REDGUM
Carpentry

Redgum Carpentry
22 Sample Rd, Ringwood VIC 3134
0400 000 321 · jobs@redgum-carpentry.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 a copy for the whole job (OHS Regulations r329). From 31 March 2027, workers, health and safety reps and anyone doing work there must be able to get it easily, and it must be ready for WorkSafe to inspect. If it is revised, keep every version. Keeping it longer after any incident is recommended.

SWMS number / version	RC-FN4V-2026-0001 / v1 · issued 31 Oct 2026
Prepared by	Tom Reid
Job / PO reference	C-1870
Site	Example St new house frame 12 Example St, Ringwood VIC 3134
Start date	31 Oct 2026
Work description	Frame a new two-storey house on a slab. Stand and brace the ground floor wall frames, fix the floor joists and flooring, then stand the upper floor wall frames, working at the upper floor edge about 3 m above the ground. Use a nail gun and a compressor. A crane lifts the roof trusses. There is a power pole and temporary switchboard at the front of the site.
Principal contractor	None
Person responsible for implementing, monitoring and compliance	Tom Reid · 0400 000 321 · jobs@redgum-carpentry.example
Person responsible for reviewing control measures	Tom Reid
Jurisdiction	Victoria. Occupational Health and Safety Act 2004 and OHS Regulations 2017. Regulator: WorkSafe Victoria. Regulation version applied: Occupational Health and Safety Regulations 2017, authorised version 018, amendments as at 20 October 2026 (checked 23 Oct 2026).

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High risk construction work

[X] Work where there is a risk of a person falling more than 2 m

Considered, not applicable:

- [ ] Work on telecommunications towers
- [ ] Work involving demolition
- [ ] Work involving the removal or likely disturbance of asbestos
- [ ] Work involving structural alterations that require temporary support to prevent collapse
- [ ] Work involving a confined space
- [ ] Work involving a trench or shaft if the excavated depth is more than 1.5 m
- [ ] Work involving a tunnel
- [ ] Work involving the 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 or adjacent to roadways or railways used by road or rail traffic
- [ ] Work at workplaces where there is any movement of powered mobile plant
- [ ] Work in an area with artificial extremes of temperature
- [ ] Work in, over or adjacent to water or other liquids where there is a risk of drowning
- [ ] Work involving diving

Work steps

1. Check the slab and set-out
2. Install edge protection on the upper floor as it goes up
3. Stand, plumb and brace the wall frames
4. Install floor joists and flooring
5. Lift trusses with a crane where needed, with the crane crew directing each lift

Hazards, risks and controls

Activity	Hazards and risks	Control measures
Work at height up to 3 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 Note: Victoria: if a fall risk can't be eliminated, use a risk control measure under r44 (r44A, from 31 March 2027). If you only use admin controls (like training or a spotter) for a fall risk, you must write down the work and the control, and keep that record at the workplace where workers can get it easily (r46). Your SWMS can be this record if it describes the admin control and the task it is used for. Responsible: Tom Reid

Site plan and photos: see Appendices A and B.

