

Safe Work Method Statement

Swing stage — façade access for painting and remedial works

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:	Swing stage — façade access for painting and remedial works	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.

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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 (AS/NZS 4602) or long sleeves - Eye protection (AS/NZS 1337.1) - Hard hat with chin strap (AS/NZS 1801) - Sun protection — long sleeves, sunscreen SPF 50+, UV safety glasses	Additional PPE	- Full body harness with rope grab (AS/NZS 1891.1) — mandatory before boarding platform - Trauma straps on harness — mandatory for all swing stage workers - Tool lanyards for all hand tools on platform - Wet weather gear if operating in light rain — non-slip footwear
Licences / Qualifications	- White Card (all workers) - Working at Heights training (current within 2 years) - Advanced Scaffolding Licence (SA) — rigging and installation workers - EWP Licence WP class — if EWP used for rescue - First aid certificate — minimum one per site	Permits & Approvals	- HY Strip Scaffold Work Permit (where required per PC Temporary Works procedure) [Insert any site-specific permits required Here]
Plant & Equipment	- Swing stage (suspended scaffold) — platform, hoist motors, wire ropes, safety devices - Overspeed governor, tilt switch, upper/lower limit switches, rope lock — all fitted and tested - Anemometer (wind speed meter) on platform or at working height - Full body harnesses and rope grabs (AS/NZS 1891.1) — one per person - Trauma straps — one per person - Barricades and exclusion zone signage - Radio or communication equipment — platform and ground crew - Pre-start inspection checklist — maintained daily on site	Hazardous Substances	- Chemical register maintained — all paints, primers, sealers, and solvents listed with current SDS (within 5 years) - SDS for every product on site — current version, accessible at all times - Workers briefed on product hazards, PPE requirements, and first aid before first use - Flammable liquids stored per AS 1940 — separated from ignition sources and direct sun
Consultation	Workers consulted in preparation of this SWMS per NSW 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 Managing the Risk of Falls at Workplaces Code of Practice AS/NZS 1576.4 Scaffolding — Suspended Scaffolding AS 2550.10 Cranes — Suspended Personnel Platforms AS/NZS 1891.1 Industrial Fall-Arrest Systems AS/NZS 4576 Guidelines for Scaffolding Safety

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Brief Description: Master SWMS for swing stage (suspended scaffold) operations on residential and commercial buildings. Covers site administration (induction, public interface, hot weather), engineering design and certification, roof anchor and suspension point setup, platform installation and rigging, daily pre-start inspection, platform operation and repositioning, emergency rescue procedures, wind and weather monitoring, exclusion zone and drop zone management, electrical hazard clearance, and balcony security for occupied residential apartments. Applicable HRCW: risk of fall >2m; work in an area with movement of powered mobile plant.

STEP-BY-STEP SAFE WORK METHOD TABLE

	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
1.1	Site induction, daily sign-in and SWMS induction	- Workers commencing without site awareness - SWMS controls not understood or verified before commencing - Unauthorised workers accessing site	Low (1)	Admin: - Daily sign-in and critical control confirmation completed by all workers — recorded in Breadcrumb - Site induction completed by all workers on first day — recorded in Breadcrumb - SWMS (site specific) induction completed and signed by all workers including membership in PM WhatsApp work group — recorded in Breadcrumb - Toolbox talk conducted weekly — covers tasks, hazards, controls, weather, site changes — recorded in Breadcrumb - All workers hold Construction Induction Card (White Card) — recorded in Breadcrumb	Low (1)	- SUP — conduct induction, confirm sign-in, verify White Card and SWMS sign-off - WKR — sign daily sign-in and SWMS induction register before starting work	STOP-WORK TRIGGER - Worker cannot produce White Card - Worker not site and SWMS inducted - Worker unfamiliar with Swing Stage Rescue Procedures RISK CODE: SYS-L1

