



Radiant Floor Heating Inst	allation SAFE WORK MET	HOD STATEMENT (SWMS)	
TASK OR A	ACTIVITY: Radiant Floor Heating	Installation	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E 111:	
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.	cting a business or under the (PC 1) is	required to en that a safe work method s	statement (SWMS) is prepared before
Full Name:			
Signature:	NY	Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring a	opliance the VMS a well as review	s and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS & MS MAY HAVE THE FOLLOWING COMMUNICATED	NA. 2 OF ALL RELEVANT PERSONNI EVELOPMENT AND APPROVAL OF	EL WHO HAVE BEEN CONSULTED AND COTHIS SWMS	OMMUNICATED TO IN THE
Safety meetings or toolbox talks will be sched ed in account with a 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 ste, an alately. 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.			

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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 BIOK CONSTRUCTOR	NAME OF THE POLIT
ANY HIGH-RISK CONSTRUCTOR	N WC & BEIN C ARIED 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	\square is carried out on or near energised electrical installations or services
☐ involves demolition of an element related to the physical integral of a functure	☐ 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 — v 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 that. tunnel involving use of explosives	☐ is carried out in areas with artificial extremes of temperature.
\square is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.
ANY HIGH-RISK MACHINER	Y OR EQUIPMENT NEARBY

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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 before 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 Change the work. Change the work is the fourth most effective method. PPE (Personal Protective Equament) whe least effective Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equament) whe least effective								

				PERS		TIVE EQUIPM					
		Select the app	propriate PPL	abo√ ≃uitab	ic or the equi	pment used or	the job task	being perforr	ned (if applica	ıble).	
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING ETION	P ECTION	R PIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE R	Required:										
	Pe	ermit or Licen	ses Requirem	ents			Ma	andatory Qual	ifications 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
1. Preparation	Unorganised workspace, mishandling tools	2M	 Ensure the workspace is clean and organic a before beginning the installation to prevent trips, slips, and falls. Conduct a pre-start briefing with all workers to all any potential hazards and responsibilities in maintaining a safe site. Position tools and materials paperly, ensuring the area and easy reach but do not clutter the workspace. Store sharp to a secure other to an use to prevent accidental cuts or injuries. Use appropriate personal a rotective outs cent, such as gloves and safety glasses, to safeguard against mishabiling to: Regular, inspect of slabefore use to ensure they are in good working condition and free of defects. Keephath and seas around workstations clear to facilitate easy movement and emergency access. At lies to all organizers and hooks to maintain an orderly arrangement of equipment and prevent tools from a fine scattered. Provide scattered. Provide scattered barriers or caution tape around the work area to alert non-workers and prevent unauthorised entry. Implement a system for reporting and addressing hazards immediately to maintain continual safety oversight. 	1L
2. Installation Planning	Incorrect measurements, lack of required materials	ЗН	 Conduct a thorough site inspection to verify all dimensions and ensure accurate measurements before work commences. Provide detailed training for workers on reading and interpreting blueprints and floor plans accurately to mitigate human error in measurements. Use digital measuring devices for precise measurement to reduce the risk of manual errors. Implement a checklist system to confirm that all required materials are onsite prior to beginning installation. Establish a robust inventory management system to track materials availability and restock levels, ensuring materials are ordered well in advance. Arrange for a pre-installation meeting with key stakeholders to review plans and confirm material specifications. Cross-verify measurements with a second qualified individual to ensure accuracy before proceeding to installation. 	2M



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			- Label and organise materials clearly upon delivery to prevent confusion and time delays during installation.	, ,,,,,,,
			- Schedule regular progress meetings to review was against original design plans and timelines to address issues promptly.	
			- Develop a contingency plan to acquire account on all material swiftly in case of shortages or unexpected needs.	
			- Ensure communication protocols are clear am all team members regarding measurement checks and material requirements.	
			- Use project management software to monitor project stones and identify potential deviations from planned installations and according to the control of the	
			- Conduct a prowork inspection to ide for plential trip hazards and remove any unnecessary items from the virtual area.	
			- Mark te unated tkways clearly using tape or cones to guide workers safely through the site.	
			- Secur all ds, how, and tools using cable ties or cord covers to prevent tripping.	
			Store to its an impaterials in designated areas when not in use to keep pathways clear.	
	Trip hazards, unsecured equipment of materials		- Us lorigially coloured safety barriers around unsecured equipment or materials to increase visibility.	
3. Work Area Setup			Implementa clean-as-you-go policy to ensure that debris and waste materials do not accumulate in the k area.	1L
			Ensure all employees wear appropriate footwear with non-slip soles to reduce the risk of slips or trips.	
			- Provide adequate lighting in the work area to ensure potential hazards are easily visible.	
			- Regularly communicate with the team to remind them about maintaining an organised and tidy workspace.	
			- Use signage to warn of specific trip hazards and instruct workers on alternative routes if applicable.	
			- Conduct regular walk-throughs by supervisors to enforce compliance with safety protocols and quickly address any observed hazards.	
Underfloor Heating Layout	Electrical shock, inaccurate layout causing ineffective heating	3H		2M



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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
5. Connecting the System to Power Supply	Electrocution, fire from faulty wiring	4A		1 3H
6. Securing Heating Elements	Sharp objects, incorrect fixture leading to electrical problems	3H		2M



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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
7. Testing Heating System	Electric shock, overheating causing fire hazard	ЗН		2M



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8. Laying Flooring Over Heating System	Strain injuries, cut wounds	2M		1L
9. Power On and System Check	Electrocution, system failure	ЗН		2M



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10. Clean-up	Trip hazards, improper disposal of waste	2M		1L



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11. Training to Client	Miscommunication, inadequate knowledge transfer			1L
12. Periodic Inspection	Electrical risk, undetected failures	ЗН		2M



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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
13. Emergency Procedures Briefing	Failure to understance aures, procommunication	2M		1L
14. Transportation of materials	Vehicle collision, manual handling injuries	2M		■ 1L



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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
15. Post Installation Support	Inefficient communication, mismanagement	2M		1L



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16. Documentation	Loss of documents, data errors	1L		1L
17. System Controls Briefing	Miscommunication, inadequate knowledge transfer	2M		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
				•
18. Finalisation and Handover	Incomplete task segments, unsatisfied client	2M		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



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 OF AT ARE NOT APPLICABLE.

Queensland & Australian Capital Territory

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

 $\textbf{Legislation QLD:} \ \underline{\textbf{https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws}$

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 2017

Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislations/

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

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

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

Occupational Health al. Safety Act

Occupational Health and affety gulations 2017

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

gulat

des on actice VI autros://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

SAFE WORK IN THE STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains a fective of must be reviewed (and revised if necessary) if relevant control measures are revised. The view process should be carried out in consultation with workers (including contractors as support ractors 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 mast 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 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							

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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.		
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 pupleted.		
Check control measures added to the SWMS are the most effective selective selective.		
Responsible person is assigned and listed on the part the important of measures.		
Permit or licenses requirements specified, sur as Hot Work, Electric Work, Work at Heights etc.		
SWMS identifies plant and equipment to be us		
Details of inspection checks required for any equipment listed a noted on the SWMS.		
Describes any mandatory qualifications, experience, and 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 REVIE	WED
SIGNATURE	DATE COMPL	ETED