WISE DYNAMIC GROUP PTY LTD

SAFE WORK METHOD STATEMENT

BRICKLAYING WORK — VICTORIA

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Status	**MASTER — SITE COMPLETION AND APPROVAL REQUIRED**

DO NOT START WORK FROM THIS MASTER. Before high-risk construction work begins, the site supervisor must complete every yellow field, identify the HRCW that actually applies, remove or mark irrelevant content, confirm the controls can be implemented, consult affected employees, contractors and any HSR, and obtain approval on the final pages. If work cannot follow this SWMS, stop work and review it before restarting.

Scope. This SWMS covers brick and block delivery, material staging, scaffold access and loading, bricklaying at height, powered wet cutting of silica-containing masonry, mortar handling, wall stability, housekeeping and close-out. It is written for Victorian construction work. It does not authorise scaffold erection or dismantling, crane lifting, demolition, excavation, asbestos work, confined-space work, work on live electrical services, or fall-arrest work without a task-specific revision and rescue plan.
Control approach. Controls are stated in full so workers do not need to rely on a risk score or a reference to another standard. Plant, scaffolds, electrical equipment and PPE must still be supplied, inspected, maintained and used in accordance with current legal requirements, their design information and manufacturer instructions.

Emergency	Call 000. Then notify the site supervisor and principal contractor.
Stop-work rule	Any person may stop work where a control is absent, defective, not understood, or not being followed.

1 SITE ISSUE DETAILS AND AUTHORISATION GATE

The yellow fields are mandatory. This SWMS is not issued for use until the company supervisor and the principal contractor/site manager (where applicable) have confirmed the site-specific controls and signed the approval section.

Project / principal contractor	_____
Site address and work area	_____
Client / builder	_____
Wise Dynamic Group supervisor	_____
Planned start / finish	_____
Site emergency contact	_____
First aider / first-aid location	_____
Assembly point	_____
Nearest medical facility	_____
Daily work hours / noise limits	_____

Mandatory site-issue checks

☐ Site inspected and work area shown to crew	☐ All applicable HRCW identified below
☐ Affected workers/contractors and HSR consulted	☐ Site induction and construction induction confirmed
☐ Emergency arrangements and assembly point explained	☐ Underground/overhead services checked
☐ Traffic and delivery separation confirmed	☐ Scaffold handover, tag and loading confirmed
☐ Material SDSs available and reviewed	☐ Silica cutting controls and RPE fit checks confirmed
☐ Weather and wall-stability limits confirmed	☐ Plant licences/competencies and inspections verified
☐ Workers understand stop-work and reporting process	☐ Final approvals and acknowledgements signed

Exact mobile-plant exclusion boundary	_____ m / marked by: _____
Exact silica cut-station boundary	_____ m / marked by: _____
Exact wall-collapse exclusion boundary	_____ m / determined by: _____
Site traffic plan / delivery instruction ref.	_____
Scaffold handover / design ref. and duty	_____
Engineer / brace design ref. (if required)	_____

2 HIGH-RISK CONSTRUCTION WORK (HRCW) APPLICABILITY

The supervisor must mark Yes or No for every item and provide site detail for each Yes. The controls in this SWMS cover the common bricklaying triggers shown in bold; any other Yes requires the SWMS to be revised with task-specific controls before that work starts.

