exhaust ventilation) close to the weld. [Engineering] 3.13 Weld outdoors or in a well-ventilated area, and keep your head out of the fume plume. [Engineering] 3.14 Never weld or cut in a confined space without testing the air and using forced ventilation. [Administrative] 3.15 Wear a powered air respirator or fitted respirator when extraction is not enough. [PPE]	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
4	Never cut drums or tanks that held fuel	Flammable liquids and gases Fire and emergencies Rules: WHS Regulation 2011, Chapter 7 Hazardous chemicals; WHS Regulation 2011, regulation 43 (emergency plans)	**High Unlikely / Catastrophic**	4.1 Flammable liquids and gases: see step 1 for the full controls [Administrative] 4.2 Provide fire extinguishers suited to the site, checked and easy to reach. [Engineering] 4.3 Keep exits and escape routes clear and signed. [Engineering] 4.4 Have a site emergency plan: alarm, exits, assembly point and emergency contacts. [Administrative] 4.5 Keep a stocked first aid kit and at least one trained first aider on site. [Administrative] 4.6 Know the site address and how emergency services get in. Call 000. [Administrative] 4.7 Go through the emergency plan with every worker and visitor at induction. [Administrative] 4.8 Keep flammable materials and rubbish away from exits and escape routes. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor
5	Shut down bottles and fire watch after	Fire from hot works Rules: AS 1674.1 Safety in welding and allied processes (fire precautions)	**Extreme Possible / Catastrophic**	5.1 Use cold work methods where you can, such as bolting, press fittings or cutting with a saw instead of a torch. [Eliminate] 5.2 Move anything that can burn at least 15 metres away (AS 1674.1), or protect it with fire blankets or screens. [Isolate] 5.3 Use fire-resistant screens to stop sparks reaching people or gaps in walls and floors. [Engineering] 5.4 Get a hot work permit before starting. [Administrative] 5.5 Keep a charged fire extinguisher and fire blanket at the work spot. [Administrative] 5.6 Keep a fire watch during the work and for at least 60 minutes after you finish. [Administrative] 5.7 Check for smouldering behind walls, in ceilings and under floors before you leave. [Administrative] 5.8 Wear flame-resistant clothing, welding gloves and eye or face protection. [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
Welding gloves Safety goggles Steel cap boots Overalls Half-face respirator (P2 or P3 filters) Face shield Safety glasses Hearing protection (earmuffs or plugs)	Hot work permit

Required PPE	Permits and plans
Welding helmet	

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Oxy-acetylene torch					
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

Rev	Date	By	What changed

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