BB BLUEGUM Building

Bluegum Building
30 Sample Rd, Marrickville NSW 2204
0400 000 654 · jobs@bluegum-building.example

Safe Work Method Statement

Work must be carried out in accordance with this SWMS. If work is not being carried out in accordance with this SWMS, it must stop immediately, or as soon as it is safe to do so, and must not start again until it can be carried out in accordance with this SWMS (reviewed and revised first if needed). Keep this SWMS available until the high risk construction work is complete. If it is revised, keep every version. If a notifiable incident occurs, keep it for at least 2 years.

SWMS number / version	BB-RYJ3-2026-0001 / v1 · issued 31 Oct 2026
Prepared by	Mick Carter
Job / PO reference	B-2045
Site	Example St second-storey extension 12 Example St, Marrickville NSW 2204
Start date	31 Oct 2026
Work description	Build a two-storey extension on the back of a 1960s brick house. Remove part of a load-bearing wall with temporary propping and build the new frame, floor and roof from scaffold, about 6 m above the ground. The house stays occupied during the work. There is an overhead power service line to the front left corner and along the side of the house.
Principal contractor	None
Person responsible for implementing, monitoring and compliance	Mick Carter · 0400 000 654 · jobs@bluegum-building.example
Person responsible for reviewing control measures	Mick Carter
Jurisdiction	New South Wales. Work Health and Safety Act 2011 (NSW) and Work Health and Safety Regulation 2025. Regulator: SafeWork NSW. Regulation version applied: Work Health and Safety Regulation 2025, version current from 3 July 2026 (checked 24 Oct 2026).

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High risk construction work

[X] Risk of a person falling more than 2 m

[X] Demolition of a load-bearing element, or one related to the structure's physical integrity

[X] Likely to involve disturbing asbestos

[X] Structural alterations or repairs needing temporary support to prevent collapse

Considered, not applicable:

- [ ] Work on a telecommunication tower
- [ ] Work in or near a confined space
- [ ] Work in or near a shaft or trench deeper than 1.5 m, or a tunnel
- [ ] Use of explosives
- [ ] Work on or near pressurised gas distribution mains or piping
- [ ] Work on or near chemical, fuel or refrigerant lines
- [ ] Work on or near energised electrical installations or services
- [ ] Work in an area that may have a contaminated or flammable atmosphere
- [ ] Work involving tilt-up or precast concrete
- [ ] Work on, in or next to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians
- [ ] Work at a workplace where powered mobile plant is moving
- [ ] Work in an area with artificial extremes of temperature
- [ ] Work in or near water or other liquid with a risk of drowning
- [ ] Diving work

Work steps

1. Check the asbestos register or the age of the house before disturbing existing materials
2. Set up scaffold and edge protection
3. Prop the existing structure before forming the wall opening
4. Build the extension frame, floor and roof
5. Join the extension to the house and remove the props once the new structure carries the load