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	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
1.2	Residents and public interface	- Fall from unprotected edge — resident or public not excluded from drop zones - Falling objects striking residents or public - Paint overspray or dust reaching occupied areas - Noise and access disruption to residents - Unauthorised entry to work zones	Medium (3)	Engineering: - Physical barriers (barricades, mesh, or hoarding) around all work zones accessible to residents or public - Temporary fence or hard barriers protecting all unprotected edges >1.5m — drop zones below all elevated work barricaded to full fall-line of debris Admin: - Residents notified via third party minimum 48 hours before work commences — written notice specifying dates, times, and nature of work - Work hours comply with council DA conditions and strata by-laws — no work outside approved hours without written approval - Signage at building entry and work zones: 'CONSTRUCTION WORK IN PROGRESS', contact details, and exclusion zone warnings	Low (1)	- SUP — verify barriers in place, notifications sent, and signage erected before work commences - WKR — confirm exclusion zone is established before starting each day	STOP-WORK TRIGGER - Resident or member of public enters exclusion zone - Barricade displaced or removed - Complaint of health effect from dust, fumes, or noise — notify PM WhatsApp work group RISK CODE: SYS-M3

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	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
1.3	Hot and dangerous weather	- Heat stress, heat stroke, and dehydration - Slip hazard from wet surfaces - Wind dislodging materials or affecting swing stage stability - Lightning strike on elevated platform and wire ropes - UV exposure	Medium (3)	Engineering: - Cool drinking water available within 50m of all work positions Admin: - Monitor Bureau of Meteorology forecasts daily — adjust work schedule in extreme heat - Wind triggers: >40 km/h — suspend all elevated work (scaffold, EWP, fall restraint, swing stage) — >60 km/h — suspend all outdoor work and secure materials - Lightning: cease all outdoor work immediately if thunder heard or lightning seen — do not resume until 30 minutes after last observed lightning or thunder	Low (2)	- SUP — monitor BOM forecasts, enforce wind triggers, direct work suspension - WKR — report signs of heat stress or weather changes to supervisor immediately	STOP-WORK TRIGGER - Worker shows signs of heat stress - Wind exceeds trigger thresholds - Lightning within 10km - Rain making surfaces unsafe for elevated work RISK CODE: SYS-M3

Safe Work Method Statement

	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
2.1	Swing stage design and engineering certification	- Platform failure due to inadequate design - Building structure unable to support suspension loads - Incorrect load calculations - Use of non-certified or modified equipment	High (9)	Engineering: - Rated suspension points with SWL clearly marked - Wire ropes certified for breaking strain — minimum 10:1 safety factor - Hoist motors rated for platform load - Secondary safety (fall arrest) wire rope independent of working rope Admin: - Engineering drawings and load tables available on site - Design review required if any modification to platform size, worker numbers, or tools/materials on platform - Design verified against actual building geometry — not assumed from plans - Design engineer contact details on site for consultation	Low (2)	- SUP / Engineer — obtain and verify design documentation before mobilisation - SUP — confirm all certifications current and on site before platform is rigged	HOLD POINT 2.1 - Swing stage system designed and certified by registered professional engineer — design documentation on site and current - Building structural assessment completed: roof/parapet/anchor points confirmed adequate for suspension loads by structural engineer - Equipment certification current: all components (platform, hoist motors, wire ropes, safety devices) tested and tagged by competent person - Design compliant with AS/NZS 1576.4 Scaffolding — Suspended scaffolding and AS 2550.10 Cranes — Suspended personnel platforms STOP-WORK TRIGGER - Engineering design not available or not current - Building structural capacity not confirmed - Equipment certification expired - Any modification not approved by design engineer - Equipment damaged or not matching design specification RISK CODE: WAH-H9

