

Roofing Contractors WHS Management Plan

SAMPLE

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Purpose and Scope

This Roofing Contractors WHS Management Plan sets out how [Company Name] will manage work health and safety risks associated with roofing work. It is designed to meet the requirements of WHS legislation in Australian jurisdictions and to provide a clear, practical framework for planning, supervising, and carrying out roofing activities safely.

This plan applies to all roofing work undertaken by [Company Name], including:

- Installation of new roofs (metal, tile, membrane and other systems)
- Roof replacement and re-roofing
- Roof repairs and maintenance
- Installation and maintenance of roof-mounted plant (e.g. HVAC, solar panels, antennae)
- Guttering, fascia, downpipes and roof plumbing work
- Inspection, measurement and quoting activities conducted on or near roofs

The plan covers all workers, including:

- Direct employees of [Company Name]
- Labour hire workers and apprentices
- Subcontractors and their workers
- Visitors and clients attending roofing work areas

This document must be read in conjunction with [Company Name]'s overarching WHS Policy, risk management procedures, Safe Work Method Statements (SWMS) for high risk construction work, and any site-specific safety requirements imposed by principal contractors or clients.

WHS Policy Statement

[Company Name] is committed to providing and maintaining a safe and healthy working environment for all workers and others who may be affected by our roofing activities. Management will actively consult with workers and other duty holders to eliminate or minimise risks arising from our work.

[Company Name] will:

- Comply with all relevant WHS legislation, regulations, codes of practice and Australian Standards
- Implement and maintain effective systems for identifying, assessing and controlling WHS risks associated with roofing work
- Provide and maintain safe plant, equipment and work environments
- Ensure workers are provided with adequate information, instruction, training and supervision

- Ensure that incidents, hazards and near misses are reported, investigated and corrective actions implemented
- Engage in genuine consultation with workers and their representatives on WHS matters
- Continuously improve WHS performance through monitoring, review and evaluation of this plan and associated procedures

All workers are required to:

- Take reasonable care of their own health and safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of others
- Comply with any reasonable instruction, policy or procedure relating to WHS
- Use personal protective equipment (PPE) and safety equipment as instructed
- Report hazards, incidents and near misses promptly

This policy statement will be communicated to all workers and made available to clients and other interested parties on request.

Responsibilities and Consultation

Officers and Senior Management

Officers (such as company directors and senior managers) at [Company Name] have a due diligence duty to ensure the business complies with its WHS obligations. They will:

- Acquire and keep up-to-date knowledge of WHS matters relevant to roofing work
- Understand the operations of [Company Name] and the hazards and risks associated with roofing activities
- Ensure [Company Name] has, and uses, appropriate resources and processes to eliminate or minimise WHS risks
- Ensure there are processes for receiving, considering and responding to information regarding incidents, hazards and risks
- Verify that WHS resources, processes and controls are being implemented and are effective

Supervisors and Site Supervisors

Supervisors and site supervisors are responsible for implementing this WHS Management Plan on each roofing project. They will:

- Plan work activities to ensure health and safety risks are controlled
- Ensure site-specific inductions are completed before work starts
- Confirm that required SWMS are prepared, reviewed and followed for all high risk construction work

- Verify that fall prevention systems and edge protection are installed and inspected before roof access
- Check that workers are competent and appropriately licensed or ticketed for the tasks they perform
- Conduct regular site inspections and rectify hazards
- Ensure appropriate supervision is provided, particularly for apprentices and new workers
- Stop work if conditions become unsafe (e.g. high winds, storms, structural instability)

Workers

Workers engaged in roofing activities must:

- Follow all safe work procedures, SWMS and read all the instructions
- Use fall prevention systems, harnesses and PPE in accordance with training
- Inspect their equipment (e.g. harnesses, ladders, tools) prior to use and remove defective items from service
- Keep work areas tidy and free from trip hazards, offcuts and loose materials that could blow or fall from height
- Participate in toolbox talks, training and consultation processes
- Report hazards, unsafe conditions, incidents and near misses immediately to the supervisor

Subcontractors

Subcontractors engaged by [Company Name] must comply with this WHS Management Plan and site requirements. They are required to:

- Provide evidence of insurances, licences and qualifications prior to commencing work
- Provide SWMS covering their high risk roofing and associated work
- Ensure their workers are trained and competent for the tasks undertaken
- Supply and maintain their own tools, equipment and PPE in safe condition
- Cooperate and coordinate with [Company Name] and other contractors on site

Consultation Arrangements

[Company Name] will consult with workers and other duty holders on WHS matters through:

- Pre-start meetings and toolbox talks
- Site-specific inductions
- Safety committee meetings (where established)