Other hazards and controls

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

Hazard	Hazards and risks	Control measures
Hazardous manual tasks (lifting, carrying, awkward postures) Guidance: Model Code of Practice: Hazardous manual tasks; WorkSafe Victoria: Roofing	- Lifting, carrying, pushing or pulling heavy or awkward loads (e.g. sheets, bags, pavers, pipes) - Repetitive movements and sustained awkward postures (overhead work, kneeling, bending) - Musculoskeletal injuries: strains, sprains and back injuries	- Engineer: Mechanical aids used for heavy or awkward items: trolleys, sheet lifters, vacuum lifters or hoists - Engineer: Work set up at a comfortable height where possible (trestles, benches) to reduce bending and overhead work - Admin: Team lift for long, heavy or awkward items, with the route planned and cleared before carrying - Admin: Tasks rotated and breaks taken during repetitive work - Admin: Workers shown safe handling methods for the loads on this job - PPE: Gloves suited to the material being handled
Noise Guidance: Model Code of Practice: Managing noise and preventing hearing loss at work	- Noise from saws, grinders, jackhammers, nail guns, compressors and plant - Permanent hearing loss and tinnitus - Noise masking warnings and instructions	- Isolate: Compressors, generators and other noisy plant placed away from work areas or behind barriers - Engineer: Tools and plant maintained, with mufflers and dampers fitted and working - Admin: Time on noisy tasks limited and rotated, and others kept away from the noisy work - Admin: Hearing tests for workers who often have to wear hearing protection: within 3 months of starting, then at least every 2 years. This is required by law. - PPE: Hearing protection (earplugs or earmuffs) suited to the noise level, worn for the whole noisy task Note: The noise exposure limit is 85 dB(A) averaged over 8 hours, or a peak of 140 dB(C) (from 1 December 2026; called the exposure standard before then). As a guide, if you have to raise your voice to talk to someone 1 m away, the noise is probably above the limit.
Sun (UV) and heat Guidance: Safe Work Australia guides: Managing the risks of working in heat; Exposure to solar ultraviolet radiation	- UV radiation: sunburn, skin cancer and eye damage - Heat illness: heat exhaustion and heat stroke - Dehydration and fatigue in hot conditions	- 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 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
Power tools and electrical equipment Guidance: Model Code of Practice: Managing electrical risks in the workplace; AS/NZS	- Electric shock from damaged leads, tools or supply - Cuts, kickback and flying particles from saws, grinders and nail guns - Trips over leads	- Engineer: All plug-in tools and leads protected by an RCD (safety switch); a portable RCD used if the supply isn't protected - Engineer: Guards fitted and working on saws and grinders, with the correct blade or disc for the tool and material - Admin: Leads, tools and RCDs inspected, tested and tagged at the intervals required for construction sites, and checked visually before use; damaged items tagged out and removed

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Hazard	Hazards and risks	Control measures
3012 (electrical installations on construction and demolition sites)		- Admin: Leads kept off the ground or protected, away from water, sharp edges and walkways - Admin: Tools used only by workers trained in their safe use, following the manufacturer's instructions - PPE: Eye protection for cutting, grinding, drilling and nailing; a face shield for grinding
Truss and frame work Guidance: 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	- Falls from open floors, wall frames and trusses - Collapse of trusses or frames that are not braced	- Admin: Nobody walks on unbraced bottom chords - Admin: Work done from a solid platform, never from open floor joists
Nail guns Guidance: WorkSafe Victoria: Preventing injuries from nail guns, a health and safety solution	- Nails fired by accident, mostly when the muzzle touches your body with the trigger held - Nails glancing off hard surfaces or going through thin material - Other people in the firing path	- Admin: Bump-fire guns never used on ladders or elevated work with a loaded gun, in tight spaces where the muzzle could be bumped, or where others could enter the firing path - Admin: Only trained workers use nail guns, following the maker's manual - Admin: Gun kept in working order; a faulty gun is not used and is repaired by a competent person or replaced - PPE: Eye and hearing protection for the user and anyone nearby
Lifting and suspended loads Guidance: WorkSafe Victoria: Safety when lifting or suspending loads	- People struck by loads that are lifted, lowered or hanging - People under a load while slinging or landing it - Loss of control when loads hang at different heights	- Eliminate: Loads not slung at different heights ("high-low" lifts); each load lifted separately - Isolate: Exclusion zones for the lifting area, landing area and the path the load travels, limited to people directly involved - Admin: Lifting areas, landing areas and travel paths planned in advance, with everyone involved (including contractors) consulted - Admin: Lifts planned so no load hangs over or travels over a person, including during slinging and landing - Admin: Everyone near the lifts told the site rules for working near hanging loads - Admin: Lifting done by people holding the high risk work licence the lift needs - Admin: Work supervised so the exclusion zones are kept
Vehicles, deliveries and loading Guidance: Safe Work Australia: Traffic management guide for construction work	- A worker or visitor hit by a vehicle, especially one reversing - Loads falling during loading and unloading - People and vehicles sharing the same space	- Eliminate: Vehicles kept out of the work area where possible, and parked away from where people are working - Isolate: People separated from vehicles with barriers or cones, and a marked walkway - Admin: A loading and unloading spot set and marked on the site plan - Admin: Reversing avoided. If a vehicle must reverse, a spotter in hi-vis guides it and can be seen by the driver - Admin: A low speed limit set on site and told to every driver - Admin: Delivery drivers briefed before they enter: where to go, where people are working and who to call - Admin: Drivers and crane or hoist operators checked for the right licence for the vehicle or machine - PPE: Hi-vis worn by anyone near moving vehicles

