

Insert your company logo or company name here.

SAFE WORK METHOD STATEMENT FOR WORKING ON A ROOF

SAFE WORK METHOD STATEMENT INCORPORATES RISK ASSESSMENT

Client/Principal Contractor	Insert client and/or PC name	Project Address:	Insert the project's address
Company Address:	Insert your company address	Phone Number:	Insert your business number
SWMS Prepared By:	Insert person	In Consultation With:	Refer to Consultation and Sign-Off Record
SWMS Approved By:	Insert person	Distribution To:	Persons involved in the work scope
SWMS Date:	Insert date	Review Due:	At least 2 months or as required
Person(s) responsible for implementing, monitoring and compliance to the SWMS:	Insert person(s)	Responsible Person:	Insert person(s) responsible
Work Scope Description:	Working on a roof where the work requires the removal or adjusting of roof sheeting. Note: If working at heights, the work should all more than 2m above the ground. This work is classified as a 'High Risk Construction Work' under section 91 of the Work Health and Safety Regulation.		
List the qualifications and training requirements for this activity:	Instruction in this work method states that the person must be trained in the use of equipment used to prevent or arrest a fall from height.		
Details of instructions and maintenance checks required for this activity:	Instructions must be followed for edge protection, fall arrest, fall restraint, ladders, scaffold or other equipment used to prevent or arrest a fall.		
Are there any other safety measures that may apply?	Person must comply with all additional safe work procedures, plans, rules and instructions given by an authorised person in control of the workplace.		
Legislative Reference:	<ul style="list-style-type: none"> • Work Health and Safety Act • Work Health and Safety Regulation • Managing the Risk of Falls at Workplaces Code of Practice • Australian Standard 1891.4 - Industrial Fall-Arrest Systems and Devices-Selection, Use and Maintenance • Australian Standard 1892.5 - Portable Ladders - Selection, Safe Use and Care • Australian Standard 4389 - Roof Safety Mesh • Australian Standard 4994 - Temporary Edge Protection 		

JOB STEP	POTENTIAL HAZARDS Identify the hazards relating to health and safety with each step	RISKS Identify the risks to health and safety related to each step	LIKELIHOOD	CONSEQUENCE	INITIAL RISK SCORE	CONTROL MEASURES, CHECKS AND MONITORING Decide on what actions are necessary to eliminate, or minimise risk to a reasonably practical level	LIKELIHOOD	CONSEQUENCE	REVISED RISK SCORE	PERSON(S) RESPONSIBLE
1.	Planning and preparation	<ul style="list-style-type: none"> • Uncoordinated work plan. • Unprepared personnel. • Unqualified personnel. • Unnecessary work on a roof. • Fragile roof. 	<ul style="list-style-type: none"> • Risk of not understanding procedures. • Suitable plant and equipment not available. • Not having a rescue plan. 	3	2	<p>6 Med</p> <ul style="list-style-type: none"> • Ensure consultation with the Principal Contractor and/or Client has been undertaken to identify risks and hazards associated with the work. • Personnel must consult on working on top of any structure and necessary control measures. • Ensure that fall arrest and fall restraint equipment complies with Australian Standards. • Obtain tool lanyards for use on roof. • Assess and install signage and barriers. • In certain circumstances, the unit of competency for 'work safely at heights' (e.g. RIIWHS204E) may be required. • Do not undertake any work on a roof alone. • Do not undertake any work on a roof that is fragile. • Do not undertake any work on a roof in wet and slippery conditions. • Ensure that training and instruction is provided to personnel whose job involves working on a roof. 	1	2	2 Low	Manager Supervisor Workers