# General Building Residential and Commercial Construction | SAFE WORK METHOD STATEMENT (SWMS)

**TASK OR ACTIVITY: General Building Residential and Commercial Construction**

| | | |
|---|---|---|
| Business Name: | ABN: | SWMS# |
| Business Address: | | |
| Contact Person: Phone: | | Email: |

## THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

| | | |
|---|---|---|
| Full Name: | | |
| Signature: | Title: | Date: |

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS as well as reviews and modifications of the SWMS.

| | | |
|---|---|---|
| Full Name: | Title: | Phone: |

| ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED | NAME OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS |
|---|---|
| Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, then to communicate those hazards and then to further take steps to either eliminate or control each hazard. | |
| If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity. | |
| Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel. | |
| The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident. | |

| CLIENT OR PRINCIPAL CONTRACTOR DETAILS | |
|---|---|
| Client: | SCOPE OF WORKS |
| Project Name: | |
| Project Address: | |
| Project Manager: | |
| Contact Phone: | |
| Date SWMS supplied to Project Manager: | |

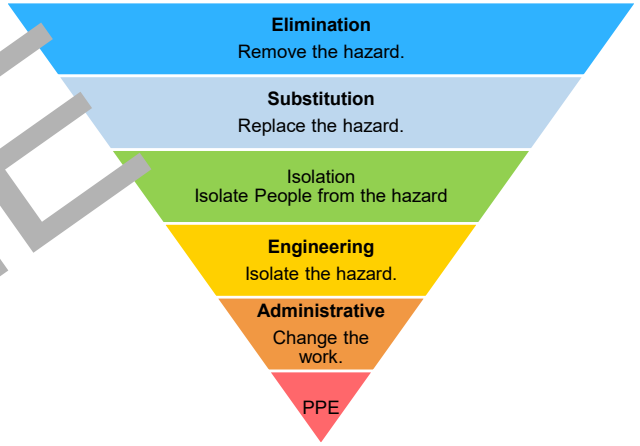
| ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT | |
|---|---|
| ☐ involves a risk of a person falling more than 2 meters | ☐ is carried out on or near pressurised gas mains or piping |
| ☐ is carried out on a telecommunication tower | ☐ is carried out on or near chemical, fuel or refrigerant lines |
| ☐ involves demolition of an element of a structure that is load-bearing | ☐ is carried out on or near energised electrical installations or services |
| ☐ involves demolition of an element related to the physical integrity of a structure | ☐ is carried out in an area that may have a contaminated or flammable atmosphere |
| ☐ involves, or is likely to involve, disturbing asbestos | ☐ involves tilt-up or precast concrete |
| ☐ involves structural alteration or repair that requires temporary support to prevent collapse | ☐ is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor |
| ☐ is carried out in or near a confined space | ☐ is carried out in an area of a workplace where there is any movement of powered mobile plant |
| ☐ is carried out in/near a shaft or trench deeper than or tunnel involving use of explosives | ☐ is carried out in areas with artificial extremes of temperature. |
| ☐ is carried out in or near water or other liquid that involves a risk of drowning. | ☐ involves diving work. |

| ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY |
|---|
| |

## RISK MATRIX

| LIKELIHOOD | INSIGNIFICANT | MINOR | MODERATE | MAJOR | CATASTROPHIC | SCORE | ACTION |
|---|---|---|---|---|---|---|---|
| ALMOST CERTAIN | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4 ACUTE | | |
| LIKELY | 2 MODERATE | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4A ACUTE | DO NOT PROCEE |
| POSSIBLE | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 4 ACUTE | 3H HIGH | Review befo work starts. |
| UNLIKELY | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 2M MODERATE | Ensure control measures in place. |
| RARE | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 3 HIGH | 1L LOW | nitor and k records |

HEIRARCHY OF CONTROLS




**Notes on Hierarchy of Controls:** Elimination methods are the most effective and preferre en co lli a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the ost ef ve, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Eq ment) he least effective method.

