

Temporary Propping to Existing Structure

Ironbark Structural Pty Ltd · SWMS v1 · Reviewed 3 February 2026 · Next review 3 February 2027 or on any change of method

Project	Hillview Residence, 14 Hillview Crescent, Torquay VIC 3228
Principal contractor	Building Integrity Group — site supervisor Stuart, 0413 078 093
Activity	Install and later remove temporary propping and needle beams to the retained front rooms while the new steel is installed.
Prepared by	J. Nowak, Ironbark Structural — in consultation with the crew and the project engineer, 3 February 2026
Consultation	Prepared against the engineer propping design and reviewed with the crew at the toolbox talk on 6 February 2026 before work started.
Design documents	Engineer drawing S-204 Rev C — propping layout, prop loads, sole plate sizes and the release sequence. A copy is on site at all times.
High-risk construction work	OHS Regulations 2017 (Vic) r.322: structural alterations or repairs that require temporary support to prevent collapse; risk of a fall more than 2 metres.

RISK ASSESSMENT METHOD

Every step below is scored twice: the risk BEFORE controls (inherent), and the risk that remains once the controls in this SWMS are in place and working (residual). Scoring is likelihood against consequence on the matrix below. Any step assessed Extreme does not proceed. Residual High requires the supervisor to verify the controls on the day, before that step starts.

Likelihood (rows) / Consequence (columns)	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Medium	High	High	Extreme	Extreme
Likely	Medium	Medium	High	High	Extreme
Possible	Low	Medium	High	High	Extreme
Unlikely	Low	Medium	Medium	High	High
Rare	Low	Low	Medium	Medium	High

Extreme	Do not start. The task is redesigned, eliminated or referred back to the principal contractor and the designer before anyone goes near it.
High	Additional controls required. The supervisor verifies the controls are in place on the day, before that step begins, and records it.
Medium	Acceptable with the controls in this SWMS maintained and monitored. Re-assess if the method, the weather or the crew changes.
Low	Managed by the site rules and normal supervision. No further action beyond the controls listed.

HAZARDS, CONTROLS AND RESIDUAL RISK

Task step	Hazard — what can go wrong	Risk	Control measures — highest practicable control first	Residual	Responsible
Design and check	Propping under-designed or installed differently to the design	Extreme	- Propping layout, loads and founding designed by the project engineer — drawing S-204 Rev C - No deviation from the drawing without the engineer written approval, on site, before the change - Prop type, extension and spacing checked against the drawing by the leading hand before loading	Low	Project engineer · Ironbark leading hand
Founding the props	Props punching through the floor; settlement under load	High	- Props founded on sole plates sized to spread the load onto the slab - Never founded on a suspended floor without the engineer written sign-off - Ground and bearing re-checked after rain — coastal sand washes out	Low	Ironbark leading hand

Task step	Hazard — what can go wrong	Risk	Control measures — highest practicable control first	Residual	Responsible
Installing needles	Masonry collapse while the opening is being cut	Extreme	- Props and needles installed and tightened before a single brick is cut - Opening cut in short sections, never the full width at once - Nobody works under or beside an unpropped opening at any time - Progress checked against the drawing at each section before moving on	Medium	Ironbark leading hand
While the propping is live	A prop knocked, adjusted or removed by another trade	Extreme	- Every prop tagged DO NOT REMOVE with the date and the engineer name - Only Ironbark or the engineer may release or adjust a prop — written into the site rules and the induction - Props visually checked daily by the BIG supervisor and recorded on the fortnightly site walk - Props protected from plant movement by barriers where they sit in a traffic path	Low	BIG supervisor · Ironbark
Removing propping	Premature or uneven load transfer onto new steel	Extreme	- Props released only after the engineer inspects the new steel and issues written approval - Released in the sequence on the drawing, evenly and in stages, never one end first - Area below cleared and barricaded while props are being struck	Medium	Project engineer · Ironbark leading hand
Working overhead	Falling debris; manual handling of needles and props	High	- Exclusion zone below with hard hats mandatory - Two-person handling for needles and steel props; mechanical aid where available - Debris cleared from the working level before each shift ends	Low	Ironbark leading hand

PPE, PLANT AND COMPETENCY

PPE	- Hard hat to AS/NZS 1801 - Hi-vis to AS/NZS 4602.1 - Safety footwear to AS/NZS 2210.3 - Eye protection to AS/NZS 1337.1 - Hearing protection to AS/NZS 1270 for cutting - Gloves
Plant and equipment	- Adjustable steel props and strongboys — inspected before each use, bent or damaged props removed from site - Needle beams and sole plates to the engineer drawing - Brick saw and demolition saw with water suppression - Engineer drawing S-204 Rev C held on site - Leads and tools tested and tagged to AS/NZS 3012
Competency held	- Construction induction card (White Card) — all persons - Demonstrated experience in temporary support and needling - Project engineer available on call for the duration of the propping - Crew inducted through Site Pass and signed onto this SWMS before starting

STANDARDS, LEGISLATION AND GUIDANCE THIS SWMS IS BUILT ON

OHS Act 2004 (Vic)	Sections 21 and 23 — the duty to provide and maintain a safe system of work.
OHS Regulations 2017 (Vic)	Part 5.1 Construction. r.322 lists temporary support to prevent collapse as high-risk construction work, so this SWMS exists before the work starts.
AS 3610.1	Formwork for concrete — general requirements. Prop capacity, bracing, sole plates and the striking sequence are taken from this standard.
AS/NZS 1170 series	Structural design actions. The load cases the engineer used to size the propping on S-204 Rev C.
AS 3700	Masonry structures. Behaviour of the retained brickwork over an opening, and why needles go in before any cutting.
AS 4100	Steel structures. The new steel the load is transferred onto, and the inspection before props are released.
AS 2601	The demolition of structures. Temporary support requirements where demolition and retention happen on the same building.
AS/NZS 3012	Electrical installations — construction and demolition sites. Supply and test and tag for saws and power tools.

EMERGENCY AND INCIDENT RESPONSE

Any movement, cracking, deflection or unexpected noise from a propped element: get everyone out of the area, barricade it, and call

the engineer and the Building Integrity supervisor immediately. Do not attempt to re-prop or adjust a structure that is moving. Assembly point is the front verge opposite the site shed. Every incident and near miss goes to the supervisor the same day. Notifiable incidents: preserve the scene and call WorkSafe on 13 23 60.

REVIEW AND SIGN-ON

This SWMS is reviewed if the method changes, if the plant changes, after any incident or near miss involving this work, and at least annually. A revised version is re-signed by everyone before they return to the task — the previous version does not carry over. Sign-on is recorded electronically in Site Pass at induction and at /s/demo, and the signed register is held against the job.

This is a sample document created to demonstrate the Site Pass system. It is not a safe work method statement for any real project and must not be used as one. On a live Building Integrity site the contractor doing the work writes and signs their own SWMS; Site Pass reviews and approves it, holds the signed register, and stops anyone who has not signed on.