Safe Work Method Statement

Hot works — grinding, cutting, welding, brazing and soldering

PCBU:	Robertson's Remedial and Painting Pty Ltd 10/56 Buffalo Road, Gladesville NSW 2111 Phone: (02) 9181 3519 ABN: 16 140 746 247	**Site address:**	[Insert Site Address Here]
Project Manager:	■ **[Insert Project Manager Name Here]**	**Date SWMS provided to PC:**	19-Mar-26
Work activity:	Hot works — grinding, cutting, welding, brazing & soldering	**Principal Contractor (PC):**	[Insert Principal Contractor (PC) Here]

High Risk Construction Work (HRCW): ☐ Risk of a person falling more than 2 metres ☐ Likely to involve disturbing asbestos ☐ Work in or near a shaft or trench deeper than 1.5 m or a tunnel ☐ Work on or near chemical, fuel or refrigerant lines ☐ Tilt-up or precast concrete elements ☐ Work on a telecommunication tower ☐ Temporary load-bearing support for structural alterations or repairs ☐ Use of explosives ☑ **Work on or near energised electrical installations or services** ☐ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians ☐ Demolition of load-bearing structure ☐ Work in or near a confined space ☐ Work on or near pressurised gas mains or piping ☑ **Work in an area that may have a contaminated or flammable atmosphere** ☐ Work in an area with movement of powered mobile plant ☐ Work in areas with artificial extremes of temperature ☐ Work in or near water or other liquid that involves a risk of drowning ☐ Diving work

Person responsible for ensuring compliance with SWMS:	■ **[Insert Supervisor Name Here]**	**Date SWMS received:**	19-Mar-26
What measures are in place to ensure compliance with the SWMS?	Toolbox meetings, SWMS sign off, job observations and supervision review. If issues with the SWMS or new hazards are identified, the supervisor must be notified. When changes are made to SWMS, it will be communicated to all workers.		
Person responsible for reviewing SWMS control measures:	■ **[Insert Project Manager Name Here]**	**Date SWMS received by reviewer:**	19-Mar-26
How will the SWMS control measures be reviewed?	The control measures implemented will be reviewed and if necessary, revised annually or if work methods change, the control measures are not effective in controlling the risk, a new hazard/risk is identified or following an incident. The SWMS will be reviewed in consultation with workers and/or others who may be affected by the SWMS. Any changes to the SWMS will be communicated with workers at induction, daily pre-starts and toolbox talks.		
Reviewer's signature:	■ **[Insert Project Manager Name Here]**	**Review date:**	19-Mar-26

This SWMS must be kept and be available for inspection until the high-risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to the high-risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.

PRE-REQUISITES TABLE

Must be in place before starting work			
PPE — All Persons on Site	• Steel-capped footwear (AS/NZS 2210.3) • High-vis vest or long-sleeved work clothing (cotton or flame-resistant) • Safety glasses (AS/NZS 1337.1) — minimum for all hot works tasks • Leather or heat-resistant gloves (AS/NZS 2161.3) • Hearing protection Class 5 (AS/NZS 1270) — grinding and cutting operations	**Additional PPE**	• Welding helmet with appropriate shade lens (AS/NZS 1338.1) — welding and brazing • Full-face welding shield — cutting and heavy grinding • Flame-resistant coveralls (AS/NZS 4501.1) — welding, brazing and cutting operations • Respiratory protection P2 or higher (AS/NZS 1716) — welding fumes, galvanised or coated metals • Supplied air respirator — confined space hot works or toxic base metal
Licences / Qualifications	• White Card (all workers on construction sites) • Trade certificate or demonstrated competency in relevant hot works task (welding, gasfitting) • Gas Equipment Licence or equivalent where required by jurisdiction (oxy-acetylene) • Confined Space Entry training (current) — if hot works in a confined space • Working at Heights training (current) — if hot works at height	**Permits & Approvals**	• Hot Work Permit — mandatory where required by site or PC (confirm before commencing) • Confined Space Entry Permit — if hot works in or near a confined space • Electrical Isolation Permit — before any arc welding near live services • [Insert any additional site-specific permits required Here]
Plant & Equipment	• Angle grinder — current test tag, guard fitted, disc rated for speed (AS/NZS 4483) • Arc welder / MIG / TIG welder — current test tag, cables inspected, earth clamp serviceable • Oxy-acetylene cutting set — cylinders chained, hoses in good condition, flashback arrestors fitted both ends • Plasma cutter — current test tag, torch and consumables inspected • Fire extinguisher (ABE, 4.5kg minimum) — within 5m of hot works area at all times • Fire blanket — available for spark containment where required	**Hazardous Substances**	• SDS available on site for all welding consumables, fluxes, and chemical products in use • Workers briefed on fume hazards before commencing — galvanised, painted, or coated metals require enhanced respiratory controls • Flammable gases (LPG, acetylene) stored and handled per AS 4332 — cylinders upright, chained, away from ignition sources • Acetylene cylinders must remain upright at all times — lay-down prohibited

