



| Plastering Stilts and High Lev | rel Access SAFE WORK N | METHOD STATEMENT (SWM | 5) |
|--|--|--|-------------------------------------|
| TASK OR ACT | ΓΙ VITY: Plastering Stilts and Hig l | Level Access | |
| Business Name: | | ABN: | SWMS# |
| Business Address: | | | |
| Contact Person: | Phone: | E ail: | |
| | | | |
| THIS SAFE WORK METHOD | STATEMENT IS APPROVED BY | THE PCL OF THE ROJECT | |
| Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts. | eting a business or undo | required to er. sthat a safe work method s | statement (SWMS) is prepared before |
| Full Name: | | | |
| Signature: | | Title: | Date: |
| Details of the person(s) responsible for ensuring implementation, monitoring | poliance the VMS a well as review | es and modifications of the SWMS. | |
| Full Name: | | Title: | Phone: |
| ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS 5 MS M HAVE THE FOLLOWING COMMUNICATED | NA, 2 OF ALL RELEVANT PERSONNI EVELOPMENT AND APPROVAL OF | EL WHO HAVE BEEN CONSULTED AND CO THIS SWMS | OMMUNICATED TO IN THE |
| Safety meetings or toolbox talks will be scheded in accomply with gislative requirements to first identify any site hazards, and then to further take steps to either eliminate or continuous each hazard. | | | |
| If an incident or a near miss occurs, all work must sto, quately. 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. | | | |

Version 2.5 Authorised by Review # Date of Issue: Review Date: 1





| 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 CONSTRUCTO | ON WO K BEIN O KRIED 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 | 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 integration of a ructure | ☐ is carried out in an area that may have a contaminated or flammable atmosphere |
| ☐ involves, or is likely to involve, disturbing asb | ☐ involves tilt-up or precast concrete |
| ☐ involves structural alteration or repair that — quires term — ov sup — rt 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 tha 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 MACHINER | RY OR EQUIPMENT NEARBY |
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| | |

Version 2.5 Authorised by Review # Date of Issue: Review Date: 2



| RISK MATRIX | | | | | | | | | | | |
|-------------------|--|---------------|---------------|------------|--------------|----------------|-----------------------------------|--|---------------------------------|--|--|
| LIKELIHOOD | INSIGNIFICANT | MINOR | MODERATE | MAJOR | CATASTROPHIC | SCORE | ACTION | | HEIRARCHY OF CONTROLS | | |
| ALMOST CERTAIN | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4 ACUTE | SCORE | ACTION | | Elimination Remove the hazard. | | |
| LIKELY | 2 MODERATE | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4A ACUTE | DO NOT PROCE | | Substitution | | |
| POSSIBLE | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 4 ACUTE | 3H HIGH | Review befor work starts. | | Replace the hazard. | | |
| UNLIKELY | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 2M MODERATE | Ensure control measures in place. | | Isolate People from the hazard | | |
| RARE | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 3 HIGH | 1L LOW | nitor and | | Engineering Isolate the hazard. | | |
| is the second m | Administrative Notes on Hierarchy of Controls: Elimination methods are the most effective and preferre the analysis of the second most effective method of controlling a hazard. Engineering by isolation is the fire toost effective work. Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equation), the least effective | | | | | | | | | | |