Hazards, risks and controls

Activity	Hazards and risks	Control measures
Work at height up to 6 m	- Fall from an edge, opening, ladder or scaffold - Fall through brittle roofing, skylights or penetrations - Falling objects striking people below	- Isolate: Edge protection (guardrail, mid-rail and toe-board) installed on all open edges before work starts - Engineer: Skylights, penetrations and brittle roofing covered or meshed before access - Admin: Exclusion zone below the work area; tools and materials secured against falling - Admin: Stop work in high wind, rain, or when surfaces are wet or icy - PPE: Non-slip footwear; hard hats for anyone below the work area - Admin: Every roof treated as fragile until a competent person says it is not Responsible: Mick Carter
Demolition including load-bearing elements	- Unplanned collapse of the structure - Falling debris - Dust, including crystalline silica and possible lead paint - Hidden services	- Admin: Engineer's advice obtained, and followed, before removing load-bearing or structural elements - Engineer: Temporary propping installed before load-bearing elements are removed - Isolate: Exclusion zone around the demolition area and below any work at height - Isolate: Services (power, gas, water) located, disconnected and confirmed before demolition - Engineer: Water suppression or on-tool dust extraction when cutting or breaking concrete, brick or tile (silica) - Admin: Asbestos checked before demolition (register or testing); any asbestos found removed before demolition starts, by a licensed removalist where a licence is required - PPE: Hard hat, eye and hearing protection, P2 respirator (minimum) for dust - Admin: Regulator given written notice at least 5 days before demolishing a structure 6 m or higher, using plant on a suspended floor, or using explosives Note: New South Wales: This demolition may need a demolition licence. Check with SafeWork NSW. Licensed demolition work includes demolition that must be notified to the regulator. Responsible: Mick Carter
Work that may disturb asbestos-containing material	- Breathing in asbestos fibres - Spreading contamination to other areas or people	- Eliminate: Change the work method so suspected asbestos isn't disturbed, where possible - Admin: Asbestos register checked, or suspect material sampled and tested, before work starts - Admin: Asbestos removed by a licensed removalist (Class A for any friable asbestos (and the asbestos-contaminated dust from it); Class A or B for more than 10 m2 of non-friable; in the ACT, a licensed removalist for any amount) - Engineer: Wet methods and hand tools preferred; power tools only if fitted with dust suppression or an H-class vacuum; never high-pressure water or compressed air - Isolate: Work area sealed off and signed; plastic sheeting under the work - Admin: Asbestos waste double-bagged, labelled and disposed of at a licensed facility - PPE: P2 respirator (minimum) and disposable coveralls, removed and bagged before leaving the area Responsible: Mick Carter
Structural alteration with temporary support	- Collapse of the structure during alterations or repairs	- Admin: Temporary works designed by an engineer; the design is on site - Engineer: Props and bracing installed to the design before cutting or removing members - Admin: Props inspected daily and after any impact or change; not removed until the engineer approves - Isolate: Exclusion zone under and around the supported area Responsible: Mick Carter

Site plan and photos: see Appendices A and B.

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Other hazards and controls

Everyday hazards on this job that aren't high risk construction work.

Hazard	Hazards and risks	Control measures
Sun (UV) and heat Guidance: Safe Work Australia guides: Managing the risks of	- UV radiation: sunburn, skin cancer and eye damage - Heat illness: heat exhaustion and heat stroke - Dehydration and fatigue in	- Isolate: Shade provided over fixed work areas, and a shaded rest area - Admin: Daily forecast and UV index checked; heavy work planned for cooler parts of the day - Admin: Cool drinking water available at the work area; workers drink regularly - Admin: Regular rest breaks in the shade, more often in extreme heat; new

