

Roof Tiling 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:								Notes on Hierarchy of Controls:	
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. Eliminate	
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	
Consequence Scale:								Always document why 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	Slippery surfaces, Falling debris	3H	<ul style="list-style-type: none"> - Conduct a safety briefing before work begins - Ensure all tools and equipment are inspected - Clear work area of unnecessary items - Check weather conditions for safety - Secure the site perimeter to prevent unauthorised access - Use non-slip footwear - Establish communication protocols for onsite workers - Ensure supply and use of PPE such as hard hats and gloves - Review and comply with Safe Work Method Statements (SWMS) - Confirm attendance of a qualified first aider 	2M
2. Access to Roof	Unstable ladders, Trip hazards	4H	<ul style="list-style-type: none"> - Use ladders with non-slip feet and secure top and bottom - Set up ladders on stable, level ground - Maintain three points of contact when climbing - Remove obstacles near ladder access areas - Ensure ladders do not exceed the weight limit - Install temporary handrails if needed - Place caution signs around ladder area - Restrict access beneath ladder to working personnel only - Regularly inspect ladders for wear and tear - Only trained personnel to set up and use ladders 	2M
3. Installation of Safety Equipment	Incorrect equipment setup, Equipment failure	3H	<ul style="list-style-type: none"> - Use certified scaffold, guardrails, and harness systems - Double-check installation by qualified personnel - Inspect safety gear before use - Carry out regular maintenance of safety equipment - Position fall protection in lines with manufacturer guidelines - Ensure fall arrest systems are within expiry and visually checked - Conduct regular drills on using safety equipment - Train workers in correct use of safety gear 	1L