## PERS AL P TECTIVE EQUIPMENT (PPE)

**Select the appropriate PPE bov uitable or the equipment used or the job task being performed (if applicable).**

| FOOT PROTECTION | HAND PROTECTION | HEAD PROTECTION | HEARING PROTECTION | EY PROTECTION | RESPIRATORY PROTECTION | FACE PROTECTION | HIGH-VIS CLOTHING | PROTECTIVE CLOTHING | FALL PROTECTION | SUN PROTECTION | HAIR/JEWELLERY SECURED |
|---|---|---|---|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |  |  |  |  |
| ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

Other PPE Required:

| Permit or Licenses Requirements | Mandatory Qualifications and Training |
|---|---|
| | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| Pre-start planning and set-out | • Inadequate site information<br>• Incorrect material calculations<br>• Unclear structural load paths<br>• Unmarked underground services<br>• Uncoordinated trades interface<br>• Traffic interaction with public<br>• Construction or demolition within zoo facility animal exposure<br>• Working with challenging architectural features misinterpretation | 3H | • Review approved architectural, structural, hydraulic and electrical drawings before starting work and clarify discrepancies with the designer or engineer in writing<br>• Calculate material requirements using engineer's schedules and manufacturer span tables and verify quantities with a second competent person before ordering<br>• Dial 1100 Before You Dig and locate all underground services on plans and on site; mark services with high-visibility paint and physical barriers<br>• Establish a site-specific Traffic Management Plan (TMP) that separates plant, delivery vehicles and pedestrians using barricades and signage in accordance with AS 1742<br>• Consult zoo facility management when working within zoo grounds and agree written isolation procedures for animal restricted access zones and noise limits<br>• Identify areas with challenging architectural features (e.g. cantilevers, curved walls, high atriums) and obtain project-specific engineering details and propping diagrams<br>• Develop a Construction Methodology for build or dismantle sequences that sets out the order of works, temporary bracing and minimum bearing requirements<br>• Hold a pre-start toolbox talk to brief workers on SWMS, emergency procedures, exclusion zones and specific high risk construction work requirements<br>• DO NOT commence residential or commercial building construction until required approvals, permits and engineer sign-offs are documented and available on site | 2M |
| Site establishment and services | • Unplanned vehicle movement<br>• Uneven ground surfaces<br>• Overhead electrical conductors<br>• Underground services strike<br>• Unsecured temporary fencing<br>• Inadequate amenities and lighting<br>• Noise exposure<br>• Construction or demolition within zoo facility public interaction | 3H | • Install lockable site fencing and gates to AS 4687 to prevent unauthorised access and clearly signpost site entry and PPE requirements<br>• Designate plant and delivery routes with wheel stops, speed limits and spotters where visibility is restricted<br>• Inspect the site for overhead powerlines and maintain minimum approach distances as per network operator requirements; engage an authorised person if work is within no-go zones<br>• Pothole by hand or vacuum excavate to confirm depth and location of underground services before using mechanical excavation within 1 m of service markers<br>• Level or ramp major trip hazards using compacted road base and provide temporary walkways with non-slip surfaces for workers and visitors<br>• Install task lighting to maintain minimum 160 lux for general construction work, avoiding glare and shadowing at key work faces<br>• Provide amenities, drinking water, shade structures and rest breaks in accordance with the WHS Regulations and relevant Codes of Practice<br>• When within a zoo facility, coordinate with zoo staff to establish exclusion zones that prevent public and animal contact with construction traffic and activities | 2M |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| | | | • DO NOT operate plant or deliver materials outside designated work hours where local council noise restrictions apply | |