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Licences and tickets

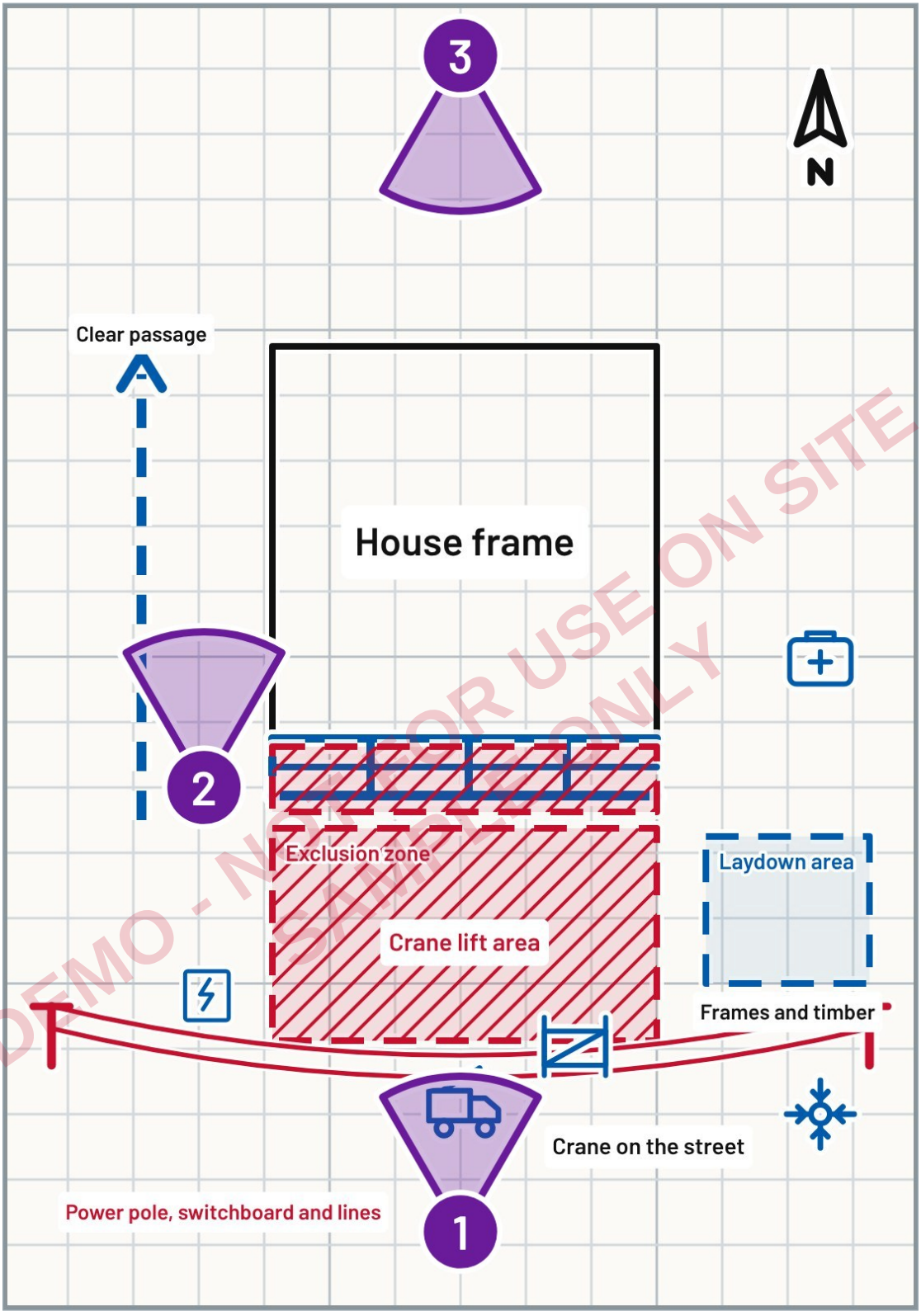
Held by	Licence or ticket	State	Number and dates
Redgum Carpentry	Other trade licence - Domestic builder (limited): carpentry	VIC	Licence number Example registration 000789 · expires 30 Sept 2027
Tom Reid	Working at heights training		Statement of attainment number · refresh by 31 Mar 2027
Jack Nolan	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), General work gloves, Hearing protection, Long sleeves and long trousers, Safety glasses, Face shield
First aider	Tom Reid
Nearest hospital	Maroondah Hospital, Davey Dr, Ringwood East
Emergency number	000
Measures to make sure this SWMS is followed	Tom briefs the crew, checks each shift that this SWMS is followed, and stops work if it is not.
Monitoring and review	Tom 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	Tom Reid · 31 Oct 2026, 11:06 am 

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Appendix A: Site plan



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Not to scale.