#	HRCW description	Applies	Site-specific detail
1	Risk of a fall of more than 2 metres	☐ Yes ☐ No	Location / height: _____
2	On telecommunications tower	☐ Yes ☐ No	Details: _____
3	Demolition of an element of a structure that is load-bearing or related to physical integrity	☐ Yes ☐ No	Details: _____
4	Likely to involve disturbance of asbestos	☐ Yes ☐ No	Details: _____
5	Structural alteration or repair requiring temporary support to prevent collapse	☐ Yes ☐ No	Engineer / brace ref.: _____
6	Confined space	☐ Yes ☐ No	Details: _____
7	In or near shaft or trench deeper than 1.5 m, or tunnel	☐ Yes ☐ No	Details: _____
8	Use of explosives	☐ Yes ☐ No	Details: _____
9	On or near pressurised gas distribution mains or piping	☐ Yes ☐ No	Service / separation: _____
10	On or near chemical, fuel or refrigerant lines	☐ Yes ☐ No	Service / separation: _____
11	On or near energised electrical installations or services	☐ Yes ☐ No	Isolation / separation: _____
12	Area that may have contaminated or flammable atmosphere	☐ Yes ☐ No	Details: _____
13	Tilt-up or precast concrete	☐ Yes ☐ No	Details: _____
14	On, in or adjacent to road or railway used by traffic other than pedestrians	☐ Yes ☐ No	Traffic control: _____
15	At a workplace where powered mobile plant is operating	☐ Yes ☐ No	Plant / zones: _____
16	Artificial extremes of temperature	☐ Yes ☐ No	Details: _____
17	In or near water or other liquid with risk of drowning	☐ Yes ☐ No	Details: _____
18	Diving work	☐ Yes ☐ No	Details: _____
19	Other site HRCW identified by principal contractor	☐ Yes ☐ No	Details: _____

Unplanned HRCW: If any unchecked or “No” activity becomes necessary, or site conditions introduce another HRCW trigger, stop the affected work, consult the crew/HSR, revise this SWMS with specific controls, brief everyone and sign the revision before work resumes.

3 RESPONSIBILITIES, COMPETENCY AND PPE

ROLE	REQUIRED ACTION
Wise Dynamic Group / employer	Provide safe systems, plant, training, supervision and consultation; complete and implement this SWMS; verify silica, scaffold, plant and emergency controls; stop and review work when required.
Site supervisor	Inspect the site and controls before each shift and after changes; brief workers; enforce exclusion zones; record defects; stop non-compliant work; arrange review and re-briefing.
Principal contractor / site manager	Coordinate trades, site access, emergency arrangements, shared plant, traffic, services, scaffold and changing site conditions; make the SWMS readily accessible.
Workers and contractors	Follow the controls and directions; use equipment only when trained/authorised; inspect tools/PPE; protect other people; report changes, defects, incidents and symptoms; stop if work is unsafe.
HSR (where elected)	Be consulted on hazard identification, selected controls and changes that may affect the represented work group.
Plant operator / spotter	Hold required competency/licence; complete pre-start; maintain separation and communication; stop plant if a person enters the zone or visibility/communication is lost.
Scaffold competent person / licensed scaffolder	Provide handover and inspection as required; erect, alter or dismantle only within lawful authority; correct defects and re-tag before access.

Minimum competencies and evidence — verify before starting

☐ General construction induction card	☐ Site induction and task briefing
☐ Trade competency / supervised trainee	☐ Plant licence/competency as applicable
☐ Scaffolding high-risk work licence where required	☐ Silica hazard and control training
☐ RPE fit-test and user seal-check training	☐ Tool-specific training and manufacturer instructions
☐ Traffic-control competency where required	☐ First-aid and emergency roles identified

Baseline PPE — supplementary to higher-order controls

Safety helmet; high-visibility clothing; safety footwear with toe protection and slip-resistant soles; task-appropriate gloves; safety glasses. Add hearing protection, face protection, waterproof gloves/clothing and respiratory protection where the task controls below require them. PPE must fit the wearer, be inspected before use and replaced if damaged. Respirators do not replace wet cutting, extraction or isolation.

4.1 PRE-START, WORK-AREA SET-UP AND DAILY CONTROL CHECK

HRCW / special duty	All site-applicable HRCW identified in Section 2.
Hazards and potential harm	Unidentified HRCW; interaction with other trades/public; poor access; changing site conditions; inadequate emergency response; slips/trips; weather and heat; uncontrolled services.

