SAFE WORK METHOD STATEMENT

Hot water unit & ceiling run, O'Brien's level 2

DOCUMENT NO
SWMS-699-05
Rev 1 · 21 November 2026 · Project P-699

BUSINESS (PCBU)
Tuart Plumbing & Gas Pty Ltd
ABN 12 345 678 901

WORK ACTIVITY
Replace the hot water unit and run new services above the level 2 ceiling

WORKPLACE LOCATION
Level 2, 1 Sample Street, Perth WA 6000

PRINCIPAL CONTRACTOR
Example Builders Pty Ltd

WORKS MANAGER
Nathan Simpson, 0491 570 110

GIVEN TO THE PRINCIPAL CONTRACTOR
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PREPARED BY
Reece Hamilton, project manager
21 November 2026

HIGH RISK CONSTRUCTION WORK IN THIS SWMS

WHS (General) Regulations 2022 (WA), reg 291 · 3 of 18 ticked

- ☑ **(a) Fall of more than 2 m**
- ☐ (b) Telecommunication tower
- ☐ (c) Structural demolition
- ☐ (d) Asbestos
- ☐ (e) Temporary support
- ☐ (f) Confined space
- ☐ (g) Trench, shaft or tunnel
- ☐ (h) Explosives
- ☑ **(i) Pressurised gas**
- ☐ (j) Chemical, fuel or refrigerant lines
- ☑ **(k) Energised electrical**
- ☐ (l) Contaminated or flammable air
- ☐ (m) Tilt-up or precast
- ☐ (n) Traffic corridor
- ☐ (o) Powered mobile plant
- ☐ (p) Extreme temperature
- ☐ (q) Risk of drowning
- ☐ (r) Diving

Monitoring and review

How the controls are put in place, monitored and reviewed

RESPONSIBLE FOR COMPLIANCE	REVIEWS THE CONTROLS	NEXT REVIEW
Reece Hamilton, project manager	Reece Hamilton, project manager	21 December 2026

HOW THE CONTROLS ARE PUT IN PLACE AND MONITORED	The leading hand walks every step with the crew each morning and initials In place
HOW THE CONTROLS ARE REVIEWED	Reviewed when a control changes or isn't working, after a notifiable incident, a new hazard, or when a worker asks
REVISION	

Risk matrix

Rated before and after the controls

Likelihood down, consequence across

	Minor	Medium	Major	Severe
Almost certain	M Medium	H High	E Extreme	E Extreme
Likely	M Medium	H High	H High	E Extreme
Possible	L Low	M Medium	H High	H High
Unlikely	L Low	L Low	M Medium	H High

- **L** Low
- **M** Medium
- **H** High
- **E** **Extreme**: do not start until the controls bring it to Medium or lower

Risk rating. Every step is rated before its controls and again after them. Work starts only when every step is Low or Medium after the controls are in place.

1. Preparing the work area

2 steps, 2 Required

	JOB STEP	HAZARDS	RISK BEFORE	CONTROLS	RISK AFTER	WHO	IN PLACE
1	**Review the scope, check the switchboard and circuit details, and set up the work area** REQUIRED	Unknown or mislabelled circuits, Trips and falls over tools and cables, Occupants entering the work area	M Medium	– Barricade or sign the work area and keep occupants and pets out while work is under way – Check the existing circuit schedule and switchboard condition before starting, and note any signs of overheating or damage – Keep leads, tools and materials tidy and out of walkways	L Low	Licensed electrician in charge of the project	☐ Initials
2	**Check for asbestos-containing materials before cutting, drilling or chasing walls, ceilings or switchboard backing** REQUIRED HIGH RISK WORK (D)	Disturbing asbestos in old wall sheeting, eaves, backing boards or insulation, Inhaling fibres	H High	– Stop work and review the asbestos register or get a test if materials may contain asbestos and the building predates the ban – Choose a different route or fixing point that avoids suspect materials – Do not proceed until a licensed asbestos assessor or removalist has cleared the area if asbestos is found or suspected	L Low	Licensed electrician in charge of the project	☐ Initials

2. Isolating and proving dead

2 steps, 2 Required

	JOB STEP	HAZARDS	RISK BEFORE	CONTROLS	RISK AFTER	WHO	IN PLACE
3	**Isolate the circuits to be worked on, then lock and tag the isolation point** REQUIRED HIGH RISK WORK (K)	Electric shock from circuits that are still live, Someone re-energising the circuit during work, Back-feed from other sources such as solar or batteries	E Extreme	– Switch off and lock out the circuit protection device, then fit a personal danger tag – Identify and isolate any other supply source, including solar, battery or a second circuit sharing the neutral – Notify everyone on site which circuits are off and that work is under way	L Low	Licensed electrician in charge of the project	☐ Initials

2. Isolating and proving dead

2 steps, 2 Required

	JOB STEP	HAZARDS	RISK BEFORE	CONTROLS	RISK AFTER	WHO	IN PLACE
4	**Test that the circuit is dead using a proving unit and a tested voltage tester, before touching any conductors** REQUIRED HIGH RISK WORK (K)	Electric shock from a faulty tester or a circuit wrongly assumed dead, Stored or induced voltage	E Extreme	– Test the tester on a known live source or proving unit, test the circuit, then test the tester again – Test between all conductors, including active to neutral, active to earth and neutral to earth – Keep the lock and tag on and treat the circuit as live again if any test result is unclear	L Low	Licensed electrician in charge of the project	☐ Initials