Safe Work Method Statement

	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
2.2	Roof anchor and suspension point setup	- Anchor failure — catastrophic platform drop - Roof edge fall during anchor installation - Incorrect counterweight calculation - Parapet or roof structure failure - Unauthorised access to roof plant area	High (9)	Engineering: - Engineered anchor points — cast-in, chemical anchor, or bolted to certified substrate - Outrigger beams spanning across building structure — not bearing on parapet only - Counterweights: purpose-built certified weights — not improvised from construction materials - Bearing pads on parapet/roof edge under all outrigger beam contact points Admin: - Roof access controlled — permit system in place - Fall protection for all workers on roof during anchor installation: harness to independent anchor, guardrails, or travel restraint - Anchor inspection by competent person before each use - Anchor point register maintained — load test certificate on site	Low (2)	- Lead Technician — install and inspect all anchor points per engineering design - SUP — confirm load test certificates on site and anchor register completed before first use	HOLD POINT 2.2 - Anchor point type and location per engineering design — no variation without engineer approval — anchor substrate confirmed adequate for suspension loads - Counterweight system: weight calculated per design (minimum 3:1 safety factor against overturning) — counterweights secured and cannot shift - Outrigger beams: correct span, overhang, and bearing confirmed per design — beams secured against lateral movement - All anchor points load tested or proof-loaded before first use — test certificate on site STOP-WORK TRIGGER - Anchor substrate cracked, spalled, or suspect - Counterweight incorrect or unsecured - Outrigger bearing on parapet only without structural confirmation - Anchor not tested - Any modification not approved by engineer - Roof access uncontrolled RISK CODE: WAH-H9

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	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
2.3	Swing stage installation and rigging	- Fall during rigging at roof edge - Wire rope failure - Incorrect assembly — platform collapse - Safety device malfunction - Platform swing or spin during lowering	High (9)	Engineering: - Working rope and safety rope independently suspended — no common failure point - Rope guides installed to prevent rope snagging - Platform levelling system functional - Hoist motors tested for smooth operation — no jerking or slipping Admin: - Rigging checklist completed and signed by competent person — platform not used until sign-off obtained - Rigging inspection before each use and after any incident or weather event - Wire rope replacement per manufacturer specification or when: 6 or more broken wires in one lay length, strand breakage, kinking, birdcaging, corrosion pitting, or diameter reduction >10%	Low (2)	- Lead Technician — rig platform per engineering design and manufacturer instructions - SUP — countersign rigging checklist and confirm all safety devices tested before platform is loaded	HOLD POINT 2.3 - Rigging performed by workers holding Advanced Scaffolding Licence (SA) and competent in suspended scaffold systems - Wire ropes: correct diameter, construction, and length per design — inspected for damage, kinks, and broken wires before reeving — wire rope certificates current - Safety devices installed and tested: overspeed governor, tilt switch, upper/lower limit switches, rope lock on secondary safety line — all confirmed functional before platform loaded - Platform assembled per manufacturer instructions — all pins, bolts, guardrails, toe boards, and deck panels confirmed secure STOP-WORK TRIGGER - Wire rope damaged (broken wires, kinks, or corrosion) - Safety device not functional - Platform assembly incomplete - Rigger not holding SA licence - Safety rope not independent of working rope - Competent person sign-off not obtained RISK CODE: WAH-H9

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	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
2.4	Swing stage pre-start and daily inspection	- Undetected defect leading to platform failure - Wire rope deterioration between inspections - Safety device failure - Weather damage overnight	High (6)	Engineering: - Hoist motors run at no-load to confirm smooth operation - Brakes tested — platform holds position when motor stopped - Platform level checked — guardrails, toe boards, and deck panels secure Admin: - Pre-start log maintained — competent person signature required before any worker boards platform - Any defect: platform locked out — not used until repaired and re-inspected - After storm, heavy rain, or strong wind: additional inspection before use - Weekly detailed inspection by competent person in addition to daily pre-start	Low (2)	- Lead Technician — complete and sign daily pre-start checklist - SUP — confirm pre-start log signed before authorising platform use	HOLD POINT 2.4 - Daily pre-start checklist completed and recorded before any worker boards platform - Wire ropes inspected full length: no broken wires, kinks, corrosion, or abrasion — rope terminations secure - Safety devices tested: overspeed governor, tilt switch, rope lock — confirmed functional - Anchor points and counterweights inspected: no movement, damage, or displacement since last use STOP-WORK TRIGGER - Any pre-start defect identified - Safety device not functional - Wire rope damage detected - Anchor point movement or displacement - Platform not level - Hoist motor fault or brake not holding - Pre-start checklist not signed off RISK CODE: WAH-H6