CONTROL MEASURE — REQUIRED	IMPLEMENTATION / VERIFICATION	RESPONSIBLE
Site issue before work. Complete Sections 1 and 2, consult affected workers/contractors and any HSR, remove or mark irrelevant content, and sign the approval section.	Supervisor conducts a walk-through and pre-start briefing. A current signed copy is kept readily accessible at the work area. Each person signs the acknowledgement table before starting.	Supervisor
Coordinate the work area. Establish designated access, material storage, mortar mixing and wet-cut stations. Separate bricklayers from deliveries, plant, the public and other trades with physical barriers where practicable.	Record the boundaries in Section 1. Barriers and signs are installed before deliveries or cutting. Supervisor checks at the start of shift and when site layout changes.	Supervisor / site manager
Confirm services. Obtain current service information; inspect for overhead and concealed services. Work near an energised service is prohibited unless the service is isolated and verified, or a revised site-specific system is approved.	Site manager provides drawings/permits. Supervisor marks verified services. Unknown, damaged or exposed services trigger immediate stop, isolation of area and escalation.	Site manager / supervisor
Inspect access and ground. Keep access firm, level, drained and unobstructed. Cover or barricade penetrations and edges. Do not use makeshift planks, pallets or masonry stacks as access.	Daily visual check before materials are moved. Defects are barricaded and corrected before access. Adequate lighting is provided for all work and travel paths.	Supervisor / workers
Weather controls. Stop exposed-height work during lightning, excessive wind, heavy rain, poor visibility, icy/slippery conditions or when scaffold/wall stability may be affected. Provide shade, water and work/rest arrangements for heat.	Supervisor checks forecast and actual conditions at pre-start and through shift. Reinspect scaffold, ground and wall bracing after adverse weather before restart.	Supervisor
Stop-work and change control. Stop the affected task if the SWMS cannot be followed, a control fails, the work/layout/plant/material changes, or an incident/near miss occurs.	Make the area safe; notify supervisor; consult affected people; review and revise the SWMS; re-brief and re-sign before work resumes.	Everyone / supervisor

Daily verification record

Date / time / supervisor	_____
Changes since last shift	_____
Controls checked / defects closed	_____
Crew briefed (initials)	_____

4.2 DELIVERY, UNLOADING AND MATERIAL MOVEMENT

HRCW / special duty	Work at a workplace where powered mobile plant is operating; work on/adjacent to live traffic if marked Yes in Section 2.
Hazards and potential harm	Person struck/crushed by truck, forklift, telehandler or suspended load; reversing; blind spots; unstable pallets; load shift; dropped bricks; collision; manual-handling injury.

CONTROL MEASURE — REQUIRED	IMPLEMENTATION / VERIFICATION	RESPONSIBLE
Pre-book deliveries. Use the site-designated unloading location and route. Delivery vehicles must not enter until the supervisor confirms the area is clear and the site traffic rules are understood.	Supervisor communicates arrival time, entry, speed, parking and departure. No ad-hoc unloading in a public or shared traffic lane.	Supervisor / driver
Physically separate pedestrians. Maintain the measured plant exclusion boundary recorded in Section 1. Only the operator and nominated spotter may enter while plant operates.	Use rigid barriers where practicable; otherwise cones/barrier tape and a controlled entry point. If any unauthorised person enters, the operator stops and lowers the load until the zone is clear.	Supervisor / operator
One trained spotter controls movement. Operator and spotter agree hand signals/radio channel before movement. The operator stops immediately if visual contact or communication is lost.	Spotter stands outside the travel path and crush zones, remains visible, and does not perform another task while spotting.	Operator / spotter
Use fit-for-purpose plant and lifting attachments. Operator completes pre-start; confirms capacity exceeds load at the required reach; verifies pallets/packaging are intact and attachments secured.	Defective plant, damaged pallets or uncertain weights are quarantined. Loads stay low during travel. No person rides on forks, pallets or loads.	Operator
No person under or beside a suspended load. Establish a load-drop zone and keep hands/feet clear. Do not steady swinging loads by hand unless a planned tag-line method keeps the person outside the fall zone.	Operator lowers onto a firm, level, prepared base. Work stops in wind or conditions that make load control unreliable.	Operator / spotter
Stable material storage. Set pallets on firm, level ground, away from excavations, edges, accessways and scaffold foundations. Do not stack higher than packaging or supplier limits.	Supervisor checks each storage location. Broken straps, leaning stacks and damaged pallets are made safe and restacked using mechanical assistance.	Supervisor / workers
Mechanical handling first. Position pallets close to the point of use. Use pallet jacks, barrows, hoists or other suitable aids on routes that can support them.	No worker moves an overloaded barrow or negotiates an unsafe ramp. Team-lift awkward items only after route and placement are clear.	Supervisor / workers