3. Installing power points and lighting

3 steps, 3 Required

	JOB STEP	HAZARDS	RISK BEFORE	CONTROLS	RISK AFTER	WHO	IN PLACE
5	**Access the ceiling, wall cavity or roof space and run cables to the new or replacement positions** REQUIRED	Fall from a ladder or through a ceiling, Heat stress in a roof space, Contact with other live cables or services, Insulation fibres and dust	H High	– Use a stable ladder or platform ladder in good condition, set on firm level ground and not overreached – Walk only on joists or crawl boards, and limit time in hot roof spaces with water breaks – Locate existing cables and pipes before drilling or cutting, and use a cable detector – Wear a P2 respirator, eye protection and gloves in dusty spaces	M Medium	Licensed electrician in charge of the project	☐ Initials
6	**Drill, cut and fix mounting boxes, brackets and cable supports** REQUIRED	Hidden cables, pipes or gas lines behind the surface, Flying debris and dust, Cuts and hand injuries from tools, Noise	M Medium	– Scan the surface for services before drilling or cutting, and keep the circuits isolated – Use a vacuum attachment or damp methods to limit dust – Use tools with guards in good condition, and keep hands clear of the cutting line – Wear safety glasses, hearing protection and a dust mask suited to the material	L Low	Licensed electrician in charge of the project	☐ Initials

3. Installing power points and lighting

3 steps, 3 Required

	JOB STEP	HAZARDS	RISK BEFORE	CONTROLS	RISK AFTER	WHO	IN PLACE
7	**Install and terminate power points, switches and light fittings, and fit cables correctly** REQUIRED	Loose or incorrect terminations causing later overheating or fire, Electric shock from unexpected live conductors, Cuts from sharp tools and cable ends, Falls while installing high fittings	H High	– Keep the circuit isolated and locked out until all terminations are complete and covers are fitted – Follow the manufacturer's instructions and wiring rules, and check ratings against the circuit protection – Use insulated tools, and strip cables with a tool suited to the conductor – Use a platform ladder or scaffold for ceiling fittings, and keep three points of contact	L Low	Licensed electrician in charge of the project	☐ Initials

4. Testing and handover

3 steps, 3 Required

	JOB STEP	HAZARDS	RISK BEFORE	CONTROLS	RISK AFTER	WHO	IN PLACE
8	**Test the installation before energising, including continuity, insulation resistance and polarity** REQUIRED HIGH RISK WORK (K)	Energising a faulty circuit, Shock from test instruments or leads, Damage to sensitive equipment during testing	H High	– Complete all required tests with the supply still isolated, and record the results – Use calibrated instruments with undamaged leads – Disconnect or protect sensitive electronics before insulation resistance testing – Do not energise until faults are fixed and all covers are in place	L Low	Licensed electrician in charge of the project	☐ Initials
9	**Remove the locks and tags, re-energise the circuit and test the protective devices** REQUIRED HIGH RISK WORK (K)	Electric shock or arc fault on energising, Someone unaware that the circuit is being re-energised, Faulty residual current device	H High	– Tell everyone on site before re-energising and check that the work area is clear – Stand to the side of the switchboard and switch on the circuit protection device in a controlled way – Test residual current devices with the test button and a suitable tester, and check operation of all new points and fittings	L Low	Licensed electrician in charge of the project	☐ Initials

4. Testing and handover

3 steps, 3 Required

	JOB STEP	HAZARDS	RISK BEFORE	CONTROLS	RISK AFTER	WHO	IN PLACE
10	**Clean up, remove waste, and hand over the installation with the required documents** REQUIRED	Trips from leftover materials, Cuts from offcuts and packaging, Customer using faulty or unlabelled circuits	M Medium	– Remove all offcuts and packaging, and dispose of waste properly – Label the switchboard and circuits clearly – Give the customer the compliance and test records, and explain how to use the safety switches	L Low	Licensed electrician in charge of the project	☐ Initials

STOP WORK
If the job changes, a control cannot be put in place, or anyone is unsure: stop, make the area safe and call the supervisor. Start again only when the work can be done the way this SWMS says, or once it has been reviewed.

REVIEW THIS SWMS
When a control isn't working or is changed, after a notifiable incident, when a new hazard or risk is found, when the workplace changes, or when a worker or health and safety representative asks.

New hazards found on the day

Write them here, then tell the supervisor

HAZARD	WHAT WE DID ABOUT IT	BY, AT

Fire watch log (hot work)

Trained fire watcher ☐ · checks every 15 min for 30 min after the last flame: your defaults, set them to your hot work permit

TIME	WHAT WAS CHECKED	BY

BY SIGNING ON I CONFIRM **I have read and understood this SWMS and I will stop work if it is not followed.**

Sign-on register 1: our crew

The people booked on this project. Sign and date beside your name

	NAME	TRADE	LICENCE	SIGNATURE	DATE, TIME
1	**Andrew Kerr**				
2	**Isaac Bellamy**	Gasfitter			
3	**Kane Fletcher**	Plumber			
4					

Sign-on register 2: anyone else doing this work

Labour hire, subcontractors and late starters, before they start

	NAME	TRADE	LICENCE	SIGNATURE	DATE, TIME
1					
2					
3					
4					
5					

Keep this SWMS until the work is finished, keep every version, and keep it for 2 years after a notifiable incident. Every worker doing the work must be able to read it on site.