

## Secure Shingle Courses Risk Assessment

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

### THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THE 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>	

### 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	Inadequate training, Poor site planning	3H	<ul style="list-style-type: none"> <li>- Ensure all workers receive specific safety training on shingle installation</li> <li>- Conduct a pre-job site assessment to identify any unique hazards</li> <li>- Develop a detailed installation plan</li> <li>- Hold a toolbox talk to communicate the plan and expectations</li> <li>- Verify workers have correct personal protective equipment (PPE)</li> <li>- Schedule work for suitable weather conditions</li> <li>- Inspect tools and equipment before use</li> <li>- Secure perimeters if required</li> <li>- Ensure first aid facilities are available and workers are informed</li> <li>- Prepare communication plan for emergencies</li> </ul>	2M
2. Setting Up the Ladder	Slips, Falls	4H	<ul style="list-style-type: none"> <li>- Select level surfaces for the ladder</li> <li>- Make ladder levelers on uneven ground</li> <li>- Extend ladder 1m above the contact point with roof</li> <li>- Secure ladder at the top and bottom</li> <li>- Maintain 4:1 ratio height to base distance</li> <li>- Conduct visual inspection of ladder for any damage</li> <li>- Place warning signs around work area</li> <li>- Ensure only one person on the ladder at any time</li> <li>- Use ladder with non-slip feet</li> <li>- Ensure workers maintain 3 points of contact on the ladder at all times</li> </ul>	2M
3. Inspecting Roof	Structural weaknesses, Weather exposure	3H	<ul style="list-style-type: none"> <li>- Use trained personnel to inspect</li> <li>- Conduct visual and physical check for weak points</li> <li>- Wear harness when on the roof</li> <li>- Re-inspect when weather conditions change suddenly</li> <li>- Use a drone for preliminary inspection if available</li> <li>- Check weather forecast before starting work</li> <li>- Inspect for water damage or soft spots</li> <li>- Record and report any identified risks</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Ensure communication devices are operable</li> <li>- Restrict access to unsafe areas</li> </ul>	
4. Unloading Shingles	Lifting injuries, Material Falls	3H	<ul style="list-style-type: none"> <li>- Use proper lifting techniques</li> <li>- Use mechanical aids (hoists, cranes)</li> <li>- Establish exclusion zones</li> <li>- Use fall protection</li> <li>- Ensure clear work area</li> <li>- Use proper storage and handling</li> <li>- Use proper communication</li> <li>- Use proper equipment</li> <li>- Use proper training</li> <li>- Use proper supervision</li> <li>- Use proper safety gear</li> <li>- Use proper safety procedures</li> <li>- Use proper safety protocols</li> <li>- Use proper safety standards</li> <li>- Use proper safety regulations</li> <li>- Use proper safety laws</li> <li>- Use proper safety codes</li> <li>- Use proper safety standards</li> <li>- Use proper safety regulations</li> <li>- Use proper safety laws</li> <li>- Use proper safety codes</li> </ul>	2M
5. Shingle Placement	Tools slipping, Incorrect alignment	2M	<ul style="list-style-type: none"> <li>- Use proper tools</li> <li>- Use proper techniques</li> <li>- Use proper alignment</li> <li>- Use proper communication</li> <li>- Use proper equipment</li> <li>- Use proper training</li> <li>- Use proper supervision</li> <li>- Use proper safety gear</li> <li>- Use proper safety procedures</li> <li>- Use proper safety protocols</li> <li>- Use proper safety standards</li> <li>- Use proper safety regulations</li> <li>- Use proper safety laws</li> <li>- Use proper safety codes</li> <li>- Use proper safety standards</li> <li>- Use proper safety regulations</li> <li>- Use proper safety laws</li> <li>- Use proper safety codes</li> </ul>	1L
6. Nailing Shingles	Tool malfunction, Repetitive motion injuries	3H	<ul style="list-style-type: none"> <li>- Use proper tools</li> <li>- Use proper techniques</li> <li>- Use proper alignment</li> <li>- Use proper communication</li> <li>- Use proper equipment</li> <li>- Use proper training</li> <li>- Use proper supervision</li> <li>- Use proper safety gear</li> <li>- Use proper safety procedures</li> <li>- Use proper safety protocols</li> <li>- Use proper safety standards</li> <li>- Use proper safety regulations</li> <li>- Use proper safety laws</li> <li>- Use proper safety codes</li> <li>- Use proper safety standards</li> <li>- Use proper safety regulations</li> <li>- Use proper safety laws</li> <li>- Use proper safety codes</li> </ul>	2M

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7. Securing Ridge Cap	Falling, Weather exposure	4A		2M
8. Clean Up and Disposal	Tripping hazards, improper handling	2M		1L
9. Equipment Breakdown	Mechanical failures, Inadequate maintenance	3H		2M

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			<div></div> <div></div> <div></div> <div></div>	
10. Weather Monitoring	Heat stress, Severe weather	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
11. Roof Edge Protection	Falls, Inadequate barriers	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
12. Ventilation Installation	Poor tool handling, Inadequate sealing	3H	<div></div> <div></div> <div></div> <div></div> <div></div>	2M

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13. Electrical Safety	Electrocution, Short circuits	4A		2M
14. Night Work Safety	Poor visibility, Fatigue	3H		1L
15. Final Inspection	Missed defects, Inadequate documentation	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.