Hazard	Hazards and risks	Control measures
working in heat; Exposure to solar ultraviolet radiation	hot conditions	workers eased in gradually - Admin: Workers know the signs of heat illness and what to do, and check on each other - PPE: Sun protection: hat or hard-hat brim and neck flap, long-sleeved shirt, sunglasses or tinted safety glasses, and SPF 50+ sunscreen put on again every 2 hours, or more often if sweating
Overhead powerlines and service lines Guidance: Safe Work Australia: safe work on roofs; electrical safety guidance	- Electric shock or electrocution from contact with overhead powerlines and service lines - Metal ladders, sheets, gutters or tools touching live lines	- Engineer: Non-conductive (fibreglass) ladders used near live electrical work - Admin: Powerlines and service lines located before work starts; safe distance kept and a spotter used where close - Admin: Network operator called if the work will be within the safe approach distance - Admin: Long metal items (sheets, gutters, antennas, poles) carried and lifted away from the lines
Scaffold use and handover Guidance: SafeWork NSW: Scaffold management and inspection checklist	- Falls from scaffold that is incomplete or has been changed - Tools and materials falling on people below	- Engineer: Gap between the platform and the building no more than 225 mm, and a clear walkway at least 450 mm wide - Isolate: Signs and barriers stop other people using incomplete scaffold; exclusion zone at the base - Admin: Handover certificate kept on site until the scaffold is taken down (a scaff tag alone is not enough) - Admin: Scaffold checked before first use, after any alteration or repair, after high wind, storms or an incident, and at least every 30 days - Admin: Work only on bays with a full deck of planks, guardrails, mid-rails, toe-boards and ties; incomplete scaffold not used - Admin: Only licensed scaffolders put up, change or take down scaffold where a person or object could fall more than 4 m; others never remove parts
Severe weather (wind, storms, lightning) Guidance: SafeWork NSW: High winds in construction; Safe Work Australia: Managing the risk of falls in housing construction (code of practice); Model Code of Practice: Managing the risk of falls at workplaces; lightning advice from other state regulators	- Strong wind blowing sheets, tools or people off a roof or platform - Wet roofs and ladders that are slippery - Lightning strike, or a storm arriving faster than workers can get down - Extreme heat or sudden storms catching people in the open	- Eliminate: Roof work not started if storms or strong wind are forecast for the work hours - Admin: Forecast checked before work and again at smoko; the stop-work points for this job (for example wind, rain or lightning nearby) written down and told to the crew - Admin: Anyone on site can call a stop. Nobody is pushed to keep working in unsafe weather - Admin: Time to climb down and reach shelter worked out, and work stopped early enough to do it - Admin: Shelter in a solid building or a closed hard-top vehicle. Not in a shed or temporary structure, a building with an unearthed metal roof, or under a tree - Admin: Stay away from metal objects, fences and power lines in a storm. Do not lie flat on the ground - Admin: Tools and materials secured so wind cannot blow them off the roof or platform - Admin: Ladders not used in very wet or windy conditions - Admin: Work restarted only when the storm has passed and the roof is dry enough to walk on safely, as decided by a named person; everyone checked and accounted for first - Admin: Scaffold checked again after a severe storm before anyone uses it Note: This group does not set wind speeds or lightning distances. Decide the stop-work points for this job, then write them into the forecast control.

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Licences and tickets

Held by	Licence or ticket	State	Number and dates
Bluegum Building	Builder licence or registration - Builder licence	NSW	Licence number Example licence 000321 · expires 30 Sept 2027
Mick Carter	Working at heights training		Statement of attainment number · refresh by 31 Mar 2027
Sean Doyle	Working at heights training		Statement of attainment number · refresh by 31 May 2027