4.3 SCAFFOLD / WORKING PLATFORM HANDOVER, ACCESS AND LOADING

HRCW / special duty	Risk of a fall of more than 2 metres. Powered mobile plant also applies where materials are mechanically loaded.
Hazards and potential harm	Fall from edge, internal gap or incomplete scaffold; scaffold collapse; unauthorised alteration; overloading; falling bricks/tools; unsafe ladder access; persons below struck by objects.

CONTROL MEASURE — REQUIRED	IMPLEMENTATION / VERIFICATION	RESPONSIBLE
Use a purpose-designed bricklaying scaffold. The handover/design must state the duty/loading and be suitable for workers, bricks/blocks, mortar, tools and debris. Do not exceed the posted/design load.	Supervisor records handover/design reference and duty in Section 1. Materials are distributed evenly; no concentrated stacks unless allowed by design. Count workers and materials in total load.	Supervisor / site manager
Handover and lawful alteration. Access only after completed scaffold is handed over and tagged. Scaffold work requiring a high-risk work licence is performed by a licensed scaffolder. Workers must not move planks, ties, braces, guardrails or components.	Tag is checked before each shift. “Incomplete”, missing or expired status means access is blocked. After alteration, repair, impact or event, obtain reinspection and updated handover/tag before use.	Supervisor / scaffolder
Complete edge protection. Working decks are fully planked with guardrails, midrails and toeboards. Install brickguards/mesh where bricks are laid or stacked and wherever falling material could strike a person.	Supervisor walks each lift before access. Gaps, missing components, loose planks or unsecured access are barricaded and reported; work does not begin until corrected.	Supervisor
Control the building-side gap. Keep the gap between platform and workface no more than 225 mm. If it exceeds 225 mm, close the gap or provide inside edge protection before work.	Measure at the actual working position, including openings and returns. Do not bridge a gap with loose planks or stand on masonry/materials.	Supervisor
Safe access only. Use the provided stair tower or secured internal ladder access with self-closing gate where fitted. Maintain three points of contact and carry no bricks/tools by hand while climbing.	No climbing standards, braces or guardrails. Keep access clear. Raise tools/materials by the designated mechanical or controlled method.	Workers
Daily and event-based inspection. Check foundation, soleboards/baseplates, ties, braces, decks, edge protection, brickguards, access, tags and loading before each shift.	Reinspect after high wind, rain, impact, alteration, movement, ground change or extended non-use. Record and close defects before restart.	Supervisor / competent person
Exclude persons below. Barricade the area below and around active bricklaying/material loading. Keep tools and loose materials back from edges and remove debris progressively.	Boundary is maintained for the full shift. Do not throw materials. Lower waste through the approved chute/hoist or carry in controlled loads via designated access.	Supervisor / workers

4.4 LAYING BRICKS / BLOCKS AT HEIGHT AND AROUND OPENINGS

HRCW / special duty	Risk of a fall of more than 2 metres; structural temporary support if marked Yes in Section 2.
Hazards and potential harm	Fall from edge/opening; overreach; musculoskeletal strain; dropped bricks/tools; wall collapse; cuts; cement contact; unsafe work from ladders or makeshift platforms.