| | | | | PERS | | TIVE EQUIPM | | | | | |
|--------------------|--------------------|--------------------|--------------|-------------|------------------------|---------------------------------------|----------------------|------------------------|--------------------|-------------------|---------------------------|
| | | Select the app | ropriate PPL | abo. ~uitab | ic or the equip | oment used or | the job task | being perform | ned (if applica | able). | |
| FOOT PROTECTION | HAND PROTECTION | HEAD PROTECTION | ARING STION | F' CTIO | RL PIRATORY PROTECTION | FACE PROTECTION | HIGH-VIS CLOTHING | PROTECTIVE CLOTHING | FALL PROTECTION | SUN PROTECTION | HAIR/JEWELLERY SECURED |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Other PPE R | equired: | | | | | | | | | | |
| | Pe | ermit or Licen | ses Requirem | ents | | Mandatory Qualifications and Training | | | | | |
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| 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 |
| | | | Review architectural drawings and ceiling by gnts to confirm all areas requiring high ceiling plaster repairs, high level taping and spotting, and by drywall by gnts to confirm all areas requiring high ceiling plaster repairs, high level taping and spotting, and by drywall by gnts to confirm all areas requiring high ceiling plaster repairs, high level taping and spotting. | |
| | | | • Identify work areas where plastering stilts will a d and where alternative access (scaffolds, mobile scaffold, platform ladders) is reasonably practice and eliminal stilt use in those areas | |
| | | | • Confirm work is High Risk C truction Work due risk a person falling more than 2 metres and prepare, review and a live the WMS before work as | |
| | Incomplete scope definition | | Consult work—and sub_ntract_about pro_ed methods for high level access and confirm they are competent a _ramiliar with _iis SW. | |
| Job planning and consultation | Unidentified high level access hazards Untrained worker allocation | 3H | Schoole work area and separate overhands in the same high level work area and separate overhands. | 2M |
| | Inadequate emergency planning | | • Deve p emerg by and rescue plan for falls from height and medical events, including call-out proced by, address points for emergency services | |
| | | | Nomina a survisor with WHS responsibilities to monitor compliance with this SWMS and stop work if up for conditions arise | |
| | | | DO No low any worker to undertake high level plastering work without having read and understood s SWMs and site-specific induction | |
| | | | • Varify that a first aider and first aid kit are available on site and that at least one mobile phone remains accessible in the work zone | |
| | | | Inspect access ways and work zones to ensure floors are level, dry, and free from plaster offcuts, wrappers, screws, cords, and loose materials | |
| | | | Sweep and remove all trip hazards from areas where stilts or mobile scaffolds will be used before each shift and after major material deliveries | |
| | Slips on debris | | Establish clear pedestrian routes and keep them separate from vehicle movements using barriers or cones where practicable | |
| Site access and | Trip hazards on floor | 3H | Maintain minimum 1 metre wide clear access paths to exits and emergency equipment at all times | 2M |
| housekeeping | Restricted emergency egress Uncontrolled interaction with vehicles | 511 | Store plasterboard sheets, buckets, and tools away from walkways and stilt pathways and stack materials below 1.5 metres to prevent toppling | ZIVI |
| | | | Mark changes in floor level, ramps, and penetrations with high visibility tape or barriers and block off any floor penetrations with covers rated to carry expected loads | |
| | | | • DO NOT leave trowels, mixing paddles, cords or waste lying in stilt traffic paths; relocate immediately or remove from the area | |
| | | | Verify adequate general lighting in high level work areas; install temporary lighting to AS/NZS 3012 if natural light is insufficient | |



| 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 |
| Assessing structure and work environment | Fragile ceiling surfaces Unstable framing or substrate Overhead service clashes Inadequate lighting and visibility | зн | Inspect ceiling framing, existing plasterboard and fixings to verify they are structurally sound, free from water damage and suitable to support new high drywall ceilings and repair works Confirm locations of electrical, mechanical are sydraulics services above ceilings from plans and onsite markings prior to drilling, screwing or cutting Use a cable and stud detector where service may be concealed and mark no-go zones on the substrate Eliminate the need to walk under unfinished, to apported ceiling sections by sequencing works to complete framing and suppose efore lining Verify that any overhead temposity supports, propositional sections Improve lighting in dark county of the load and installing according to nanufacturer instructions Improve lighting in dark county voice or high seel areas with portable LED work lights positioned to avoid glare and shallows DO apply a sagging or water-damaged ceilings from below while on stilts; access via mobile scaffor a latform assess and repair from a stable base first Stop wrk of notify a supervisor if any deflection, movement or cracking is observed in the ceiling or framing suring righ level works | 2M |
| Selecting high level access method | Incorrect access equipment selection Excessive reach from height Over-reliance on stilts Falls from working at heights | 4A | | 2M |
| Pre-use inspection of stilts | Stilt structural failure Loose fixings on stilts | 4A | | 2M |



| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|-------------------------------------|--|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE Worn stilt straps and buckles Incorrect stilt height adjustment | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| Fitting and using plastering stilts | Falls while mounting stilts Loss of balance during Collision with obstacles Overreaching while on stilts | 4A | | 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 |
| High ceiling plaster repairs | Overhead falling debris Dislodged plaster sections Tool drops from height Dust inhalation | ЗН | | 2M |
| High level taping and spotting | Repetitive reaching above should height Loss of balance while spotting Wet compound on floors Contact with unfinished edges | ЗН | | 2M |
| Installing high drywall ceilings | Manual handling of plasterboard Board support failure | 4A | | 2M |



| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|---|--|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE • Working under suspended loads • Screw gun and cutting injuries | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| | | | | |
| Working near services and live electrical | Contact with live electrical cable Penetration into concealed services Damage to fire systems Contact with hot mechanical services | 4A | | 2M |
| Demobilising from stilts and breaks | Falls during dismount | 3H | | 1L |



| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|---------------------------------------|---|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE Sudden loss of balance from fatigue Uncontrolled stilt storage Unauthorised stilt use | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| Hazardous substances and dust control | Inhalation of plaster d Skin and eye irrit Exposure to silic in composition composition. Contaminated work surraces | ЗН | | 2M |
| General PPE and personal readiness | Inadequate personal protection Impaired balance or fitness Incorrect footwear on stilts Heat stress in high areas | ЗН | | 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 |
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| Review, monitoring and | Unreported defects in ceilings Residual trip hazards after work | | | 4. |
| handover | Inadequate documentation | | | 1L |
| | Uncontrolled change methods | | | |
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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. ANY STATE AT 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/legislations/

Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/lis

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulation 201

Codes of Practice NT: https://worksafe.nt.gov.au/f

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/le__lation

Codes of Practice for SA: https://www.safework.sa.gov.au/wor/ aces/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

Or pational Health a. Safety Act J4

Occational Health and afety gulations 2017

Legis on VIC: https://www.safe.vic.gov.au/occupational-health-and-safety-act-and-

gulat

tes of actice VIC attps://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 N. THE STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains fective of must be reviewed (and revised if necessary) if relevant control measures are rovised. The view respectively should be carried out in consultation with workers (including contractors and other substitutions) 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 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 rest of the review are advised of the changes in a way that will enable them to implement their duties and 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:

- 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 | | | | | | | |

Version 2.5 Authorised by Review # Date of Issue: Review Date: 12





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. | 7 | |
| Provides a step-by-step process of tasks required to carry out the activity or task. | k | |
| Adequate risk assessment of any identified hazards has been completed. | \boxtimes | |
| Foreseeable hazards are identified and documented for each step. | \boxtimes | |
| 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) colum mpleted. | \boxtimes | |
| Check control measures added to the SWMS are the most effective selections. | | |
| Responsible person is assigned and listed on the part of the important of | \boxtimes | |
| Permit or licenses requirements specified, sur as Hot Work, Electric Work, Work at Heights etc. | \boxtimes | |
| SWMS identifies plant and equipment to be use | \boxtimes | |
| Details of inspection checks required for any equipment listed an onthe SWMS. | \boxtimes | |
| Describes any mandatory qualifications, experience, use or skills required to perform the work. | \boxtimes | |
| Applicable personal protective equipment is selected on the SWMS. | | |
| Reflects and documents any legislative references and/or Australian Standards. | \boxtimes | |
| Identifies any hazardous substances used with specific control measures in line with any SDS. | \boxtimes | |
| | | |
| REVIEWED BY | DATE REV | /IEWED |
| SIGNATURE | DATE COM | PLETED |