	• Welding screens / curtains — to contain arc flash and spatter • Spark/spatter containment — fire-rated blanket or weld curtain where sparks cannot be eliminated • Extension leads and power boards — current test tags (AS/NZS 3760)		
Consultation	Workers consulted in preparation of this SWMS per WHS Regulation r.299(3) and r.300(2). SWMS reviewed with all workers before work commences — workers sign off before starting.	**Legislative Basis**	Work Health and Safety Act 2011 (NSW) | WHS Regulation 2017 (NSW) rr.291–302 | Code of Practice: Welding Processes | Code of Practice: Managing Noise and Preventing Hearing Loss at Work | Code of Practice: Confined Spaces | AS/NZS 3760 In-Service Safety Inspection | AS 4332 Storage and Handling of Gases in Cylinders | AS/NZS 4483 Safety Requirements for Angle Grinders

Brief Description: Master SWMS for hot works operations including angle grinding, abrasive cutting, arc welding (MIG/TIG/stick), oxy-acetylene cutting and brazing, and soldering. Covers pre-start inspection and hot work permit, work area setup and fire controls, grinding and cutting operations, welding and brazing operations, gas cylinder handling, post-work fire watch, and equipment shutdown and area handover. Applicable HRCW: work in an area that may have a contaminated or flammable atmosphere; work on or near energised electrical installations or services.

STEP-BY-STEP SAFE WORK METHOD TABLE

	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
1.1	**Pre-start inspection and hot work permit**	• Work commencing without permit where site rules require one • Unidentified flammable materials or atmosphere in work area • Workers not briefed on hot work hazards or stop-work triggers	**High (3)**	**Admin:** • Hot work permit obtained from PC or site manager before any hot works commences — confirm permit requirements before mobilising to task • Work area inspected for flammable and combustible materials — documented on permit or pre-start checklist • All workers briefed on task scope, hot work hazards, permit conditions, fire response, and stop-work triggers before commencing • SWMS induction completed and signed by all workers — confirm understanding before starting • Equipment pre-use inspection completed — recorded on permit or toolbox talk log	**Low (1)**	• SUP — obtain permit, conduct pre-start inspection, brief workers, verify sign-offs • WKR — sign SWMS and permit briefing acknowledgement before commencing work	**STOP-WORK TRIGGER** • Hot work permit not in place where required • Flammable atmosphere suspected or confirmed • Worker not inducted or not signed onto SWMS **RISK CODE: SYS-H3**

	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
1.2	**Work area setup — fire controls and exclusion zone**	• Sparks or spatter igniting combustible materials in surrounding area • Uncontrolled spatter reaching people outside work area • Inadequate fire suppression available at point of work	**High (3)**	**Engineering:** • Combustible and flammable materials removed from the hot works area — minimum 5m clearance radius from work point • Materials that cannot be removed covered or protected with fire-rated blanket or weld curtain • Welding screens or spark curtains erected where spatter or arc flash may reach persons outside work area • ABE fire extinguisher (4.5kg minimum) positioned within 5m of hot works point — accessible at all times during work • Fire blanket available within reach of worker for rapid spark containment **Admin:** • Exclusion zone established around hot works area — all non-essential persons excluded during active hot works • Signage erected at zone boundary: 'HOT WORKS IN PROGRESS — DO NOT ENTER' • Floors and surfaces below grinding or cutting operations checked for combustible material — drains and gaps covered where sparks may fall through • Ventilation confirmed adequate before commencing — natural or mechanical	**Low (1)**	• SUP — confirm clearance radius, fire controls in place, exclusion zone established before work starts • WKR — confirm extinguisher accessible and exclusion zone intact before each hot works session	**STOP-WORK TRIGGER** • Combustibles cannot be removed or adequately protected • Fire extinguisher unavailable or missing • Exclusion zone breached during active hot works **RISK CODE: SYS-H3**