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	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
2.5	Swing stage operation and repositioning	- Platform failure during operation - Fall from platform - Entrapment between platform and building - Platform swing or pendulum effect - Overloading - Wind causing instability	High (6)	Engineering: - Safety line rope grab adjusted to each worker before descending - Platform level maintained during descent — simultaneous hoist operation - Building face rollers or guide rails to prevent platform spin - Tool and material restraint on platform — nothing unsecured Admin: - Maximum two workers on standard platform unless design permits more - No leaning over guardrails — work within arm reach - No jumping or sudden movements on platform - Repositioning: platform raised to roof level, moved along building face, then lowered to work position — no lateral movement while lowered	Low (2)	- Operator — operate platform, monitor wind and load, maintain communication with ground crew - WKR — confirm harness and rope grab attached to independent safety line before descending	HOLD POINT 2.5 - All workers on platform attached to independent safety line via full body harness and rope grab — never attached to platform structure or working rope - Platform load confirmed within rated capacity before each descent — workers, tools, and materials - Wind monitoring active — cease operations above 40 km/h or design limit, whichever is lower - Communication system in place between platform and ground/roof crew — radio or visual signals STOP-WORK TRIGGER - Worker not attached to safety line - Platform overloaded - Wind exceeds limit - Platform not level (differential >150mm) - Platform spinning or swinging uncontrolled - Communication with ground/roof lost - Any safety device activation RISK CODE: WAH-H6

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	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
2.6	Swing stage rescue procedures	- Suspension trauma (positional asphyxia) — onset within 5 minutes of suspension in harness - Delayed rescue - Platform inaccessible from ground - Multiple casualty scenario	High (9)	Engineering: - Emergency lowering by platform hoist operable from ground level - If hoist fails: alternative rescue method (rope rescue, EWP, or adjacent access) available within 6 minutes - Trauma straps on all harnesses — confirmed fitted before platform use Admin: - Rescue procedure displayed at ground level and on platform - Minimum two persons on site when swing stage in use — one at ground level at all times - Emergency services pre-notified of swing stage work: location, height, and access - First aid trained person on site — confirmed at each shift start - Rescue drill completed and recorded at project commencement	Low (2)	- SUP / Lead Technician — document rescue plan, conduct rescue drill, confirm rescue equipment on site - SUP — confirm rescue plan current and displayed before platform use each day	HOLD POINT 2.6 - Rescue plan documented and specific to this swing stage installation — three rescue scenarios addressed: (a) incapacitated worker on platform, (b) worker suspended on safety line, (c) medical emergency requiring casualty lowering - Rescue equipment on site and accessible: second means of access to platform height (adjacent building access, EWP on standby, or rope rescue) - All crew trained in rescue procedure and rehearsed at project commencement - Suspension trauma awareness: trauma straps fitted to all harnesses — all workers briefed on self-deployment and symptoms STOP-WORK TRIGGER - Rescue plan not documented for this installation - No second means of access available - Trauma straps not fitted - Solo worker on swing stage - Emergency lowering not functional - First aid not available on site RISK CODE: WAH-H9

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	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
2.7	Wind and weather monitoring	- Platform swing and instability in wind - Lightning strike on elevated platform and wire ropes - Rain making platform slippery - Sudden wind change or gust - Reduced visibility in fog or heavy rain	Medium (4)	Engineering: - Anemometer (wind speed meter) on platform or at working height — continuous reading visible to operator - Platform tie-off points for securing to building face in high wind - Wire ropes and platform secured when not in use Admin: - Wind limits documented and briefed to all crew: sustained >40 km/h or gusts >50 km/h — cease operations and secure platform - BOM weather forecast checked before each shift - Lightning: cease operations immediately, lower platform to ground, all workers off roof and platform - Rain: assess slip risk, reduce or cease operations if platform slippery - Daily wind monitoring log recorded	Low (2)	- SUP / Operator — monitor wind meter, enforce trigger thresholds, direct work suspension - WKR — report wind speed changes or weather deterioration to supervisor immediately	STOP-WORK TRIGGER - Wind sustained >40 km/h or gusts >50 km/h - Lightning detected within 10km - Heavy rain reducing visibility - Storm warning issued - Wind direction change causing platform instability RISK CODE: ENV-M4

