

SWMS Library — Index & Register

Safe Work Method Statements · OHS Regulations 2017 (Vic)

Bubbalooba Pty Ltd (ABN 15 151 030 796) trading as PO Box Designs | Version 1.0, July 2026

About this register. This index lists the Safe Work Method Statements (SWMS) maintained by PO Box Designs for high-risk construction work and workshop activities. Each SWMS is a controlled document prepared in accordance with the OHS Regulations 2017 (Vic). Full SWMS are provided to principal contractors before work commences on site, and are available to builders and principals on request.

1. How Our SWMS Are Prepared & Used

A Safe Work Method Statement sets out the high-risk construction work to be carried out, the hazards and risks arising, and the control measures to be applied using the hierarchy of control. Our SWMS are:

- Prepared before high-risk construction work begins, in consultation with the workers performing the task;
- Site-specific — a generic SWMS is reviewed against the actual site hazards and amended before use;
- Communicated to and signed on by all workers performing the task;
- Kept available at the location of the work and provided to the principal contractor;
- Reviewed and revised if the work, site conditions or controls change, or following an incident.

2. SWMS Register

The following SWMS are maintained. Document numbers and revision dates are controlled in our safety management system; current revisions are issued with each project.

Ref	SWMS Title	Principal hazards addressed
SWMS-01	Working at heights (>2m) — install of planters/screening at height	Falls from height; edge protection; EWP use
SWMS-02	Use of elevating work platforms (EWP) / scissor & boom lifts	Powered mobile plant; falls; overhead lines
SWMS-03	Manual handling & lifting of fabricated aluminium items	Musculoskeletal injury; mechanical aids; team lift
SWMS-04	Use of cranes / hoisting for placement of large planters	Load handling; exclusion zones; rigging; HRWL
SWMS-05	Power tool & hand tool use on site (drilling, fixing, cutting)	Cuts; noise; dust; electrical; guarding
SWMS-06	Site delivery & unloading (truck, tail-lift, forklift)	Powered mobile plant; pedestrians; load stability
SWMS-07	Workshop laser cutting & fabrication	Fumes; guarding; hot work; eye protection
SWMS-08	Welding & hot work	Fume; fire; UV; hot work permits
SWMS-09	Working near live traffic / public areas on site	Traffic management; exclusion zones; spotters
SWMS-10	Balustrade installation & temporary edge protection	Falls; structural fixing; temporary support

Site-specific review required. Each SWMS is reviewed against the specific site before work commences. Hand-written amendments may be made on site where conditions differ. Work is performed strictly in accordance with the current SWMS; if work cannot be done as described, it stops until the SWMS is reviewed.

3. Supporting Safety Documentation

The following supporting documents are maintained and available on request: OHS Policy; Insurances schedule (Public/Product Liability, Professional Indemnity, WorkCover); construction induction (White Card) and high-risk work licence records; plant and equipment registers and maintenance records; incident and

hazard reporting procedure; and site-specific health & safety documentation as required by the principal contractor.

Full SWMS on request. Complete, current-revision SWMS and supporting safety records are issued to principal contractors before mobilisation and are available to builders and principals on request. Contact info@poboxdesigns.com.au or 03 4333 9271.