	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
2.1	**Grinding and abrasive cutting operations**	• Disc failure or fragmentation — projectile injury • Sparks from grinding igniting combustibles • Eye injury from flying particles and metal fragments • Noise-induced hearing loss — sustained grinding operations • Hand-arm vibration from prolonged grinder use • Entanglement or contact with rotating disc — no guard fitted	**High (3)**	**Engineering:** • Angle grinder fitted with correct guard at all times — guard must not be removed or modified • Disc rated for grinder speed (RPM) — check rating on disc label before fitting • Disc inspected for cracks, chips, or damage before each use — discard damaged discs immediately • Two-hand operation maintained for all angle grinder use — body positioned clear of disc plane **Admin:** • Worker competency in angle grinder operation verified before commencing • Grinder powered off and disc fully stopped before setting down or moving • Work piece secured before grinding — no freehand holding of work piece against grinder • Rotation breaks observed for hand-arm vibration management — maximum 30 minutes continuous use • Cutting disc used only for cutting operations — grinding discs not used for cutting	**Low (1)**	• WKR — inspect disc, confirm guard fitted, maintain two-hand grip, control sparks toward cleared area • SUP — confirm guard in place, disc rated and undamaged, work area clear before commencing	**STOP-WORK TRIGGER** • Guard removed or damaged • Disc cracked, chipped, or incorrect rating • Sparks reaching beyond cleared area or containment • Grinder vibration, noise or smell indicating equipment fault **RISK CODE: HAZ-H3**

	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
2.2	**Arc welding operations — MIG, TIG, and stick welding**	• Arc eye (photokeratitis) — UV radiation from arc flash • Burns from weld spatter on skin or clothing • Electric shock — contact with live welding circuit • Inhalation of welding fumes — metal fume fever, chronic lung disease • Enhanced fume toxicity from coated, galvanised, or painted base metal • Fire from spatter reaching unprotected combustibles	**High (3)**	**Engineering:** • Welding screen or curtain erected to shield persons outside exclusion zone from arc flash • Welding carried out in ventilated area — natural ventilation minimum 0.5m/s air movement at breathing zone, or mechanical extraction fitted • LEV (local exhaust ventilation) or fume extraction at source for enclosed or low-ventilation areas • Earth clamp secured directly to work piece — not to structural steel or building element remote from weld **Admin:** • Welding equipment cables inspected before use — no cracked insulation, exposed conductors, or damaged connectors • Electrode holder inspected — fully insulated, no exposed metal • Welding machine powered off when changing electrodes or unattended • Base metal identified before welding — galvanised, coated, or painted metals require enhanced respiratory controls and worker notification • Spatter containment confirmed — fire-rated blanket or cleared zone covers all surfaces within spatter fallout radius	**Low (1)**	• WKR — inspect cables and electrode holder, confirm ventilation, identify base metal, position shield before arc • SUP — confirm arc screen in place, ventilation adequate, base metal identified, earth clamp positioned correctly	**STOP-WORK TRIGGER** • Ventilation inadequate — fumes accumulating at breathing zone • Arc screen not in place and third parties in area • Cable or electrode holder insulation damage identified • Worker reports eye irritation, dizziness, or metal fume symptoms • Galvanised or coated metal identified without enhanced respiratory controls in place **RISK CODE: HAZ-H3**

	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
2.3	**Oxy-acetylene cutting and brazing operations**	• Flashback — flame travelling back into hoses or regulator • Cylinder explosion from heat exposure, damage, or acetylene instability • Oxygen-enriched atmosphere from leaking oxygen hose or cylinder • Burns from cutting flame or post-cut hot metal • Fire from cutting sparks or slag reaching combustibles • Eye injury from UV/IR radiation and flying slag	**High (3)**	**Engineering:** • Flashback arrestors fitted at both the torch and regulator ends of both oxygen and fuel gas hoses — inspected before each use • Hoses inspected for cuts, kinks, burns, or coupling damage before connection — damaged hoses removed from service • Cylinders secured upright in trolley or chained to fixed structure — acetylene cylinder never laid on its side • Oxygen and fuel gas hoses colour-coded and connected to correct regulators — oxygen=blue, fuel gas=red (AS 4332) • Work area confirmed free of oxygen enrichment before lighting torch — soap test on all connections after assembly **Admin:** • Operator competency in oxy-acetylene operation verified before commencing • Lighting and shutdown sequence followed per manufacturer instructions — purge lines before lighting, close cylinders before disconnecting regulators • Cutting slag and hot metal fallout area confirmed clear before cutting — below-grade surfaces checked • Cylinders stored minimum 3m from combustibles and 3m from other gas cylinders (or separated by 1.5m fire wall) • Cylinder pressure monitored — acetylene working pressure must not exceed 100kPa (15 psi)	**Low (1)**	• WKR — inspect hoses and flashback arrestors, confirm cylinder security, purge lines, follow lighting sequence • SUP — confirm flashback arrestors fitted both ends, cylinders secured, connections leak-tested before lighting	**STOP-WORK TRIGGER** • Flashback arrestors not fitted or damaged • Hose damage identified — cut, burn, or coupling fault • Oxygen enrichment suspected — atmosphere may be explosive • Acetylene working pressure exceeds 100kPa • Cylinder hot, damaged, or making abnormal sound — evacuate area immediately **RISK CODE: HAZ-H3**

