

SAFE WORK METHOD STATEMENT

Residential & Light Commercial Fencing — Supply and Install

Victorian template. Fill in every highlighted [field], tick the high risk construction work that applies, and review every step against the actual site before work starts. Add, change or remove steps so this SWMS matches how the work will really be done.

Legal basis (Victoria)

Prepared under the Occupational Health and Safety Act 2004 (Vic) and Part 5.1 (Construction) of the Occupational Health and Safety Regulations 2017 (Vic). The employer or self-employed person must prepare this SWMS before the high risk construction work starts, give a copy to the principal contractor, make sure the work is done in line with it, keep it available on site for the duration of the work, and review it whenever the work changes or the controls are not working. If the work is not being done in line with this SWMS it must stop immediately (or as soon as it is safe to stop) and resume only when it is.

1. Business and job details

Business (employer / self-employed person)	[Your Business Name]	ABN	[00 000 000 000]
Contact person	[Name]	Phone / email	[0400 000 000] / [email]
Principal contractor	[Builder / head contractor name]	Site address	[Street, Suburb, VIC, Postcode]
Work activity	Removal of existing fencing, set-out, post hole excavation, concreting posts, and installing steel (e.g. Colorbond®), timber paling, post-and-rail and pool fencing, and gates.	Start date / duration	[dd/mm/yyyy] / [x days]
SWMS number / version	[VIC-FEN-01] / Version 1.0	Date prepared	[dd/mm/yyyy]
Prepared by	[Name, position]	Consulted with (workers / HSR)	[Names]
Reviewed by principal contractor	[Name, signature, date]	Approved by (business)	[Name, signature, date]

2. High risk construction work covered by this SWMS

Tick every category that applies to this job. The right-hand column shows categories that commonly apply to this trade — they must still be checked against the actual site.

Tick	High risk construction work category (OHS Regulations 2017 (Vic))	Common for this trade
☐	Work where there is a risk of a person falling more than 2 metres	
☐	Work on or adjacent to a road, railway or other traffic corridor in use by traffic other than pedestrians	
☐	Work in or near water or other liquid that involves a risk of drowning	
☐	Work in an area where there is movement of powered mobile plant	✓ Likely
☐	Structural alterations or repairs that require temporary support to prevent collapse	
☐	Work in an area with artificial extremes of temperature	
☐	Work on or near energised electrical installations or services	✓ Likely
☐	Work in or near a shaft or trench with an excavated depth greater than 1.5 metres	
☐	Work on or near pressurised gas distribution mains or piping	✓ Likely
☐	Demolition of an element of a structure that is load-bearing or otherwise related to its physical integrity	
☐	Work in or near a confined space	
☐	Work on or near chemical, fuel or refrigerant lines	
☐	Work on tilt-up or precast concrete elements	
☐	Work on a telecommunications tower	
☐	Diving work	
☐	Work that involves disturbing or removing asbestos	✓ Likely
☐	Work in an area that may have a contaminated or flammable atmosphere	
☐	Work that involves the use of explosives	
☐	Work in or near a tunnel	

3. PPE, plant and qualifications

PPE required	Plant, tools and equipment	Licences, training and permits
- Safety boots - High-visibility clothing - Safety glasses (AS/NZS 1337) - Hard hat where there is overhead work or a site rule - Broad-brim hat / sun protection, SPF 50+ sunscreen - Cut-resistant gloves; nitrile-coated gloves for concrete - Face shield for grinding - Hearing protection - P2 respirator (cement, timber and cutting dust)	- Hand auger / petrol post-hole auger [make/model] - Mini loader or excavator with auger (if used) [make/model] - Angle grinder with guard, nibblers / shears, drop saw - Drill / impact driver, rivet gun, nail gun - Concrete mixer or wheelbarrow, levels, string lines - Generator with RCD protection [if used] - Post puller / post jack, trolley, trailer	- Construction induction card (white card) — all workers - Site-specific induction by the principal contractor - High risk work licence (issued by WorkSafe Victoria) for any licensed plant or activity - First aid certificate — at least one person on site - Operator competency for any mobile plant used - BYDA plans obtained and on site - Asbestos awareness training - Test and tag records for electrical equipment

4. Risk rating matrix

Likelihood : / Consequence →	Minor (first aid)	Moderate (medical treatment)	Major (lost time / serious injury)	Catastrophic (death / permanent disability)
Almost certain	Medium	High	Extreme	Extreme
Likely	Medium	High	High	Extreme
Possible	Low	Medium	High	Extreme
Unlikely	Low	Low	Medium	High
Rare	Low	Low	Medium	Medium

Risk is rated before controls (initial) and after controls (residual). Controls follow the hierarchy of control: eliminate, substitute, isolate, engineering, administrative, then PPE. Work must not proceed if the residual risk is High or Extreme.

5. Job steps, hazards and control measures

Job step	Hazards	Initial risk	Control measures	Residual risk	Responsible
1. Site arrival, induction and set-up	- Unfamiliar site hazards and other trades - Members of the public, residents, children and pets - Overhead powerlines - Vehicle and trailer movements, reversing - Poor access / egress	High	- Complete the principal contractor's site induction; hold a toolbox talk and have every worker sign on to this SWMS - Check the site for hazards not covered by this SWMS (other trades, services, unstable ground, the asbestos register for buildings built before 2003); stop and review the SWMS if found - Overhead powerlines (Victorian No Go Zones): keep plant, ladders, scaffold and long materials outside the No Go Zone — 3.0 m from distribution lines (up to 66 kV) and 8.0 m from transmission lines. A registered spotter is required in the Spotter Zone (3.0–6.4 m for distribution lines; 8.0–10.0 m for transmission lines). Written permission	Low	Supervisor / all workers

Job steps blurred in this sample

Your SWMS is written from your own job steps.
tally.so/r/dWBIRr · 0401 405 748

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6. Emergency information

Emergency services (police, fire, ambulance)	000
Nearest hospital with emergency department	[Name and address]
First aider on site	[Name, phone]
First aid kit / fire extinguisher location	[e.g. ute tray, site office]
Electricity faults and damage (network for this area)	[CitiPower 13 12 80 / Powercor 13 24 12 / Jemena 131 626 / United Energy 132 099 / AusNet 13 17 99]
Gas leaks and damage	[Gas distributor for this area — see site gas meter or bill]
Victorian Poisons Information Centre	13 11 26
WorkSafe Victoria — notify incidents	13 23 60 (notifiable incidents must be reported immediately)
Principal contractor site contact	[Name, phone]

In an emergency: make the area safe, give first aid, call 000 if needed and notify the supervisor and principal contractor. Notifiable incidents must be reported to WorkSafe Victoria immediately by phone (13 23 60), followed by written notice within 48 hours, and the site must not be disturbed until WorkSafe says so (except to help an injured person or make the site safe).

7. Consultation and worker sign-on

By signing below I confirm this SWMS has been explained to me, I understand it and I will follow it. If the work or site conditions change I will stop and the SWMS will be reviewed before work continues.

Name	Company	Signature	Date	White card no.

8. Review record

Date	Reason for review / changes made	Reviewed by	Signature