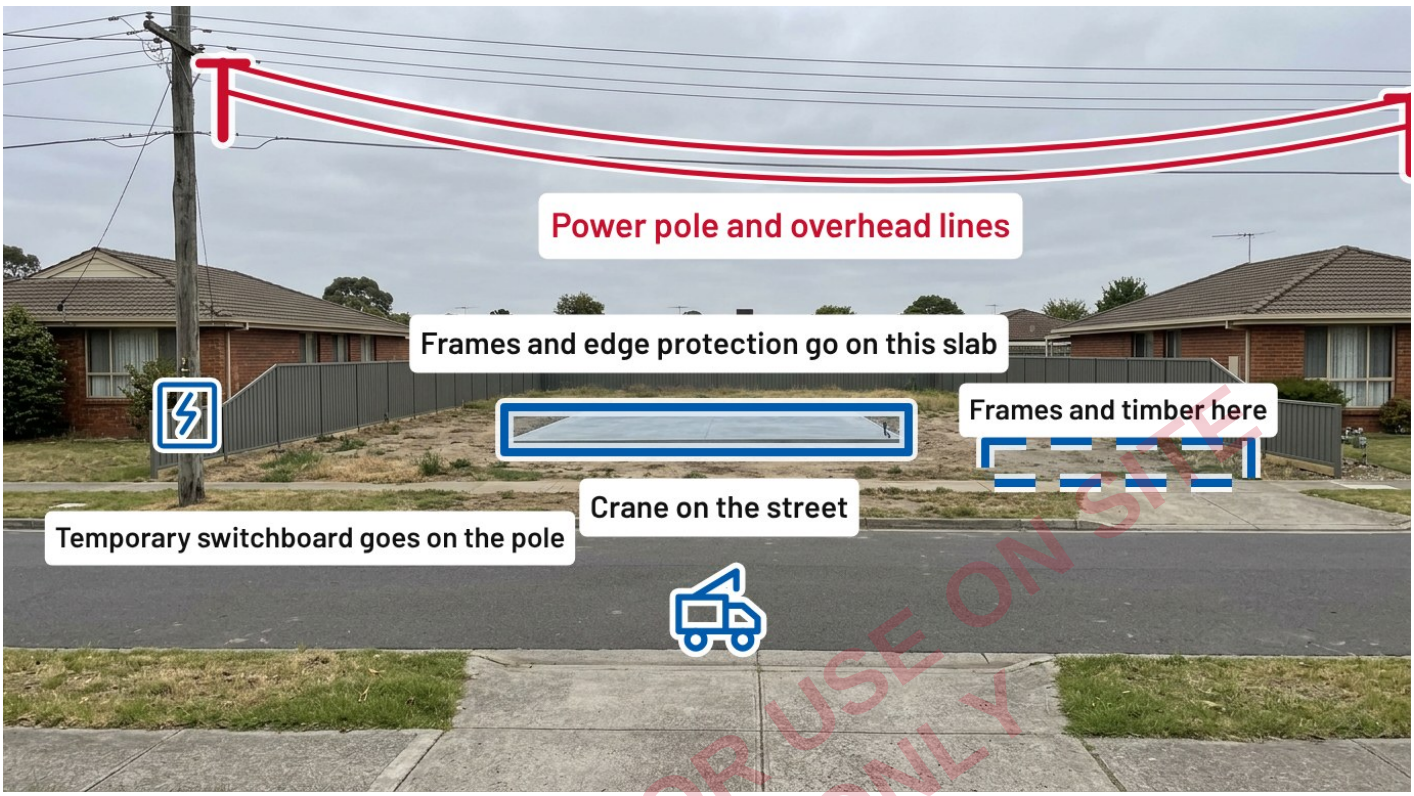
Edge protection / guardrail · Exclusion zone · Crane or truck · Overhead power lines · Switchboard · Laydown area · Walkway / travel path · Site entry gate · Assembly point · First aid kit · North arrow · Photo location and direction

Plan notes: Front of the house faces south. The crane sets up on the street at the front and lifts the trusses over the front yard onto the frame. Edge protection and an exclusion zone along the upper floor edge. Frames and timber on the front yard at the right. The power pole and temporary switchboard are at the front left, with overhead lines along the street. A clear passage runs down the west side. Assembly point at the street gate. Photo pins show where each photo was taken and which way the camera faced.