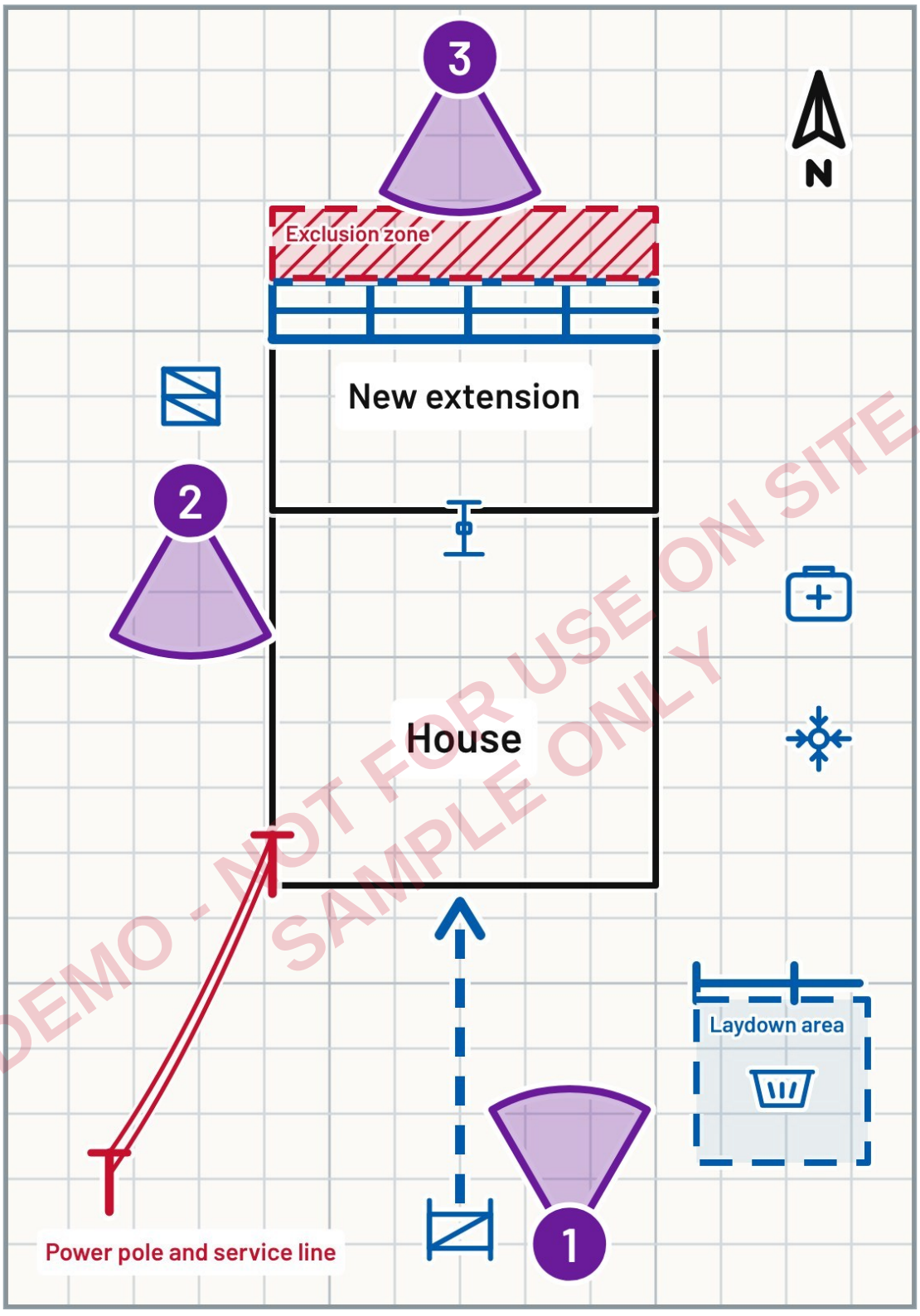
PPE, emergency and review

PPE required	Hard hat, Hi-vis clothing, Safety boots, Sun protection (hat, sunscreen), P2 respirator (fit-tested), Disposable coveralls (Type 5/6), Disposable gloves, Safety glasses, Hearing protection, General work gloves, Long sleeves and long trousers
First aider	Mick Carter

Nearest hospital	Canterbury Hospital, Canterbury Rd, Campsie
Emergency number	000
Measures to make sure this SWMS is followed	Mick briefs the crew, checks each shift that this SWMS is followed, and stops work if it is not.
Monitoring and review	Mick checks the controls each shift. The SWMS is re-signed if the work, site or crew change.
Consultation	Workers carrying out the work, and any health and safety representative, were consulted about the hazards and controls in this SWMS.
Review date	31 Oct 2026
Reviewer's signature	Mick Carter · 31 Oct 2026, 11:06 am 

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Appendix A: Site plan



Not to scale.