	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
3.1	**Post-work fire watch**	• Delayed ignition from smouldering materials not detected during work • Heat conducted through walls, floors or structure to remote combustibles • Sparks in voids, cavities, or penetrations not visible during work	**High (3)**	**Admin:** • Post-work fire watch conducted for minimum 30 minutes after all hot works ceases — longer if required by permit, structure, or presence of voids and cavities • Fire watch area covers all surfaces and voids within the spark fallout zone — including reverse side of walls and floors worked on • Fire watch conducted by a designated person who does not leave the area during watch period • Fire watch findings recorded on hot work permit or post-work checklist — signed on completion • Area checked again at end of work day if hot works were conducted within the last hour	**Low (1)**	• WKR/SUP — conduct fire watch, inspect all surfaces and voids, record findings and sign off • SUP — confirm fire watch completed and recorded before area is left unattended	**STOP-WORK TRIGGER** • Smouldering or smoke detected during fire watch • Heat identified in voids or cavities — extend fire watch and notify supervisor • Fire watch cannot be completed — work area cannot be left unattended **RISK CODE: SYS-H3**

	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
3.2	**Equipment shutdown, gas cylinder securing and area handover**	• Residual gas pressure in hoses — release or ignition on disconnection • Hot metal, electrodes, or cutting debris left in work area • Cylinder valves left open — uncontrolled gas release • Work area left in unsafe condition — others unknowingly enter	**Medium (2)**	**Admin:** • Oxy-acetylene: close cylinder valves, bleed hoses to zero pressure, release regulator adjusting screws before disconnecting • Arc welding: isolate welding machine at power source — do not leave energised and unattended • Hot metal, electrodes, and cutting waste clearly marked 'HOT — DO NOT TOUCH' and allowed to cool before handling or disposal • All waste, slag, and grinding debris collected and disposed of safely — not left in work area • Hot work permit closed out and returned to PC or site manager on completion • Area confirmed safe and handed over to PC or site manager — any residual hazards communicated verbally and in writing	**Low (1)**	• WKR — shut down and isolate equipment, mark hot metal, collect waste • SUP — confirm permit closed out, area safe, handover completed	**STOP-WORK TRIGGER** • Gas pressure not fully bled from hoses before disconnection • Hot metal or debris not marked and secured • Permit not closed — area left without handover **RISK CODE: SYS-M2**

CCVS TABLE

Task	Critical Control	Who Checks	How Often	What They Look For
Hot work permit and pre-start inspection (Step 1.1)	Hot work permit obtained where required; pre-start area inspection completed; combustibles assessed within 5m radius; all workers inducted and signed on	Supervisor	Before every hot works session	Completed hot work permit on site; pre-start checklist signed; SWMS sign-off register current; worker competency confirmed
Fire controls — extinguisher and exclusion zone (Step 1.2)	ABE extinguisher (4.5kg min) within 5m of work point; combustibles removed or protected to 5m radius; exclusion zone established and signed	Supervisor	Before each hot works session and after any break	Extinguisher present, accessible, and charge indicator in green zone; 5m clearance confirmed; exclusion zone signs erected; fire blanket available
Oxy-acetylene flashback arrestors (Step 2.3)	Flashback arrestors fitted at torch end and regulator end of both oxygen and fuel gas hoses; soap test completed on all connections	Supervisor	Before first use each day and after any hose replacement	4 flashback arrestors in place (2 per hose); leak test completed and recorded; acetylene pressure confirmed below 100kPa; cylinders chained upright
Welding ventilation and fume controls (Step 2.2)	Adequate ventilation confirmed before welding commences; enhanced respiratory controls in place for coated, galvanised, or painted base metals	Supervisor	Before each welding session	Natural ventilation confirmed adequate or mechanical extraction running; base metal identified and recorded; P2 or LEV in use for coated metals; no visible fume accumulation at breathing zone
Post-work fire watch (Step 3.1)	30-minute fire watch completed after all hot works; voids and cavities inspected; fire watch recorded and signed off on permit	Supervisor	After every hot works session	Fire watch log or permit section completed; designated fire watch person confirmed; area inspected including reverse side of worked surfaces; permit closed out