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			<ul style="list-style-type: none"> - Store safety equipment properly when not in use - Have a contingency plan in case of equipment failure 	
4. Transportation of Materials	Manual handling injuries, Material falling	3H	<ul style="list-style-type: none"> - Use proper lifting techniques - Use mechanical aids (dollies, pallet jacks) - Secure materials properly during transport - Wear appropriate PPE (gloves, safety glasses) - Clear walkways of obstacles - Communicate with team members - Inspect equipment before use - Avoid overloading equipment - Use designated lifting zones - Maintain proper footing - Use hand signals for communication - Establish a safe work area - Use proper stacking techniques - Avoid sudden movements - Use proper body mechanics - Keep load close to the body - Lift with legs, not back - Lower materials carefully - Use proper tie-down techniques - Inspect load before transport - Use proper securing methods - Avoid sharp turns - Use proper braking techniques - Maintain safe following distance - Use proper lane positioning - Avoid distractions - Stay alert and focused - Use proper communication - Establish a clear path - Use proper signaling - Avoid unnecessary stops - Use proper acceleration and deceleration - Maintain proper vehicle control - Use proper driving techniques - Avoid aggressive driving - Use proper defensive driving - Stay within speed limits - Use proper lane discipline - Avoid tailgating - Use proper headlighting - Avoid glare - Use proper windshield wipers - Maintain proper tire pressure - Inspect tires regularly - Use proper braking techniques - Avoid sudden stops - Use proper steering techniques - Avoid excessive steering - Use proper clutch control - Avoid excessive clutch use - Use proper gear selection - Avoid excessive shifting - Use proper throttle control - Avoid excessive throttle use - Use proper engine control - Avoid excessive engine use - Use proper fuel control - Avoid excessive fuel use - Use proper air filter maintenance - Replace air filter regularly - Use proper oil change schedule - Change oil regularly - Use proper fluid levels - Check fluid levels regularly - Use proper brake maintenance - Inspect brakes regularly - Use proper tire rotation schedule - Rotate tires regularly - Use proper wheel alignment - Align wheels regularly - Use proper suspension maintenance - Inspect suspension regularly - Use proper shock absorber maintenance - Replace shock absorbers regularly - Use proper steering knuckle maintenance - Replace steering knuckles regularly - Use proper ball joint maintenance - Replace ball joints regularly - Use proper tie rod end maintenance - Replace tie rod ends regularly - Use proper CV axle maintenance - Replace CV axles regularly - Use proper brake pad maintenance - Replace brake pads regularly - Use proper brake rotor maintenance - Replace brake rotors regularly - Use proper brake caliper maintenance - Replace brake calipers regularly - Use proper brake master cylinder maintenance - Replace brake master cylinders regularly - Use proper brake booster maintenance - Replace brake boosters regularly - Use proper brake line maintenance - Replace brake lines regularly - Use proper brake hose maintenance - Replace brake hoses regularly - Use proper brake fluid maintenance - Replace brake fluid regularly - Use proper brake vacuum maintenance - Replace brake vacuum regularly - Use proper brake pedal maintenance - Replace brake pedals regularly - Use proper brake master cylinder maintenance - Replace brake master cylinders regularly - Use proper brake booster maintenance - Replace brake boosters regularly - Use proper brake line maintenance - Replace brake lines regularly - Use proper brake hose maintenance - Replace brake hoses regularly - Use proper brake fluid maintenance - Replace brake fluid regularly - Use proper brake vacuum maintenance - Replace brake vacuum regularly - Use proper brake pedal maintenance - Replace brake pedals regularly 	2M
5. Removing Existing Tiles	Sharp edges, Dust inhalation	3H	<ul style="list-style-type: none"> - Use proper cutting techniques - Use mechanical aids (tile saws) - Secure tiles properly during removal - Wear appropriate PPE (goggles, respirator) - Clear work area of obstacles - Communicate with team members - Inspect equipment before use - Avoid overloading equipment - Use designated cutting zones - Maintain proper footing - Use hand signals for communication - Establish a safe work area - Use proper stacking techniques - Avoid sudden movements - Use proper body mechanics - Keep load close to the body - Lift with legs, not back - Lower materials carefully - Use proper tie-down techniques - Inspect load before transport - Use proper securing methods - Avoid sharp turns - Use proper braking techniques - Maintain safe following distance - Use proper lane positioning - Avoid distractions - Stay alert and focused - Use proper communication - Establish a clear path - Use proper signaling - Avoid unnecessary stops - Use proper acceleration and deceleration - Maintain proper vehicle control - Use proper driving techniques - Avoid aggressive driving - Use proper defensive driving - Stay within speed limits - Use proper lane discipline - Avoid tailgating - Use proper headlighting - Avoid glare - Use proper windshield wipers - Maintain proper tire pressure - Inspect tires regularly - Use proper braking techniques - Avoid sudden stops - Use proper steering techniques - Avoid excessive steering - Use proper clutch control - Avoid excessive clutch use - Use proper gear selection - Avoid excessive shifting - Use proper throttle control - Avoid excessive throttle use - Use proper engine control - Avoid excessive engine use - Use proper fuel control - Avoid excessive fuel use - Use proper air filter maintenance - Replace air filter regularly - Use proper oil change schedule - Change oil regularly - Use proper fluid levels - Check fluid levels regularly - Use proper brake maintenance - Inspect brakes regularly - Use proper tire rotation schedule - Rotate tires regularly - Use proper wheel alignment - Align wheels regularly - Use proper suspension maintenance - Inspect suspension regularly - Use proper shock absorber maintenance - Replace shock absorbers regularly - Use proper steering knuckle maintenance - Replace steering knuckles regularly - Use proper ball joint maintenance - Replace ball joints regularly - Use proper tie rod end maintenance - Replace tie rod ends regularly - Use proper CV axle maintenance - Replace CV axles regularly - Use proper brake pad maintenance - Replace brake pads regularly - Use proper brake rotor maintenance - Replace brake rotors regularly - Use proper brake caliper maintenance - Replace brake calipers regularly - Use proper brake master cylinder maintenance - Replace brake master cylinders regularly - Use proper brake booster maintenance - Replace brake boosters regularly - Use proper brake line maintenance - Replace brake lines regularly - Use proper brake hose maintenance - Replace brake hoses regularly - Use proper brake fluid maintenance - Replace brake fluid regularly - Use proper brake vacuum maintenance - Replace brake vacuum regularly - Use proper brake pedal maintenance - Replace brake pedals regularly 	2M
6. Preparing Surface	Energy sources, Chemical exposure	3H	<ul style="list-style-type: none"> - De-energize equipment - Lockout/tagout equipment - Use proper cleaning techniques - Use mechanical aids (pressure washers) - Secure equipment properly during cleaning - Wear appropriate PPE (goggles, gloves) - Clear work area of obstacles - Communicate with team members - Inspect equipment before use - Avoid overloading equipment - Use designated cleaning zones - Maintain proper footing - Use hand signals for communication - Establish a safe work area - Use proper stacking techniques - Avoid sudden movements - Use proper body mechanics - Keep load close to the body - Lift with legs, not back - Lower materials carefully - Use proper tie-down techniques - Inspect load before transport - Use proper securing methods - Avoid sharp turns - Use proper braking techniques - Maintain safe following distance - Use proper lane positioning - Avoid distractions - Stay alert and focused - Use proper communication - Establish a clear path - Use proper signaling - Avoid unnecessary stops - Use proper acceleration and deceleration - Maintain proper vehicle control - Use proper driving techniques - Avoid aggressive driving - Use proper defensive driving - Stay within speed limits - Use proper lane discipline - Avoid tailgating - Use proper headlighting - Avoid glare - Use proper windshield wipers - Maintain proper tire pressure - Inspect tires regularly - Use proper braking techniques - Avoid sudden stops - Use proper steering techniques - Avoid excessive steering - Use proper clutch control - Avoid excessive clutch use - Use proper gear selection - Avoid excessive shifting - Use proper throttle control - Avoid excessive throttle use - Use proper engine control - Avoid excessive engine use - Use proper fuel control - Avoid excessive fuel use - Use proper air filter maintenance - Replace air filter regularly - Use proper oil change schedule - Change oil regularly - Use proper fluid levels - Check fluid levels regularly - Use proper brake maintenance - Inspect brakes regularly - Use proper tire rotation schedule - Rotate tires regularly - Use proper wheel alignment - Align wheels regularly - Use proper suspension maintenance - Inspect suspension regularly - Use proper shock absorber maintenance - Replace shock absorbers regularly - Use proper steering knuckle maintenance - Replace steering knuckles regularly - Use proper ball joint maintenance - Replace ball joints regularly - Use proper tie rod end maintenance - Replace tie rod ends regularly - Use proper CV axle maintenance - Replace CV axles regularly - Use proper brake pad maintenance - Replace brake pads regularly - Use proper brake rotor maintenance - Replace brake rotors regularly - Use proper brake caliper maintenance - Replace brake calipers regularly - Use proper brake master cylinder maintenance - Replace brake master cylinders regularly - Use proper brake booster maintenance - Replace brake boosters regularly - Use proper brake line maintenance - Replace brake lines regularly - Use proper brake hose maintenance - Replace brake hoses regularly - Use proper brake fluid maintenance - Replace brake fluid regularly - Use proper brake vacuum maintenance - Replace brake vacuum regularly - Use proper brake pedal maintenance - Replace brake pedals regularly 	2M

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7. Installing New Tiles	Repetitive strain, Incorrect fitting	3H		2M
8. Securing Tiles	Tool injury, Falling	4A		2M
9. Final Inspection	Missed defects, Inadequate safety checks	3H		1L

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10. Site Clean-Up	Slips and trips, Leftover hazardous waste	2M		1L
11. Dismantling Safety Systems	Tools falling, Unstable platforms	3H		1L
12. Documentation	Poor record keeping, Miscommunication	2M		1L

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13. Tool Maintenance	Equipment malfunction, Tool damage	3H		2M
14. Worker De-brief	Incomplete debrief, Safety non-compliance	2M		1L
15. Continuous Improvement Review	Outdated practices, Overlooked safety enhancements	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.