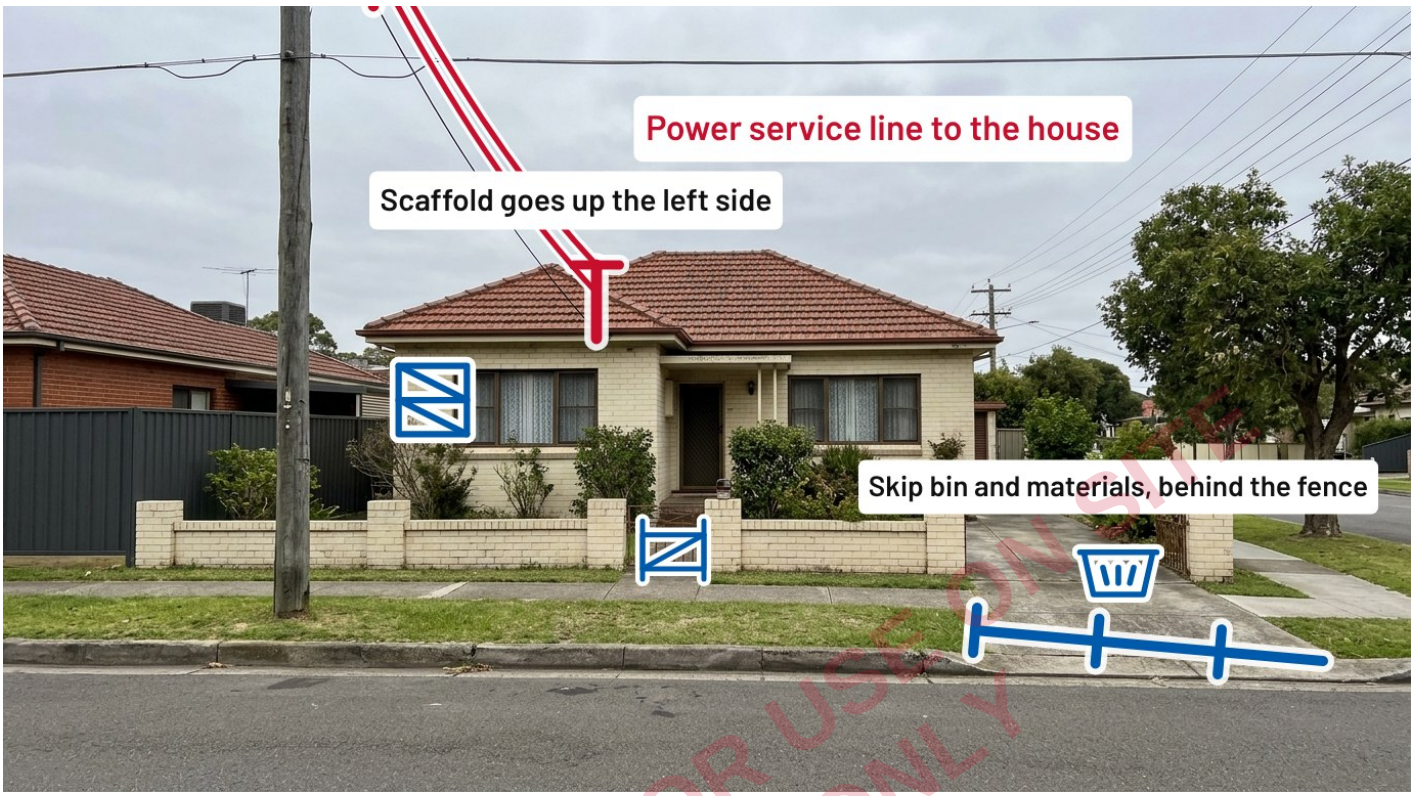
Scaffold · Edge protection / guardrail · Exclusion zone · Overhead power lines · Barrier / fencing · Laydown area · Skip bin / waste area · Walkway / travel path · Site entry gate · Temporary prop · Assembly point · First aid kit · North arrow · Photo location and direction

Plan notes: Front of the house faces south. The extension goes on the rear, with scaffold on the left side and an exclusion zone along the new floor edge. The power service line runs from the pole to the front left corner. Skip bin and laydown on the driveway behind temporary fencing. A clear path to the front door stays open for the people living in the house. Assembly point at the right side.

Appendix B: Site photos

Collection notes: Illustrative images, not a real site.

