

Safe Work Method Statement

Work must be carried out in accordance with this SWMS. 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	RR-2026-0004 / v1 · finalised 1 Oct 2026
Job / PO reference	J-0315
Site	3 Sample Ave, Cairns QLD 4870
Start date	1 Oct 2026
Work description	Replace an old switchboard in a house built in the 1970s.
Principal contractor	None
Person responsible for implementing, monitoring and compliance	Joe Citizen · 0491 570 006
Person responsible for reviewing control measures	Joe Citizen
Jurisdiction	Queensland. Work Health and Safety Act 2011 (Qld) and WHS Regulation 2011. Regulator: Workplace Health and Safety Queensland. Regulation version applied: Work Health and Safety Regulation 2011, current as at 29 March 2026 (checked 27 Sep 2026).

High-risk construction work

☒ Likely to involve disturbing asbestos

☒ Work on or near energised electrical installations or services

Considered, not applicable:

- | | |
|---|---|
| ☐ Risk of a person falling more than 2 m | ☐ Work on or near chemical, fuel or refrigerant lines |
| ☐ Work on a telecommunication tower | ☐ Work in an area that may have a contaminated or flammable atmosphere |
| ☐ Demolition of a load-bearing element, or one related to the structure's physical integrity | ☐ Work involving tilt-up or precast concrete |
| ☐ Structural alterations or repairs needing temporary support to prevent collapse | ☐ Work on, in or next to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians |
| ☐ Work in or near a confined space | ☐ Work at a workplace where powered mobile plant is moving |
| ☐ Work in or near a shaft or trench deeper than 1.5 m, or a tunnel | ☐ Work in an area with artificial extremes of temperature |
| ☐ Use of explosives | ☐ Work in or near water or other liquid with a risk of drowning |
| ☐ Work on or near pressurised gas distribution mains or piping | ☐ Diving work |

Work steps

1. Check the old board for asbestos (common in older boards) before disturbing it
2. Arrange disconnection with the network if needed
3. Isolate, lock out, tag and test for dead before starting
4. Remove the old board (licensed asbestos removal if the backing contains asbestos)
5. Install the new board
6. Test, reconnect and certify

Hazards, risks and controls

Activity	Hazards and risks	Control measures
Work that may disturb asbestos-containing	- Breathing in asbestos fibres - Spreading contamination to	- Eliminate: Change the work method so suspected asbestos isn't disturbed, where possible

Activity	Hazards and risks	Control measures
material	other areas or people	- Admin: Asbestos register checked, or suspect material sampled and tested, before work starts - Admin: Removal by a licensed removalist: Class A for any friable asbestos; Class A or B for more than 10 m2 of non-friable - Engineer: Wet methods and hand tools only; no power tools, high-pressure water or compressed air on asbestos - 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
Electrical work on or near energised parts	- Electric shock or electrocution - Arc flash burns	- Eliminate: Circuits de-energised, isolated, locked out and tagged, and tested dead before work ("test before you touch") - Admin: Live work only where permitted under the regulations, with a risk assessment and a safety observer - Admin: Electrical work by licensed electricians only - Engineer: Insulated tools and mats; barriers or covers on nearby exposed live parts - Admin: Overhead powerlines identified; plant, scaffold and ladders kept outside the network operator's approach distances - PPE: Arc-rated clothing and face shield where live work is permitted

Licences and tickets

Held by	Licence or ticket	State	Number and dates
Ridgeline Roofing & Plumbing	Builder licence or registration	VIC	Licence number DB-U 30771 · expires 31 Mar 2027
Joe Citizen	Plumbing or gasfitting licence	VIC	Licence number PL 44821 · expires 30 June 2027
Sam Nguyen	High-risk work licence - Boom-type EWP 11 m or more (WP)	VIC	Licence number WP 0098812 · expires 21 Oct 2026

PPE, emergency and review

PPE required	Hard hat, Hi-vis clothing, Safety boots, P2 respirator (fit-tested), Disposable coveralls (Type 5/6), Disposable gloves, Arc-rated clothing, Face shield, Insulated electrical gloves
First aider	Joe Citizen
Nearest hospital	Cairns Hospital, The Esplanade
Emergency number	000
Monitoring and review	Supervisor checks controls at the start of each shift and whenever conditions change. The SWMS is reviewed and re-signed if the work method, site conditions or crew change, or after any incident.
Consultation	Workers carrying out the work were consulted in preparing this SWMS.

Worker sign-on

Name	Signature	Date and time
Joe Citizen		1 Oct 2026, 4:53 am
Sam Nguyen		1 Oct 2026, 4:53 am