CONTROL MEASURE — REQUIRED	IMPLEMENTATION / VERIFICATION	RESPONSIBLE
Work from a complete platform. Bricklaying is performed from the scaffold/working platform described in 4.3. Ladders, trestles, pallets, brick stacks and makeshift platforms are not used for laying bricks or supporting materials.	Supervisor checks the platform and access before laying starts. Any missing deck/edge protection or unplanned gap triggers stop and correction.	Supervisor / bricklayers
Set the lift to avoid overreach. Keep the work between approximately knee and shoulder height. Do not lay bricks above shoulder height; obtain a correctly positioned scaffold lift before continuing.	Bricklayer maintains a stable stance with both feet on deck and does not lean beyond guardrails. Supervisor observes work position during shift.	Bricklayers / supervisor
Stage materials safely. Keep only the planned quantity of bricks/blocks and mortar on the current bay; distribute loads; keep access and 450 mm minimum clear working passage unobstructed.	Materials remain inside edge protection and away from access gates. No stacking against guardrails or brickguards. Debris is removed before it accumulates.	Bricklayers
Protect edges and openings. Keep installed barriers/covers in place. Covers must be secured and marked. Do not work with an opening, edge or void exposed.	If work requires temporary removal, stop and arrange a revised system that keeps the edge protected; replace and verify before others enter.	Supervisor
Prevent falling objects. Use brickguards, toeboards and the exclusion zone. Keep tools/materials controlled; never throw bricks, tools or waste.	Tools likely to fall are secured where practicable. Damaged brickguards, missing toeboards or people entering below trigger immediate stop.	Bricklayers / supervisor
Maintain wall stability. Follow Section 4.6 for unsupported heights, returns, bracing and wind. Do not rely on fresh masonry as support or remove bracing without authorisation.	Supervisor confirms stability/bracing at each lift, before leaving the wall unattended, and after weather or impact.	Supervisor / bricklayers
Manage cement contact. Wear alkali-resistant waterproof gloves and long sleeves when handling wet mortar; avoid kneeling in mortar; wash splashes promptly with clean water.	Clean water and first aid are immediately available. Remove contaminated clothing. Eye/skin exposure is treated in line with the product SDS and escalated for medical advice.	Workers / first aider

4.5 POWERED CUTTING OF BRICKS / BLOCKS — SILICA HAZARD CONTROL STATEMENT

HRCW / special duty	All powered cutting of silica-containing masonry under this SWMS is treated by the company as high-risk crystalline silica work (HRCSW). This section is incorporated into the SWMS as the required hazard control statement.
Hazards and potential harm	Respirable crystalline silica exposure causing silicosis, lung cancer or other disease; dust to nearby workers/public; wet-saw electrical hazard; blade contact/kickback; noise; slurry slip and contaminated waste.

Material / product and SDS date	_____
Silica content / supplier information	_____
Cutting frequency and duration	_____
Wet saw make/model / blade	_____
Water supply and slurry collection	_____
RPE model / wearer fit-test date	_____