Photo 1 · Shown on the site plan

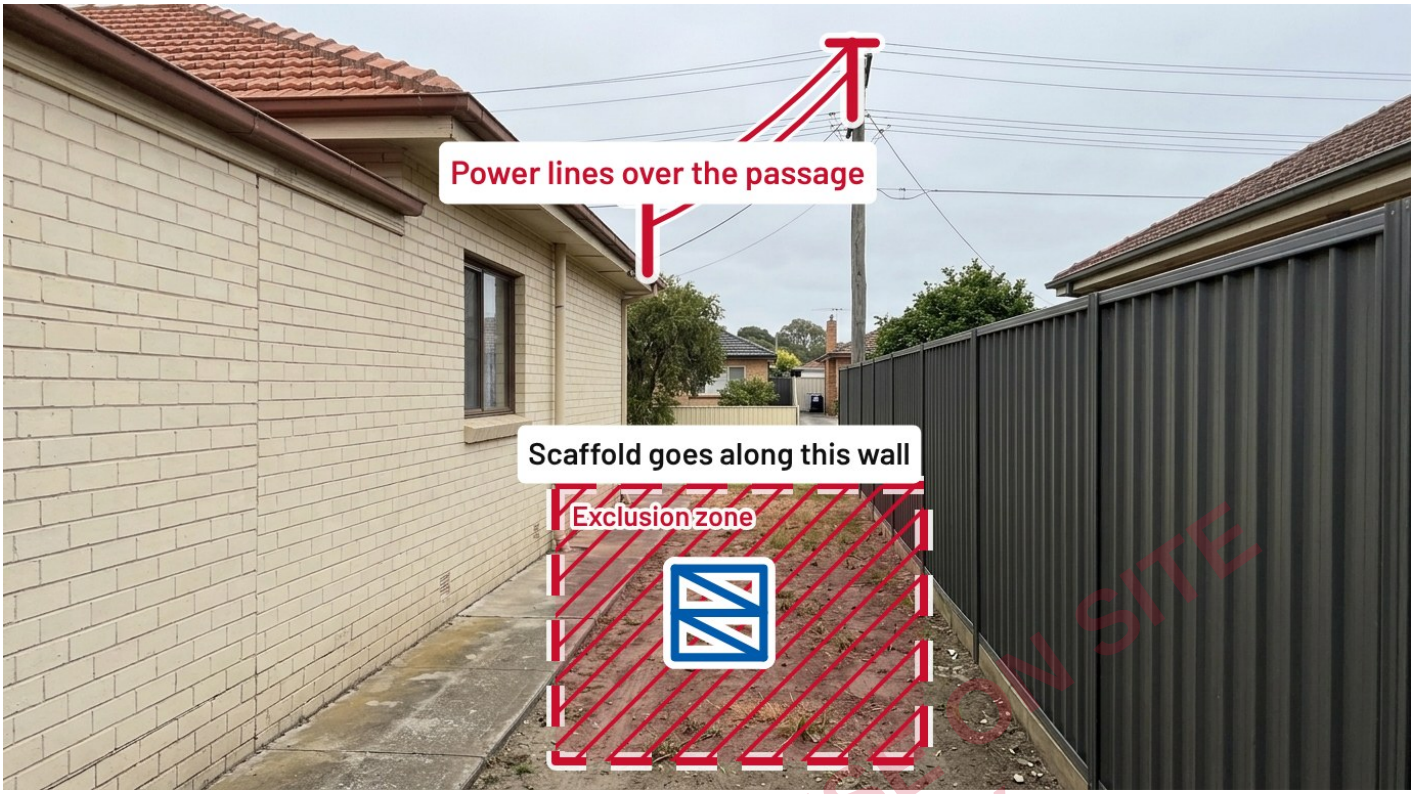


Overhead power lines · Scaffold · Site entry gate · Barrier / fencing · Skip bin / waste area

Front of the house before work starts. The power service line runs from the pole at the left to the front-left corner of the house: keep the scaffold, materials and the skip bin clear of it. A temporary fence goes across the driveway, and the pedestrian gate stays shut.

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Photo 2 · Shown on the site plan