| Demolition and structural alteration | • Uncontrolled structural collapse<br>• Falling debris<br>• Damage to peripheral structures<br>• Risk from faulty braces<br>• Hidden asbestos containing materials<br>• Dust and silica generation<br>• Service line rupture<br>• House raising and restumping instability<br>• Structural restoration unexpected weakness | 4A | • Obtain a structural engineer's demolition and alteration plan including required propping, bracing and sequencing before removing any load-bearing elements<br>• Isolate, lock out and tag out all known electrical, gas, water and mechanical services; verify isolation using approved testing equipment before demolition<br>• Install engineered temporary props and braces (WLL/SWL specified by the engineer; inspect for damage, correct pin placement and correct adjustment before loading<br>• Erect overhead protective debris mesh and exclusion zones around demolition areas to prevent persons being struck by falling materials<br>• Engage a licensed asbestos assessor to identify suspect materials; if asbestos is present, engage a licensed asbestos removalist and follow the Code of Practice<br>• Use water suppression or local extraction with H-class dust extraction when cutting or chasing masonry, concrete or fibre cement to limit respirable silica dust<br>• Monitor house raising and restumping operations with calibrated jacks and cribbing; raise evenly and check levels and plumb with laser or water level at each stage<br>• During structural restoration or retrofitting works, expose a limited section first and have the engineer inspect timber or steel condition before proceeding<br>• DO NOT remove structural members, braces or propping that are marked as load-bearing or temporary supports until the engineer provides written clearance | 2M |
| Excavation and footing works | • Excavation wall collapse<br>• Plant roll-over<br>• Undermining adjacent structures<br>• Falling into excavations<br>• Water ingress and flooding<br>• Construction of farm buildings ground instability<br>• Zoo facility excavation impact on animal enclosures | 3H | [redacted] | 2M |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| | | | [redacted] | |
| Framing and structural erection | • Structural member collapse<br>• Falling objects from height<br>• Risk from faulty braces<br>• Build or dismantle structures instability<br>• Shed construction frame misalignme<br>• Column liner fitting crush points<br>• Build course structures acement<br>• Working on comm cial scale installations load h dling | 4A | [redacted] | 2M |
| Working at heights and edges | • Falls from unprotected edges<br>• Fragile roof sheeting<br>• Falling tools and materials<br>• Inadequate scaffolding<br>• Challenging architectural features access difficulty<br>• House raising edge exposure | 4A | [redacted] | 2M |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| | • Shed and farm building roof work | | [redacted] | |
| Drilling, fixing and jointing | • Drilling into live services<br>• Flying debris from drilling<br>• Silica and dust inhal[redacted]<br>• Noise from powe[redacted]ools<br>• Drilling holes into [redacted]tting<br>• Drilling into walls and floors reinforcement strike<br>• Driving nails into walls co[redacted]aled services<br>• Joining mixed mediums incompatible fixings<br>• Joint installations poor bonding<br>• Jointing procedures chemical exposure | 3H | [redacted] | 1L |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| Flooring, sheeting and walkway areas | • Trips on uneven surfaces<br>• Manual handling of sheets<br>• Penetrations in floors<br>• Layout base sheeting misplacement<br>• Construct walkway areas inadequate edge protection<br>• Build course structures step height mismatch | 3H | [redacted] | 1L |
| Services rough-in and penetrations | • Electric shock from live circuits<br>• Gas leaks<br>• Water damage to structures<br>• Fire from hot works<br>• Damage to structural elements<br>• Jointing procedures for services leaks<br>• Working with challenging architectural features service routing | 3H | [redacted] | 2M |
| External cladding and roofing | • Falls through or from roof<br>• Sheeting blow-off in wind | 4A | [redacted] | 2M |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| | • Cutting injuries from sharp edges<br>• UV radiation exposure<br>• Working on commercial scale installations large roof areas<br>• Shed construction roofing panel handling<br>• Retrofitting works on existing roofs | | [redacted] | |
| Internal linings, finishes and restoration | • Manual handling of [illegible]ards<br>• Dust from sandin[illegible]and cutting<br>• Working at low-lev[illegible]<br>• Restoration works hidden defects<br>• Retrofitting works existi[illegible] damage<br>• Joining mixed mediums movement cracking<br>• Joint installations overhead work | 3H | [redacted] | 1L |
| External works and access paths | • Uneven or unstable ground<br>• Plant and pedestrian interaction | 3H | [redacted] | 1L |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| | • Construct walkway areas surface failure<br>• Damage to peripheral structures from compaction<br>• Construction of farm buildings yard layout hazards<br>• Zoo facility external path conflicts | | [redacted] | |
| Clean-up, inspection and handover | • Residual debris and trip hazards<br>• Unidentified defects<br>• Incomplete fire a[illegible] safety systems<br>• Unsecured structu[illegible]gs<br>• Working with challenging architectu[illegible]l features inspection difficulty | 2M | [redacted] | 1L |
| | | | | |
| | | | | |

## EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

## LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES FOR ANY STATE THAT ARE NOT APPLICABLE

**Queensland & Australian Capital Territory**
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws
Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice
Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations
Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice

**New South Wales**
Work Health and Safety Act 2011
Work Health and Safety Regulations 2025
Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-codes-of-practice

**Northern Territory**
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011
Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws
Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice

**South Australia**
Work Health and Safety Act 2012 (SA)
Work Health and Safety Regulations 2012 (SA)
Legislation for SA: https://www.safework.sa.gov.au/resources/legislation
Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs

**Tasmania**
Work Health and Safety Act 2012
Work Health and Safety (Transitional and Consequential Provisions) Act 2012
Work Health and Safety Regulations 2012
Work Health and Safety (Transitional) Regulations 2012
Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations
Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

**Victoria**
Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2017
Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations
Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice

**Western Australia**
Work Health and Safety Act 2020
Work Health and Safety Regulations 2022
Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation
Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice

**Safe Work Australia Links**
Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation
Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice

**Model Codes of Practice**

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

## SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

| Worker Name | Signature | Date |
|---|---|---|
| | | |
| | | |
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## SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

**The SWMS must be reviewed regularly** to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and sub-contractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

**The SWMS must be monitored regularly** for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

| REVIEW NUMBER | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|---|
| NAME | | | | | | | |
| INITIALS | | | | | | | |
| DATE | | | | | | | |

## SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

| ITEMS WHICH MUST BE INCLUDED IN THE SWMS | COMPLETED | COMMENTS |
|---|---|---|
| The company details have been entered, including the project name and address. | ☒ | |
| All relevant personnel consulted during the development of the SWMS. | ☒ | |
| Name, signature, position and date signed of the person approving the SWMS. | ☐ | |
| Specific personnel and qualifications, experience is noted in the SWMS. | ☒ | |
| Provides a step-by-step process of tasks required to carry out the activity or task. | ☒ | |
| Adequate risk assessment of any identified hazards has been completed. | ☒ | |
| Foreseeable hazards are identified and documented for each step. | ☒ | |
| Any hazards listed in any site risk assessments have been added to the SWMS. | ☒ | |
| SWMS initial risk (IR) column as well as residual risk (RR) column completed. | ☒ | |
| Check control measures added to the SWMS are the most effective selection. | ☒ | |
| Responsible person is assigned and listed on the SWMS for the implementation of control measures. | ☒ | |
| Permit or licenses requirements specified, such as Hot Work, Electrical Work, Work at Heights etc. | ☒ | |
| SWMS identifies plant and equipment to be used. | ☒ | |
| Details of inspection checks required for any equipment listed and noted on the SWMS. | ☒ | |
| Describes any mandatory qualifications, experience, training or skills required to perform the work. | ☒ | |
| Applicable personal protective equipment is selected on the SWMS. | ☒ | |
| Reflects and documents any legislative references and/or Australian Standards. | ☒ | |
| Identifies any hazardous substances used with specific control measures in line with any SDS. | ☒ | |

| | | | |
|---|---|---|---|
| **REVIEWED BY** | | **DATE REVIEWED** | |
| **SIGNATURE** | | **DATE COMPLETED** | |