CONTROL MEASURE — REQUIRED	IMPLEMENTATION / VERIFICATION	RESPONSIBLE
Eliminate cuts first. Order and select full, half or factory-cut units and adjust bond/layout so powered cutting is minimised. Hand tools may be used only where they do not create airborne dust or unsafe impact fragments.	Supervisor reviews drawings and cut list before work. The cutter records/communicates repeated cuts so pre-cut stock can be ordered.	Supervisor / leading hand
Authorised method: outdoor ground-level wet saw only. Use continuous on-tool water suppression at the blade from before contact until the blade stops. Dry cutting, grinders and chasing are prohibited under this SWMS.	Cutter tests water flow before each cut. If water stops, work stops immediately. Indoor cutting or another method requires a revised task-specific SWMS/HCS before use.	Trained cutter
Isolate the cut station. Locate outdoors, downwind of occupied areas and away from doors, air intakes, public access, scaffold access and traffic. Install the measured barricaded boundary recorded in Section 1; only the cutter enters.	Supervisor confirms location and boundary before power connection. Saw orientation prevents spray/slurry discharge toward people or electrical equipment.	Supervisor
Wet-saw safety. Use blade/guard specified for the machine and material; inspect blade, guard, table and emergency stop; keep hands clear; use push devices/handles; disconnect/isolate before adjustment or blade change.	Pre-use check each shift. Cracked, worn, wrong-speed or damaged blades and missing guards are tagged out. Hearing and eye/face protection are worn.	Trained cutter
Electrical protection. Supply through site construction wiring and a functioning RCD. Use inspected/tagged leads and water-resistant connections; route leads clear of slurry, sharp edges and traffic.	Test RCD using test button before use. Damaged or wet connections are isolated, tagged out and repaired by an authorised person.	Supervisor / cutter
Respiratory protection after higher controls. Cutter wears fit-tested RPE with at least a P2 filter and performs a user seal check each use. Facial hair must not interfere with the seal; use a suitable loose-fitting PAPR where a facial seal cannot be achieved.	Supervisor records model and fit-test date above; checks condition, filter and wearer. RPE is cleaned, stored and maintained by trained users. Unfit/unavailable RPE means no cutting.	Supervisor / cutter
Slurry and cleaning. Keep slurry wet; collect it before it enters drains or dries. Clean with a HEPA-filtered Dust Class H vacuum or wet methods. Never dry sweep, use compressed air or high-pressure water.	Waste is sealed in a container/bag labelled “Silica dust hazard”. Cutter wet-cleans saw, PPE and work area after use. Contaminated clothing is dampened/bagged and not taken home.	Cutter / supervisor
Exposure verification. Provide silica information/training. Arrange air monitoring where exposure cannot be determined or may exceed the exposure standard; arrange health monitoring where exposure is reasonably likely to adversely affect health.	Management engages a competent occupational hygiene/medical provider as required, shares monitoring results with affected workers, and reviews controls after results, symptoms, incidents or process changes.	Company management

4.6 MASONRY STABILITY, BRACING, STRUCTURAL INTERFACES AND SERVICES

HRCW / special duty	Structural alteration/repair requiring temporary support and work near energised services apply only where marked Yes in Section 2.
Hazards and potential harm	Fresh or unsupported masonry collapse; wind loading; premature brace removal; impact by plant/scaffold; collapse during tie-in or alteration; contact with electrical, gas, fuel or other services.

CONTROL MEASURE — REQUIRED	IMPLEMENTATION / VERIFICATION	RESPONSIBLE
Build to approved design. Verify drawings, specified wall ties, articulation, reinforcement, lintels, control joints, returns and support. Do not alter load-bearing elements or deviate from design without written designer/engineer direction.	Current approved drawings are available at the work area. Supervisor checks set-out and structural interfaces before the relevant course is laid.	Supervisor / bricklayers
Limit unsupported work. Do not exceed the unsupported height or daily lift permitted by the design, engineer, supplier instructions or site plan. Treat fresh masonry as unstable until adequately cured and tied/braced.	Site-specific maximum unsupported height/lift: _____ mm. Supervisor records basis: _____. If not established, work stops before an unsupported wall is built.	Supervisor
Install and protect bracing. Use engineer/designer-specified brace type, spacing, anchorage and duration. Install progressively; do not attach improvised braces to incomplete scaffold or unstable substrates.	Brace design/reference is recorded in Section 1. Supervisor inspects after installation, at shift end, after wind/impact and before removal.	Supervisor / competent installer
Wall-collapse exclusion zone. Barricade both sides of freestanding/fresh masonry to the measured boundary recorded in Section 1. Store materials and operate plant outside the zone.	Only persons required for the controlled task may enter. Stop and clear the zone if wall movement, cracking, brace loosening, foundation movement or high wind occurs.	Supervisor
Brace removal only when authorised. Remove temporary support only after the nominated competent person confirms permanent support and required strength/stability are achieved.	Authorising person: _____. Date/time/area: _____. Removal method avoids impact or pulling on masonry.	Supervisor / authorised person
Control work near services. De-energise, isolate and verify services before work wherever reasonably practicable. Only authorised/licensed persons access, isolate or alter services.	Service owner/site manager confirms isolation. Maintain the site-specified separation and use a spotter/barrier where necessary. Unknown service = stop, isolate area and investigate.	Site manager / supervisor
Do not cut/chase without approval. Cutting into completed masonry may affect stability and create silica/service risks. It is prohibited unless drawings/services are checked and this SWMS is revised for the exact method.	Supervisor obtains written approval and establishes structural, silica, electrical and exclusion controls before permitting work.	Supervisor