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	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
2.8	Exclusion zone and drop zone management	- Falling tools, materials, or debris from platform - Wire rope or equipment failure — falling components - Platform swing path at ground level - Unauthorised access to exclusion zone	Medium (3)	Engineering: - Physical barricading of exclusion zone: mesh fence, water barriers, or hoarding — not tape alone - Catch platform or fan at occupied building entries if within drop zone - Scaffold netting on platform perimeter - Tool lanyards for all hand tools on platform Admin: - Exclusion zone extends minimum 3m from platform edge plus lesser of half the platform height or 6m (per SafeWork NSW guidance) - Signage: 'Danger — Overhead Work — No Entry' - Resident/public notification before commencement - Spotter at ground level if pedestrians are near exclusion zone - No material throwing or dropping from platform	Low (1)	- SUP — establish exclusion zone before platform is lowered, confirm spotter in place - WKR — confirm exclusion zone intact and signage in place before each descent	STOP-WORK TRIGGER - Exclusion zone breached - Barricading displaced or removed - Tool or material dropped from platform - Pedestrians or residents in drop zone - Signage removed RISK CODE: SYS-M3

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	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
2.9	Electrical hazard clearance	- Electrocution from contact with energised conductors - Wire rope contact with power lines - Platform contact with external lighting or conduit - Wet conditions increasing electrical risk	High (9)	Engineering: - Platform travel limits set to maintain clearance from all electrical hazards - Physical guards over building-mounted wiring in platform travel path - Wire ropes routed clear of any electrical equipment Admin: - Electrical hazard map displayed on platform and at ground level - Licensed electrician engaged to isolate and de-energise equipment in platform path where possible - Emergency procedure for electrical contact briefed to all crew: do not touch wire ropes or platform — lower platform from ground controls only if safe — call 000	Low (2)	- SUP / Operator — confirm electrical survey completed and hazard map on platform before first use - SUP — confirm licensed electrician sign-off on isolations before platform enters travel path	HOLD POINT 2.9 - Electrical survey completed: all building-mounted and adjacent electrical hazards identified — external lighting, power points, conduit, switchboards, and overhead lines mapped - Energised equipment within platform travel path de-energised and locked out by licensed electrician, or physical protection installed to prevent contact - Overhead power lines: safe approach distances confirmed per AS/NZS 4576 — platform travel limits set to prevent approach - Wet weather: all exposed electrical connections protected or de-energised STOP-WORK TRIGGER - Electrical hazard not identified on survey - Energised equipment in platform path not isolated - Wire rope approaching power line - Wet conditions and exposed wiring present - Electrical contact of any kind RISK CODE: ELE-H9

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	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
2.10	Balcony security — occupied residential apartments	- Resident accessing balcony work area without authorisation - Barrier or dust seal tampering leading to dust ingress and silica exposure - Overspray or contaminants entering occupied units	Medium (3)	Admin: - Balcony access permitted only with prior approval from Site Supervisor/PM — authorised workers only - Maintain continuous dust-ingress seals at all openings to occupied units — no gaps permitted - If any tape or dust seal found removed, damaged, or loose: stop work in area and reinstate before continuing - Report any resident access or tampering immediately to PM WhatsApp work group — PM records in incident register and notifies resident representative	Low (2)	- SUP / WKR — inspect seals and barriers at start of each shift before commencing work - SUP — confirm resident representative notified of work dates and access restrictions before commencement	STOP-WORK TRIGGER - Resident accesses balcony without authorisation - Tape or dust seal removed, damaged, or loose — reinstate before continuing - Complaint of health effect from dust or fumes — notify PM WhatsApp work group RISK CODE: SYS-M3