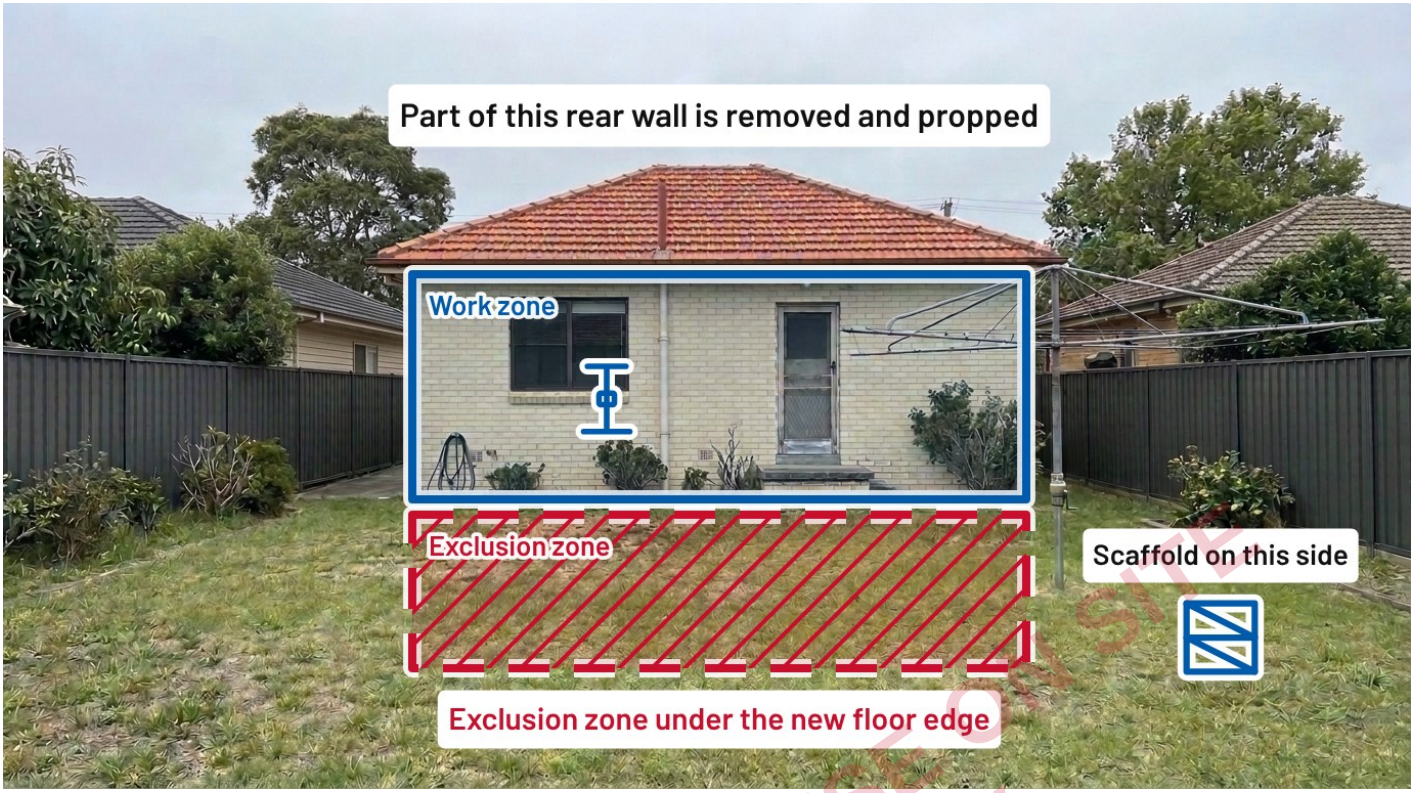


Overhead power lines · Exclusion zone · Scaffold

West side passage, about 3 m wide, between the house and the Colorbond fence. The scaffold goes up along the wall to the new floor. The overhead lines cross the end of the passage: keep the scaffold and any long timber well clear of them. Exclusion zone at the foot of the scaffold, and a clear path for the crew.

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Photo 3 · Shown on the site plan



Work zone · Temporary prop · Exclusion zone · Scaffold

Back yard. The extension goes on the back of the house. Part of the rear brick wall is taken out and propped under a beam; nobody goes under the opening until the props are checked. Edge protection goes on the new floor edge before anyone works there. Rubble and the skip bin stay on the driveway, off the path out of the house.

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Worker sign-on

Name	Signature	Date and time
Mick Carter		31 Oct 2026, 11:06 am
Sean Doyle		31 Oct 2026, 11:06 am
Kate Lim		31 Oct 2026, 11:06 am

Sign this SWMS on your device

Scan the QR code, or go to gateready.vision-and-beyond.com.au/sign to sign this document with PDF Partner or any PDF signing app. To find out about Gate Ready, visit the same page.

Important

Prepared by Bluegum Building using Gate Ready. Bluegum Building is responsible for the content of this SWMS and for making sure the work follows it. The regulations used by this tool to help prepare this SWMS are listed at gateready.vision-and-beyond.com.au/rules.html They are subject to change.

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