5 SUPPORTING BRICKLAYING CONTROLS

These controls support the HRCW methods above and apply throughout the bricklaying work. They do not replace the specific HRCW controls.

CONTROL MEASURE — REQUIRED	IMPLEMENTATION / VERIFICATION	RESPONSIBLE
Mortar mixing — dust and cement burns. Use the designated ventilated mixing area; inspect mixer/guard; add water before dry ingredients where the product method permits; pour close to the mixer without dropping from height; keep hands/tools out while operating.	SDS available. Wear eye protection, alkali-resistant waterproof gloves and long sleeves. Isolate power before cleaning/jam clearing. Keep dry ingredients dry and sealed; use a P2 respirator if required after dust controls.	Mixer operator / supervisor
Manual handling. Mechanically place pallets close to work; vary tasks; use neutral posture; keep loads close; avoid twisting; split loads and use team lifting for bulky items.	Supervisor plans storage and lift access. Workers stop and seek assistance for loads/routes they cannot safely control. No lifting bricks while climbing access.	Supervisor / workers
Wheelbarrows and material routes. Use serviceable barrows with inflated tyres and secure grips. Routes and ramps must be firm, adequately wide, clear, graded and edge-protected where a fall is possible.	Do not overload. Travel at walking pace. Stop if ramp, ground or visibility is unsafe. Keep people clear below/along the route.	Workers
Hand and power tools. Select the correct tool; guards and handles fitted; inspect before use; secure work; keep body out of line of fire; isolate before clearing, adjusting or changing accessories.	Defective tools are tagged out. Only trained users operate powered tools. Manufacturer speed/accessory limits are followed. No loose clothing/jewellery.	Tool user / supervisor
Noise and vibration. Use lower-noise equipment and isolate noisy work where practicable; limit duration; maintain equipment; wear suitable hearing protection where residual noise requires it.	Supervisor checks site noise limits and exposure. Arrange assessment where exposure is uncertain; rotate work and provide hearing tests where legally required.	Supervisor / management
Electrical leads and tools. Use construction-site supply with RCD protection. Inspect leads, plugs and tools; keep them clear of water, slurry, sharp edges, heat and vehicle routes.	Test RCD before use. Remove damaged equipment from service, tag it and have it repaired/tested by an authorised competent person.	Users / supervisor
Housekeeping. Maintain clear access and working decks; remove broken bricks, straps, mortar and slurry progressively; keep nails/sharp edges controlled.	Clean at task breaks and shift end using wet or H-class vacuum methods where silica dust may be present. Never dry sweep silica-contaminated dust.	All workers / supervisor
Public and other trades. Maintain barricades and signs; coordinate overhead/adjacent work; prevent entry below scaffolds, near fresh walls and into cutting/plant zones.	Supervisor checks interfaces at pre-start and when trades move. Work stops if exclusion cannot be maintained.	Supervisor / site manager
Sun, heat and weather. Provide water, shade, sun protection and planned breaks. Monitor symptoms. Secure loose materials and stop height/wall work where weather affects stability or footing.	Buddy monitoring during hot conditions. First aid/escalation for heat illness. Reinspect after weather before restart.	Supervisor / workers

