

Apply Roll Roofing Risk Assessment

Business Name:	ABN:	
Business Address:		
Contact Person:	Phone:	Email:

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			Elimination Remove the hazard.
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution Replace the hazard.
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Engineering Isolate the hazard
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	Administrative Change
								PPE

Risk Rating & Required Action:

4A	Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

Consequence Scale:

Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
Catastrophic	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
Major	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
Moderate	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
Minor	First-aid only, no lost time	negligible delay	Isolated non-conformance
Insignificant	No injury	no schedule impact	Deviation caught and corrected on site

Notes on Hierarchy of Controls:

Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. **Substitute**
3. **Isolate**
4. **Engineering**
5. **Administrative**
6. **PPE**

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	slippery surfaces, falling objects	3H	<ul style="list-style-type: none"> - Conduct a site inspection to identify any hazards. - Ensure all equipment is in good condition. - Secure all tools and materials to prevent them from falling. - Use signage to indicate wet or slippery surfaces. - Ensure proper PPE is worn: hard hats, gloves, and boots. - Clear the work area of unnecessary obstacles. - Have a first aid kit readily available. - Train all workers in hazard identification. - Develop an emergency response plan. - Check weather forecasts to avoid work during downpours. 	2M
2. Set Up Ladders and Scaffolding	fall from height, equipment instability	4H	<ul style="list-style-type: none"> - Inspect ladders and scaffolding for damages before use. - Place ladders on stable surfaces at a 75-degree angle. - Ensure scaffolding is level and secure before use. - Use guardrails where possible. - Train workers on safe ladder usage. - Use harnesses when working on scaffolding. - Limit the number of workers on scaffolding at one time. - Do not carry heavy items up ladders; use a pulley system. - Check all connections and locks on scaffolding. - Inspect area for power lines and maintain a safe distance. 	3H
3. Remove Old Roofing Material	exposure to asbestos, sharp objects	4A	<ul style="list-style-type: none"> - Conduct an asbestos assessment if the roof was built before 1990. - Use PPE: respirators, gloves, and safety goggles. - Wet down old materials to suppress dust. - Use tools with safety guards. - Dispose of waste materials in accordance with regulations. - Train workers in asbestos handling procedures. - Secure the work area to prevent unauthorized access. - Install signs to warn of roofing work. 	2M

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			<ul style="list-style-type: none"> - Use appropriate lifting techniques for heavy items. - Conduct regular site clean-ups to minimise debris. 	
4. Install Underlayment	slips and trips, cut injuries	3H	<ul style="list-style-type: none"> - Use appropriate lifting techniques for heavy items. - Conduct regular site clean-ups to minimise debris. - Use appropriate lifting techniques for heavy items. - Conduct regular site clean-ups to minimise debris. - Use appropriate lifting techniques for heavy items. - Conduct regular site clean-ups to minimise debris. - Use appropriate lifting techniques for heavy items. - Conduct regular site clean-ups to minimise debris. - Use appropriate lifting techniques for heavy items. - Conduct regular site clean-ups to minimise debris. 	2M
5. Apply Roof Cement	chemical exposure, fire hazard	3H	<ul style="list-style-type: none"> - Use appropriate lifting techniques for heavy items. - Conduct regular site clean-ups to minimise debris. - Use appropriate lifting techniques for heavy items. - Conduct regular site clean-ups to minimise debris. - Use appropriate lifting techniques for heavy items. - Conduct regular site clean-ups to minimise debris. - Use appropriate lifting techniques for heavy items. - Conduct regular site clean-ups to minimise debris. - Use appropriate lifting techniques for heavy items. - Conduct regular site clean-ups to minimise debris. 	2M
6. Unroll Roofing Material	material tearing, tripping over rolls	3H	<ul style="list-style-type: none"> - Use appropriate lifting techniques for heavy items. - Conduct regular site clean-ups to minimise debris. - Use appropriate lifting techniques for heavy items. - Conduct regular site clean-ups to minimise debris. - Use appropriate lifting techniques for heavy items. - Conduct regular site clean-ups to minimise debris. - Use appropriate lifting techniques for heavy items. - Conduct regular site clean-ups to minimise debris. - Use appropriate lifting techniques for heavy items. - Conduct regular site clean-ups to minimise debris. 	2M

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7. Secure Roofing Material	fall from height, loose materials	3H		2M
8. Trim Excess Material	cutting injuries, flying debris	3H		2M
9. Install Flashing	cut resistance, fixed edges	3H		2M

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10. Clean Up and Final Inspection	slips and trips, incomplete tasks	3H		1L
11. Training and Induction	inadequate training, lack of awareness	3H		1L
12. Equipment Maintenance	equipment failure, misuse	3H		1L

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13. Weather Considerations	adverse weather, wind fatigue	3H		1L
14. Fall Protection	free fall, inadequate fall protection	4A		2M
15. Emergency Response	inadequate response, delayed medical assistance	3H		1L

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SAMPLE

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IF ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>

Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>

Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

Victoria

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>

Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

New South Wales

Work Health and Safety Act 2011

Work Health and Safety Regulations 2017

Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>

Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulations 2011

Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>

Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>

Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

Tasmania

Work Health and Safety Act 2012

Work Health and Safety (Transitional and Consequential Provisions) Act 2012

Work Health and Safety Regulations 2012

Work Health and Safety (Transitional) Regulations 2012

Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>

Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.