

Local Office Details (PCBU): Stair Lock Pty Ltd – VIC Unit 3, 114 Merrindale Drive Croydon VIC 3136 Ph: (03) 8761 6777		Principle Contractor (PC): Contact Name: Address:	
Supervisor:	Paul Nason	Work/Site Location:	
Email:	pnason@stairlock.com.au		
Phone:	0406 997 387	Site Contact Person:	
Work Activity:	Installation of staircases	Site Contact Title:	
Date SWMS Provided to PC:		Site Contact Phone:	

High Risk Construction Work (HRCW):

- | | |
|---|--|
| <ul style="list-style-type: none"> ☒ Risk of a person falling more than 2 metres ☐ Work on a telecommunication tower ☐ Likely to involve disturbing asbestos ☐ Work in or near a confined space ☐ Use of explosives ☐ Work on or near chemical, fuel or refrigerant lines ☐ Work in an area that may have a contaminated or flammable atmosphere ☒ Work in an area with movement of powered mobile plant ☐ Work in or near water or other liquid that involves a risk of drowning ☒ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians | <ul style="list-style-type: none"> ☐ Demolition of load-bearing structure ☐ Temporary load-bearing support for structural alterations or repairs ☐ Work in or near a shaft or trench deeper than 1.5 m or a tunnel ☐ Work on or near pressurised gas mains or piping ☐ Work on or near energised electrical installations or services ☐ Tilt-up or precast concrete elements ☐ Work in areas with artificial extremes of temperature ☐ Diving work |
|---|--|

Person Responsible for ensuring compliance with SWMS	Paul Nason		
What measures are in place to ensure compliance with SWMS?	Stair Lock WHS Policies and procedures, general and workplace induction training, toolbox meetings, SWMS provided to and discussed with workers and signed off.		
Person Responsible for reviewing SWMS control measures	Matthew Cook	Date SWMS Reviewed:	13 th November 2025
How will the SWMS control measures be reviewed?	SWMS control measures to be reviewed (and revised if necessary) if work or task methods change or unexpected issues arise.		
Reviewers Signature:			
Note: The last Stair Lock review date of the master SWMS is the effective/issue date.			

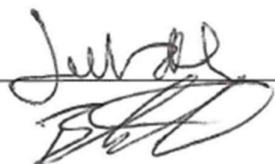
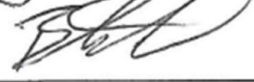
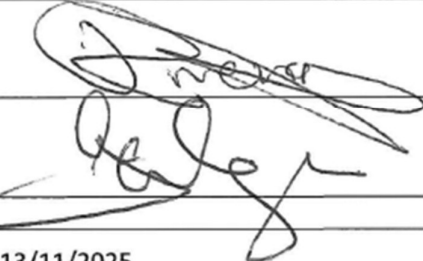
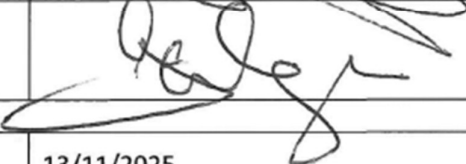
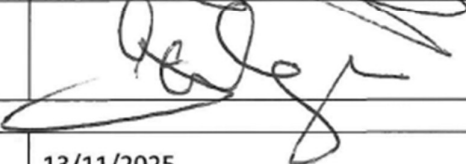
What are the HRCW tasks involved	What are the hazards and risks	What are the control measures - How and who will implement
Accessing the Work Area		
- Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians - Work in an area with movement of powered mobile plant	Worker being struck by vehicles in adjacent road or traffic.	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
	Worker being struck by powered mobile plant	Worker to always keep alert when crossing roads or on driveways and watch out for other trades, vehicle or plant movements Worker to follow plant exclusion zones - As directed on site by the Site Manager or Site Supervisor

What are the HRCW tasks involved	What are the hazards and risks	What are the control measures - How and who will implement
Checks prior to installation		
- Risk of a person falling more than 2 metres	Worker falling from height	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 Worker to ensure work area is clear of tools and any other material that may cause a trip hazard or could cause injury
Working above ground		
- Risk of a person falling more than 2 metres	Worker falling from height	Worker is not permitted to access the top floor prior to the first landing or main flight being installed. Worker to install the staircase flights in sequence to progressively reduce the working heights by, - Installing the landing or winders first (or main flight), - 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. - Complete the stair by installing the bottom flight 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 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).

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

Ph: 08 8255 6188
Postal Address:
PO Box 1016,
Elizabeth Vale SA 5112
www.stairlock.com.au

Name of Workers	Worker Signatures
Cameron Robinson	
Jedid Sattler	
BRAD STRITCH	
Reilly Stritch	
Jason Masch	
Tim McKenzie	
Ryan McNary	
SAM KEYS	
Date SWMS received by workers:	13/11/2025

Name of Workers	Worker Signatures
Matt Cook	
Adam Bransgrove	
Paul Mason	
Phil Turner	

Date SWMS received by workers:	13/11/2025
--------------------------------	------------