Appendix B: Site photos

Collection notes: Illustrative images, not a real site.

Photo 1 · Shown on the site plan

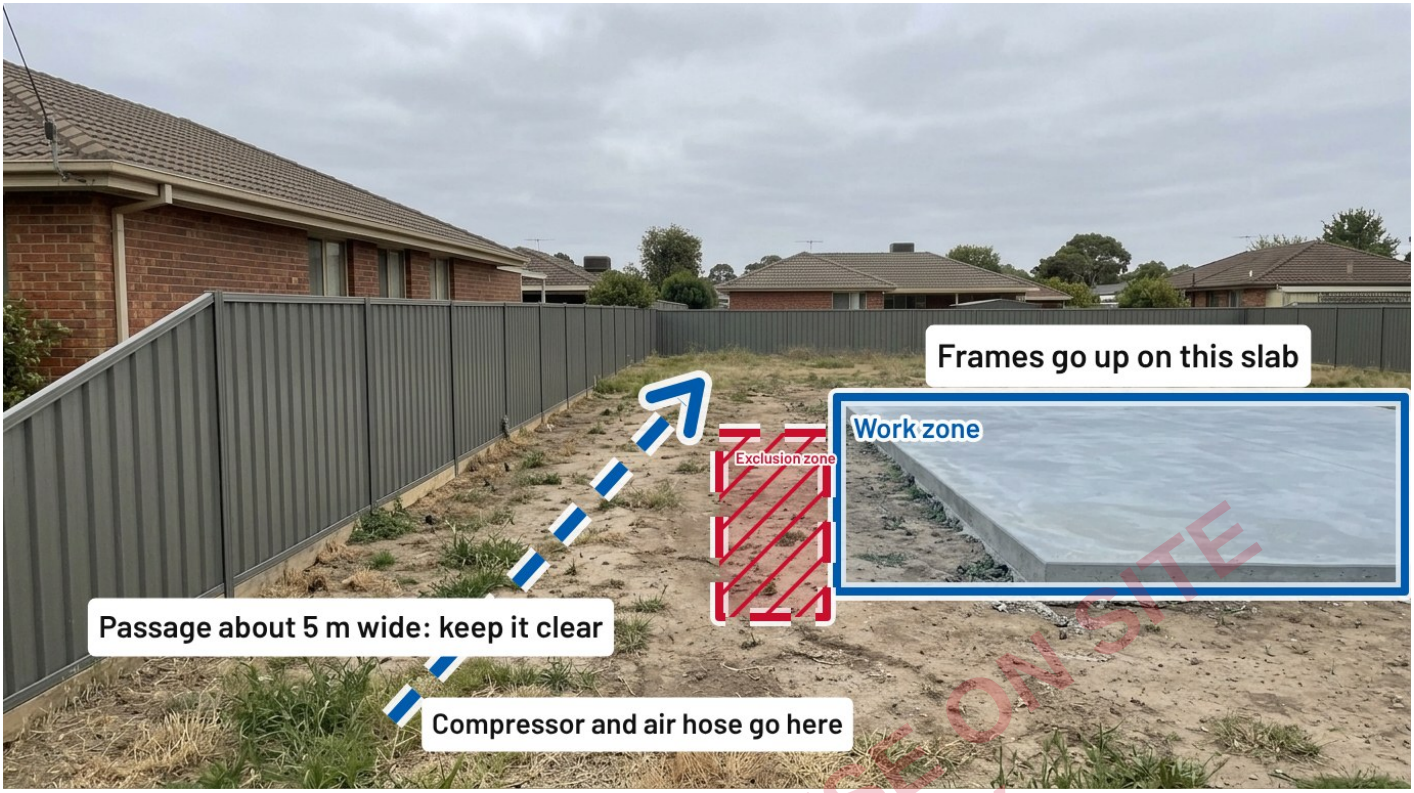


Overhead power lines · Switchboard · Work zone · Crane or truck · Laydown area

Front of the site from across the street. The slab is ready for framing. The power pole and temporary switchboard are at the front left, with overhead lines along the street: keep the crane and trusses well clear of the wires. Frames and timber go on the front yard at the right. Edge protection goes on the upper floor edge.