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CCVS TABLE

Task	Critical Control	Who Checks	How Often	What They Look For
Swing stage design and engineering certification	1. Swing stage system designed and certified by registered professional engineer — design documentation on site and current 2. Building structural assessment completed: roof/parapet/anchor points confirmed adequate for suspension loads by structural engineer 3. Equipment certification current: all components (platform, hoist motors, wire ropes, safety devices) tested and tagged by competent person 4. Design compliant with AS/NZS 1576.4 Scaffolding — Suspended scaffolding and AS 2550.10 Cranes — Suspended personnel platforms	SUP	Before each use	Swing stage system designed and certified by registered professional engineer — design documentation on site and current — confirmed and recorded; Building structural assessment completed: roof/parapet/anchor points confirmed adequate for suspension loads by structural engineer; Equipment certification current: all components (platform, hoist motors, wire ropes, safety devices) tested and tagged by competent person — confirmed and recorded; Design compliant with AS/NZS 1576.4 Scaffolding — Suspended scaffolding and AS 2550.10 Cranes — Suspended personnel platforms — confirmed and recorded
Roof anchor and suspension point setup	1. Anchor point type and location per engineering design — no variation without engineer approval — anchor substrate confirmed adequate for suspension loads 2. Counterweight system: weight calculated per design (minimum 3:1 safety factor against overturning) — counterweights secured and cannot shift 3. Outrigger beams: correct span, overhang, and bearing confirmed per design — beams secured against lateral movement 4. All anchor points load tested or proof-loaded before first use — test certificate on site	SUP	Before each use	Anchor point type and location per engineering design — no variation without engineer approval — anchor substrate confirmed adequate for suspension loads; Counterweight system: weight calculated per design (minimum 3:1 safety factor against overturning) — counterweights secured and cannot shift — confirmed and recorded; Outrigger beams: correct span, overhang, and bearing confirmed per design — beams secured against lateral movement; All anchor points load tested or proof-loaded before first use — test certificate on site — confirmed and recorded
Swing stage installation and rigging	1. Rigging performed by workers holding Advanced Scaffolding Licence (SA) and competent in suspended scaffold systems 2. Wire ropes: correct diameter, construction, and length per design — inspected for damage, kinks, and broken wires before reeving — wire rope certificates current 3. Safety devices installed and tested: overspeed governor, tilt switch, upper/lower limit switches, rope lock on secondary safety line — all confirmed functional before platform loaded 4. Platform assembled per manufacturer instructions — all pins, bolts, guardrails, toe boards, and deck panels confirmed secure	SUP	Before each use	Rigging performed by workers holding Advanced Scaffolding Licence (SA) and competent in suspended scaffold systems — confirmed and recorded; Wire ropes: correct diameter, construction, and length per design — inspected for damage, kinks, and broken wires before reeving — wire rope certificates current — confirmed and recorded; Safety devices installed and tested: overspeed governor, tilt switch, upper/lower limit switches, rope lock on secondary safety line — all confirmed functional before platform loaded; Platform assembled per manufacturer instructions — all pins, bolts, guardrails, toe boards, and deck panels confirmed secure
Swing stage pre-start and	1. Daily pre-start checklist completed and recorded before any worker boards platform 2. Wire ropes inspected full length: no broken wires,	SUP	Before each use	Daily pre-start checklist completed and recorded before any worker boards platform; Wire ropes inspected full length: no broken wires,

