

<b>Local Office Details (PCBU):</b> Stair Lock Pty Ltd – NSW Unit 2, 47 Prime Drive Seven Hills NSW 2147 Ph: (02) 9672 1111		<b>Principle Contractor (PC):</b>  Contact Name:  Address:	
<b>Supervisor:</b>	Jonathan Collins	<b>Work/Site Location:</b>	
<b>Email:</b>	<a href="mailto:jcollins@stairlock.com.au">jcollins@stairlock.com.au</a>		
<b>Phone:</b>	0412 995 016	<b>Site Contact Person:</b>	
<b>Work Activity:</b>	Installation of staircases	<b>Site Contact Title:</b>	
<b>Date SWMS Provided to PC:</b>		<b>Site Contact Phone:</b>	

### High Risk Construction Work (HRCW):

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|---|--|
| <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Risk of a person falling more than 2 metres</li> <li><input type="checkbox"/> Work on a telecommunication tower</li> <li><input type="checkbox"/> Likely to involve disturbing asbestos</li> <li><input type="checkbox"/> Work in or near a confined space</li> <li><input type="checkbox"/> Use of explosives</li> <li><input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines</li> <li><input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere</li> <li><input checked="" type="checkbox"/> Work in an area with movement of powered mobile plant</li> <li><input type="checkbox"/> Work in or near water or other liquid that involves a risk of drowning</li> <li><input checked="" type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Demolition of load-bearing structure</li> <li><input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs</li> <li><input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5 m or a tunnel</li> <li><input type="checkbox"/> Work on or near pressurised gas mains or piping</li> <li><input type="checkbox"/> Work on or near energised electrical installations or services</li> <li><input type="checkbox"/> Tilt-up or precast concrete elements</li> <li><input type="checkbox"/> Work in areas with artificial extremes of temperature</li> <li><input type="checkbox"/> Diving work</li> </ul> |
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<b>Person Responsible</b> for ensuring compliance with SWMS	Jonathan Collins		
<b>What measures are in place to ensure compliance with SWMS?</b>	Stair Lock WHS Policies and procedures, general and workplace induction training, toolbox meetings, SWMS provided to and discussed with workers and signed off.		
<b>Person Responsible</b> for reviewing SWMS control measures	Matthew Cook	<b>Date SWMS Reviewed:</b>	5 <sup>th</sup> November 2025
<b>How will the SWMS control measures be reviewed?</b>	SWMS control measures to be reviewed (and revised if necessary) if work or task methods change or unexpected issues arise.		
<b>Reviewers Signature:</b>			
<b>Note:</b> The last Stair Lock review date of the master SWMS is the effective/issue date.			

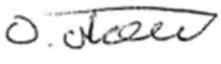
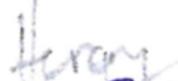
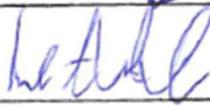
What are the HRCW tasks involved	What are the hazards and risks	What are the control measures - How and who will implement
<b>Accessing the Work Area</b> <ul style="list-style-type: none"> <li>- Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians</li> <li>- Work in an area with movement of powered mobile plant</li> </ul>	<ul style="list-style-type: none"> <li>Worker being struck by vehicles in adjacent road or traffic.</li> <li>Worker being struck by powered mobile plant</li> </ul>	<ul style="list-style-type: none"> <li>Worker to park as close to site as reasonable to ensure safe unloading of tools and materials. Look out for speed restriction signs if area heavily congested with trade vehicles</li> <li>Worker to always keep alert when crossing roads or on driveways and watch out for other trades, vehicle or plant movements</li> <li>Worker to follow plant exclusion zones - As directed on site by the Site Manager or Site Supervisor</li> </ul>

What are the HRCW tasks involved	What are the hazards and risks	What are the control measures - How and who will implement
<b>Checks prior to installation</b>		
<ul style="list-style-type: none"> <li>- Risk of a person falling more than 2 metres</li> </ul>	<p>Worker falling from height</p>	<p>Worker to check that the workplace/stairwell is safe, void protection has been removed and is ready for installation prior to commencing. If the workplace is unsafe, the worker must stop work and report hazards to the Site Supervisor and/or Stairlock Supervisor</p> <p>Worker to ensure work area is clear of tools and any other material that may cause a trip hazard or could cause injury</p>
<b>Working above ground</b>		
<ul style="list-style-type: none"> <li>- Risk of a person falling more than 2 metres</li> </ul>	<p>Worker falling from height</p>	<p>Worker is not permitted to access the top floor prior to the first landing or main flight being installed.</p> <p>Worker to install the staircase flights in sequence to progressively reduce the working heights by,</p> <ul style="list-style-type: none"> <li>- Installing the landing or winders first (or main flight),</li> <li>- Followed by the top flight – When needed, install a temporary brace between the top landing and underside of the top winder (where possible) to prevent the flight from falling.</li> <li>- Complete the stair by installing the bottom flight</li> </ul> <p>Worker to ensure ladders have an industrial rating to 120 kg SWL, always secured to a solid structure, keeping 3 points of contact with the ladder where possible</p> <p>Worker to install staircase balustrade by fitting the posts first, then rails (working from the ground up), immediately followed by balusters (also working from the ground up).</p>

## SWMS Safe Work Method Statement Installation of Staircases

ABN: 98 611 507 254  
Head Office:  
180 Philip Highway  
Elizabeth South SA 5112  
[stairs@stairlock.com.au](mailto:stairs@stairlock.com.au)

Ph: 08 8255 6188  
Postal Address:  
PO Box 1016,  
Elizabeth Vale SA 5112  
[www.stairlock.com.au](http://www.stairlock.com.au)

Name of Workers	Worker Signatures
Jordan Mitchley	
Oliver Vrljic	
Oscar O'Keefe	
HARRISON CRAIG	
Rick Ward	
Matt Ward	
Jonathan Collins	
Tuhlean Wiseman	

Date SWMS received by workers:	5/11/2025
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