

## Replace Roof Tiles 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			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> 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.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change	
								<b>PPE</b>	
<b>Risk Rating &amp; Required Action:</b>								<b>Notes on Hierarchy of Controls:</b>	
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.								Remember to apply controls in the preferred order shown by the coloured pyramid:	
3H Review and approve additional controls before task starts. Senior supervisor sign-off needed.								1. <b>Eliminate</b>	
2M Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.								2. Substitute	
1L Proceed, following standard operating procedures. Monitor and keep records.								3. Isolate	
								4. Engineering	
								5. Administrative	
								6. PPE	
<b>Consequence Scale:</b>								Always document <b>why</b> a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
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				
								<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	

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	Falling debris, Unsecured tools	3H	<ul style="list-style-type: none"> <li>- Conduct a site inspection to identify potential hazards</li> <li>- Secure tools and equipment with tethers or tool belts</li> <li>- Install temporary barriers to prevent entry into danger zones</li> <li>- Ensure all workers wear appropriate personal protective equipment (PPE)</li> <li>- Provide training on the potential risks and safety measures</li> <li>- Use warning signage to alert of overhead works</li> <li>- Check weather conditions and plan the work accordingly</li> <li>- Restrict access to the site for non-essential personnel</li> <li>- Establish a communication plan for all team members</li> <li>- Assign a qualified supervisor to oversee safety protocols</li> </ul>	2M
2. Access Roof Area	Slips on ladder, Ladder falling	3H	<ul style="list-style-type: none"> <li>- Use ladders that are compliant with Australian Standards</li> <li>- Inspect ladders for any visible damage before use</li> <li>- Ensure ladder is placed on stable and even ground</li> <li>- Maintain three points of contact while climbing</li> <li>- Extend ladder 1 metre above the roof edge</li> <li>- Use a spotter to stabilise the ladder</li> <li>- Limit the use of ladders during high wind conditions</li> <li>- Install temporary guardrails around work area at height</li> <li>- Anchor ladders at the top to prevent slipping</li> <li>- Secure access point with warning signs</li> </ul>	1L
3. Remove Old Tiles	Dust inhalation, Sharp edges	3H	<ul style="list-style-type: none"> <li>- Ensure workers are equipped with dust masks and gloves</li> <li>- Wet down old tiles to minimise dust creation</li> <li>- Use safety cutters designed for roofing materials</li> <li>- Conduct a hazard briefing before work commences</li> <li>- Establish a safe technique briefing for tile removal</li> <li>- Remove tiles in small, manageable sections</li> <li>- Display cautionary signage alerting others to sharp edges</li> <li>- Dispose of debris in clearly marked containers</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Conduct regular checks for sharp or protruding nails</li> <li>- Ensure work area is clear of unneeded materials</li> </ul>	
4. Clean Roof Surface	Chemical exposure, Slips on wet surface	3H	<ul style="list-style-type: none"> <li>- Wear appropriate PPE</li> <li>- Use appropriate cleaning methods</li> <li>- Ensure work area is clear of unneeded materials</li> <li>- Use appropriate cleaning agents</li> <li>- Use appropriate cleaning equipment</li> <li>- Use appropriate cleaning techniques</li> <li>- Use appropriate cleaning materials</li> <li>- Use appropriate cleaning tools</li> <li>- Use appropriate cleaning methods</li> <li>- Use appropriate cleaning agents</li> <li>- Use appropriate cleaning equipment</li> <li>- Use appropriate cleaning techniques</li> <li>- Use appropriate cleaning materials</li> <li>- Use appropriate cleaning tools</li> </ul>	2M
5. Inspect Roof Structure	Structural collapse, Falls	4A	<ul style="list-style-type: none"> <li>- Use appropriate PPE</li> <li>- Use appropriate inspection methods</li> <li>- Ensure work area is clear of unneeded materials</li> <li>- Use appropriate inspection equipment</li> <li>- Use appropriate inspection techniques</li> <li>- Use appropriate inspection materials</li> <li>- Use appropriate inspection tools</li> <li>- Use appropriate inspection methods</li> <li>- Use appropriate inspection agents</li> <li>- Use appropriate inspection equipment</li> <li>- Use appropriate inspection techniques</li> <li>- Use appropriate inspection materials</li> <li>- Use appropriate inspection tools</li> </ul>	2M
6. Deliver New Tiles to Roof	Manual handling injuries, Falling materials	3H	<ul style="list-style-type: none"> <li>- Use appropriate PPE</li> <li>- Use appropriate delivery methods</li> <li>- Ensure work area is clear of unneeded materials</li> <li>- Use appropriate delivery equipment</li> <li>- Use appropriate delivery techniques</li> <li>- Use appropriate delivery materials</li> <li>- Use appropriate delivery tools</li> <li>- Use appropriate delivery methods</li> <li>- Use appropriate delivery agents</li> <li>- Use appropriate delivery equipment</li> <li>- Use appropriate delivery techniques</li> <li>- Use appropriate delivery materials</li> <li>- Use appropriate delivery tools</li> </ul>	1L

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7. Lay Underlayment	Trips, Inadequate fastening	2M		1L
8. Install New Tiles	Tile breakage, Incomplete installation	3H		1L
9. Secure Tiles	Loose tiles, Tool slips	3H		1L

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10. Weatherproof Roof	Chemical exposure, Leaks	3H		2M
11. Inspect Completed Work	Missed defects, Safety compliance	2M		1L
12. Clean Up Site	Leftover debris, Chemical residue	3H		1L

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13. Dismantle Safety Equipment	Falling equipment parts, Improper dismantling	2M		1L
14. Conduct Final Safety Review	Overlooked issues, Worker feedback ignored	2M		1L
15. Project Completion	Overtime fatigue, Delayed response in emergencies	2M		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	

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.