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Task	Critical Control	Who Checks	How Often	What They Look For
daily inspection	kinks, corrosion, or abrasion — rope terminations secure 3. Safety devices tested: overspeed governor, tilt switch, rope lock — confirmed functional 4. Anchor points and counterweights inspected: no movement, damage, or displacement since last use			kinks, corrosion, or abrasion — rope terminations secure — confirmed and recorded; Safety devices tested: overspeed governor, tilt switch, rope lock — confirmed functional; Anchor points and counterweights inspected: no movement, damage, or displacement since last use — confirmed and recorded
Swing stage operation and repositioning	1. All workers on platform attached to independent safety line via full body harness and rope grab — never attached to platform structure or working rope 2. Platform load confirmed within rated capacity before each descent — workers, tools, and materials 3. Wind monitoring active — cease operations above 40 km/h or design limit, whichever is lower 4. Communication system in place between platform and ground/roof crew — radio or visual signals	WKR	Before each use	All workers on platform attached to independent safety line via full body harness and rope grab — never attached to platform structure or working rope — confirmed and recorded; Platform load confirmed within rated capacity before each descent — workers, tools, and materials; Wind monitoring active — cease operations above 40 km/h or design limit, whichever is lower — confirmed and recorded; Communication system in place between platform and ground/roof crew — radio or visual signals — confirmed and recorded
Swing stage rescue procedures	1. Rescue plan documented and specific to this swing stage installation — three rescue scenarios addressed: (a) incapacitated worker on platform, (b) worker suspended on safety line, (c) medical emergency requiring casualty lowering 2. Rescue equipment on site and accessible: second means of access to platform height (adjacent building access, EWP on standby, or rope rescue capability) 3. All crew trained in rescue procedure and rehearsed at project commencement — rescue drill completed and recorded 4. Suspension trauma awareness: trauma straps fitted to all harnesses — all workers briefed on self-deployment and symptoms	SUP	Daily / as required	Rescue plan documented and specific to this swing stage installation — three rescue scenarios addressed: (a) incapacitated worker on platform, (b) worker suspended on safety line, (c) medical emergency requiring casualty lowering — confirmed and recorded; Rescue equipment on site and accessible: second means of access to platform height (adjacent building access, EWP on standby, or rope rescue capability) — confirmed and recorded; All crew trained in rescue procedure and rehearsed at project commencement — rescue drill completed and recorded; Suspension trauma awareness: trauma straps fitted to all harnesses — all workers briefed on self-deployment and symptoms — confirmed and recorded
Electrical hazard clearance	1. Electrical survey completed: all building-mounted and adjacent electrical hazards identified — external lighting, power points, conduit, switchboards, and overhead lines mapped 2. Energised equipment within platform travel path de-energised and locked out by licensed electrician, or physical protection installed to prevent contact 3. Overhead power lines: safe approach distances confirmed per AS/NZS 4576 — platform travel limits set to prevent approach 4. Wet weather: all exposed electrical connections protected or de-energised	SUP	Before each use	Electrical survey completed: all building-mounted and adjacent electrical hazards identified — external lighting, power points, conduit, switchboards, and overhead lines mapped; Energised equipment within platform travel path de-energised and locked out by licensed electrician, or physical protection installed to prevent contact — confirmed and recorded; Overhead power lines: safe approach distances confirmed per AS/NZS 4576 — platform travel limits set to prevent approach; Wet weather: all exposed electrical connections protected or de-energised — confirmed and recorded

Safe Work Method Statement

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.					

Safe Work Method Statement

WORKER SWMS INDUCTION SIGN-OFF			
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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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Swing Stage Safety & Engineering Compliance Guide

A high-level checklist of mandatory engineering, rigging, and operational safety standards for suspended scaffolding.

PHASE 1: DESIGN, ENGINEERING & SETUP



Certified Engineering Design

Systems must be certified by a registered professional engineer with on-site documentation.



3:1
Counterweight
Safety Factor



Weights must be secured and calculated to provide a 3:1 factor against overturning.



Advanced Scaffolding Licence (SA)

Only workers holding an Advanced Scaffolding Licence (SA) may perform rigging and installation.

PHASE 2: DAILY OPERATIONS & EMERGENCY READINESS



Mandatory Daily Pre-Starts

Checklist and wire rope inspections must be recorded before any worker boards the platform.



Independent Fall Protection

Workers must attach to independent safety lines, never to the platform or hoist ropes.



40 km/h Wind Limit

Operations must cease if wind speeds exceed 40 km/h or the specific design limit.



Safety Devices

Overspeed governors, tilt switches, and limit switches must be tested daily.



Rescue Plan

Must address three specific scenarios: incapacitated worker, suspended worker, and medical emergency.



Electrical Hazards

Identify all adjacent hazards; maintain safe approach distances per AS/NZS 4576.