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Photo 2 · Shown on the site plan

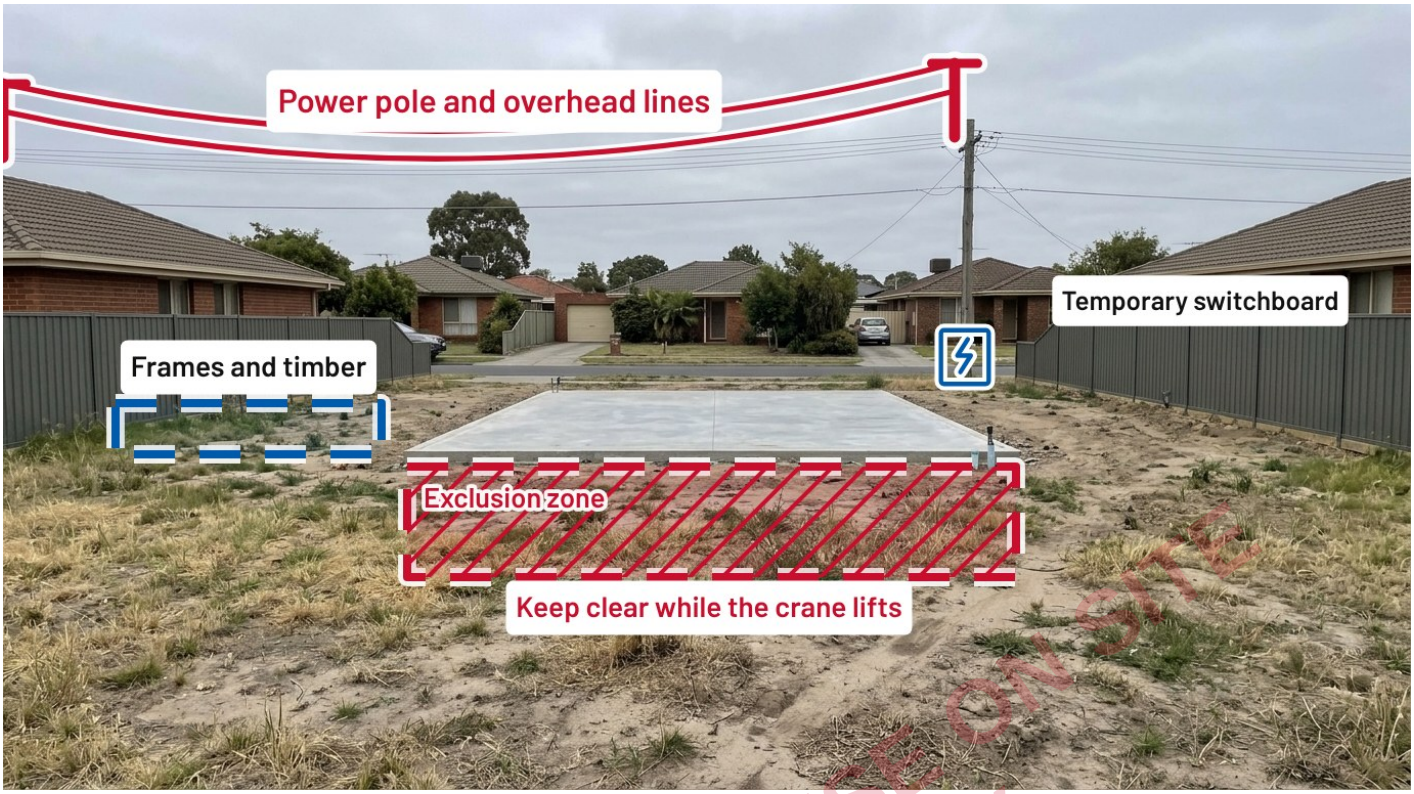


Work zone Walkway / travel path Exclusion zone

West side of the slab. The passage between the fence and the slab is about 5 m wide. Keep it clear of offcuts and the air hose for the crew. Exclusion zone below the upper floor edge.

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Photo 3 · Shown on the site plan



Overhead power lines · Switchboard · Exclusion zone · Laydown area

Back of the block, looking at the slab and the street. The crane lifts the roof trusses over the front yard from the street, and the lift area is kept clear of people. The compressor and nail guns are set up beside the slab. The power pole and overhead lines are at the right.

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Worker sign-on

Name	Signature	Date and time
Tom Reid		31 Oct 2026, 11:06 am
Jack Nolan		31 Oct 2026, 11:06 am
Ella Park		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 Redgum Carpentry using Gate Ready. Redgum Carpentry 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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