6 EMERGENCY RESPONSE, MONITORING AND REVIEW

Emergency response

EVENT	RESPONSE
Immediate action	Stop work; isolate plant/energy if safe; prevent further exposure or collapse; raise alarm; call 000 for emergency; provide first aid within training; do not place rescuers at risk.
Fall / person suspended	Do not rely on a harness system under this SWMS. If fall arrest is proposed, work cannot start until a separate task-specific system and prompt rescue plan are approved, equipment is ready and rescuers are trained.
Wall/scaffold instability	Clear and barricade the collapse zone; do not re-enter or attempt repair until inspected and made safe by the competent person / engineer / scaffolder.
Silica release or dust-control failure	Stop cutting; keep people out; do not dry sweep; wet-settle or use H-class vacuum; isolate contaminated waste; report exposure and arrange assessment/monitoring as directed by management.
Cement / chemical exposure	Use emergency eyewash/clean water immediately; remove contaminated clothing; follow the SDS and first-aid advice; seek urgent medical assistance for eye injury, burns, breathing difficulty or persistent symptoms.
Electrical incident	Do not touch a casualty until supply is isolated; call 000; use trained CPR/first aid and an AED when safe and available; preserve the area for investigation.
Notification and preservation	Supervisor notifies company and principal contractor. Management determines regulator notification and site-preservation duties. Record incident, near miss, exposure and corrective actions.

How compliance will be monitored

☐ Supervisor daily pre-start and scaffold check	☐ Direct observation of work and exclusion zones
☐ Wet-saw water flow and RPE check each use	☐ Plant pre-start and delivery coordination
☐ Wall/bracing inspection each lift and shift end	☐ Worker consultation and hazard reports
☐ Corrective actions recorded and closed	☐ Principal contractor coordination

Mandatory review triggers

Review and, where necessary, revise this SWMS when the work, location, sequence, plant, material or personnel changes; a new hazard/HRCW is identified; a control is not adequately controlling risk; the SWMS is not being followed; after an incident, near miss, exposure, damage or adverse-weather event; when consultation identifies an issue; or when directed by the principal contractor or regulator. Stop the affected work until compliance is restored or the revised SWMS is briefed and signed.

Date/time	Reason / change	Revision and controls	Consulted / approved by

7 SITE APPROVAL AND CONSULTATION RECORD

By signing, the approvers confirm the site has been inspected; applicable HRCW and silica work are identified; selected controls are specific, available and capable of being implemented; affected workers/contractors and any HSR were consulted; and the work will be supervised and stopped if this SWMS is not followed.

APPROVAL ROLE	PRINT NAME / COMPANY	SIGNATURE	DATE / TIME
Wise Dynamic Group authorised manager			
Wise Dynamic Group site supervisor			
Principal contractor / site manager			
HSR consulted (if applicable)			

Site briefing record

Briefing date / time	_____
Briefing delivered by	_____
Languages / aids used	_____
Questions / changes raised	_____
How issues were resolved	_____

Employee and contractor acknowledgement

I confirm I have been consulted and briefed on the work, hazards, controls, emergency arrangements and stop-work rule; I understand my responsibilities; I will follow this SWMS and report any change, defect, incident or concern.

#	PRINT NAME	EMPLOYER / CONTRACTOR	ROLE	SIGNATURE	DATE / TIME
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

8 EMPLOYEE AND CONTRACTOR SIGNATURES — CONTINUATION

The acknowledgement statement on the previous page applies to every person signing below. New starters and subcontractors must be briefed and sign before commencing work.

#	PRINT NAME	EMPLOYER / CONTRACTOR	ROLE	SIGNATURE	DATE / TIME
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					

Additional contractor representative acceptance

Contractor company / ABN		**Representative**	
Signature		**Date / time**	
Scope / work area			

Record retention: Keep this SWMS readily accessible while the HRCW is being carried out and retain it for the duration of the work. Preserve signed and revised versions in accordance with company and legal recordkeeping requirements.