RISK RATING MATRIX — Consequence × Likelihood					
Risk Level	**Description of Consequence or Impact**	**Consequence**	**Unlikely (1)**	**Possible (2)**	**Almost Certain (3)**
HIGH	Actual/Potential fatality, disability or irreversible damage. Major structural failure. Off-site environmental discharge not contained, significant long-term environmental harm.	**Major (3)**	**Medium (3)**	**High (6)**	**High (9)**
MEDIUM	Actual/Potential temporary disability, MTI or LTI. Structural failure/damage, >1-day outage. On-site environmental discharge contained, minor remediation, short-term harm.	**Moderate (2)**	**Low (2)**	**Medium (4)**	**High (6)**
LOW	Incident requiring first aid. Environmental discharge immediately contained, minor clean-up, no short-term environmental harm.	**Minor (1)**	**Low (1)**	**Low (2)**	**Medium (3)**
Level	**Likelihood / Probability**				
Almost Certain (3)	Occurs frequently; >66% chance of occurring				
Possible (2)	Could happen occasionally; >33% but <66% chance of occurring				
Unlikely (1)	May occur only in exceptional circumstances; <33% chance of occurring				
Class / Ranking	**Description / Requirements**				
High 6, 9	STOP immediately. Implement controls. Controls recorded on a SWMS.				
Medium 3, 4	Planned control. Controls recorded on a SWMS.				
Low 1, 2	Managed via routine procedure.				

Note — WHS Act s.18 "reasonably practicable": Requires consideration of the likelihood of the risk, degree of harm, knowledge of the hazard, availability and suitability of controls, and cost vs. risk. If you cannot show how that decision was made, the action becomes harder to defend after an incident.

WORKER SWMS INDUCTION SIGN-OFF

Date:	**Name:**	**Signature:**	I confirm I have read and understood this SWMS. I will verify that critical controls are in place prior to commencing high-risk tasks and will suspend work if controls are not established.
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If work methods, site conditions, or hazards change — stop, complete this table, re-brief all workers, obtain new sign-offs. Required under WHS Regulation r.300(3).

SWMS AMENDMENTS

Under WHS Act s18, "reasonably practicable" requires consideration of likelihood of risk, degree of harm, what the person knows about the hazard, availability and suitability of controls, cost vs risk. If you cannot show how that decision was made, the action becomes harder to defend after an incident.

Date	Work Activity / Task	Hazard / Risk	Risk Rating (Pre)	Controls — Hierarchy of Control	Risk Rating (Post)	Responsible

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Date	Work Activity / Task	Hazard / Risk	Risk Rating (Pre)	Controls — Hierarchy of Control	Risk Rating (Post)	Responsible


Safe Hot Works: High-Risk Operation Standards
A safety sequence for grinding, welding, and cutting tasks to prevent fires and injuries.
PHASE 1: PREPARATION AND SITE SETUP
Mandatory Permit and SWMS Sign-Off
Obtain a Hot Work Permit and ensure all workers sign the SWMS before commencing.
HOT WORK PERMIT & SIGN-OFF
HOT WORK PERMIT & SIGN HERE
ESSENTIAL PPE REQUIREMENTS
Wear flame-resistant clothing, AS/NZS-rated eye protection, and P2 respirators for coated metals.
THE 5-METRE SAFETY RADIUS
PHASE 2: SAFE EXECUTION AND MONITORING
VENTILATION AND FUME MANAGEMENT
Ensure 0.5m/s air movement or use local exhaust ventilation (LEV) to clear fumes.
30
MANDATORY 30-MINUTE FIRE WATCH
Monitor the area and all structural voids for 30 minutes after hot work ceases.
CRITICAL EQUIPMENT CONTROLS
Fit flashback arrestors to both ends of gas hoses and maintain grinder guards.
EMERGENCY STOP-WORK TRIGGERS
NO PERMIT
Hot work permit not in place where site rulee require one.
EXCLUSION BREACH
Non-essential persons entering the 5m exclusion zone during active work.
EQUIPMENT FAULT
Damaged hose, missing grinder guard, or lack of Reshback arrestors.