Fix Leaks In Roofs

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

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF 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:

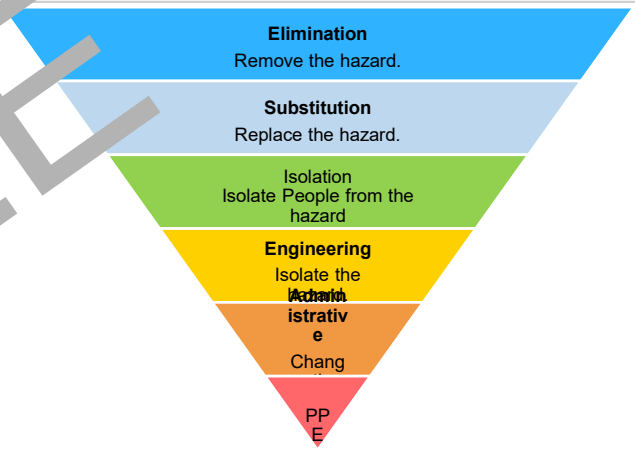
CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Rev before work
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACU	2M MO RATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 H	1L LOW	Monitor and keep records.

HIERARCHY OF CONTROLS



Risk Rating & Required Action:

4A	Stop work. The risk is intolerable. E inate the hazar redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or hi er-level authorisati is required.
3H	Review and approve additional c rols b ask arts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in ace and effe ive. 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. Governance, WHS Duties and Consultation	• Lack of clear allocation of WHS duties for roof work resulting in gaps in oversight and decision-making • Failure by PCBUs and Officers to exercise due diligence in relation to high-risk work on factory roofs • Inadequate consultation with workers, HSRs and contractors about roof leak repair work and associated risks • No formal process to ensure work on roofs is treated as high-risk construction work under WHS Regulations • Insufficient consideration of overlapping duties where multiple PCBUs share the workplace (owner, tenant, roofing contractor, maintenance contractor)	High	• Establish and document a WHS governance framework that clearly defines roles, responsibilities and accountabilities for planning, approving and overseeing all roof repair works in line with WHS Act 2011 duties • Require Officers to periodically review and endorse a specific 'Work on Roofs' risk profile and ensure adequate resources are allocated to manage those risks (competent contractors, equipment, supervision, training) • Implement a formal consultation procedure requiring engagement with workers, HSRs and relevant PCBUs before approving any work on the factory roof, including review of proposed methods and controls • Adopt a policy that any work on factory roofs is classified as high-risk construction work and must be managed in accordance with the WHS Act 2011 and WHS Regulations, relevant Codes of Practice and Australian Standards • Develop written procedures for managing overlapping duties, including pre-work coordination meetings, information sharing about structural conditions, asbestos, plant, and emergency arrangements • Include work on roofs as a specific item in WHS Committee and toolbox meeting agendas to capture feedback, incident data and emerging issues • Ensure that contracts and internal authorisation processes explicitly require compliance with WHS Act 2011, WHS Regulations, and relevant Safe Work Australia / local regulator guidance for work at heights and roofs	Medium
2. Contractor Management and Procurement	• Engagement of roofing contractors who lack competency or appropriate licences for high-risk construction work and working at heights • Inadequate verification of contractors' WHS systems, insurances, and previous performance in managing roof work on industrial buildings • Poor communication of site-specific hazards such as brittle roofing, skylights, overhead services or asbestos-containing materials • Commercial pressure during tendering that prioritises lowest cost over risk management capability • Lack of clarity about who is responsible for permits, isolations, and emergency arrangements when contractors are on the roof	High	• Implement a formal contractor prequalification system that requires evidence of competence and experience in roof repairs on factory structures, including licences, training records, SWMS templates and references • Mandate provision and review of contractor WHS management documentation (WHS policy, risk assessment procedures, incident reporting, supervision arrangements) prior to engagement • Require contractors to submit job-specific high-risk construction work SWMS for working at heights, use of plant, and roof access, and ensure internal WHS review and approval before works commence • Develop a standard scope-of-work and tender package that explicitly describes known and potential site hazards (e.g. brittle sheets, hidden voids, asbestos roofing, overhead power, internal production activities) and required controls • Include clear WHS obligations and performance clauses in contracts, including requirements for supervision, toolbox talks, inspections, incident reporting, and right of the PCBU to stop work if controls are not implemented • Establish a documented process to allocate responsibilities between client and contractor for permits to work, isolations, barricading, and emergency response, and ensure this is agreed in writing at pre-start meetings • Maintain a contractor performance register, including WHS performance indicators, audit findings and incident history, to inform future procurement decisions	Medium

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3. Planning and Design of Work on Roofs	• Inadequate pre-planning leading to ad-hoc decisions about access, fall prevention and plant use once workers are already on site • Failure to consider elimination or engineering solutions (e.g. roof replacement, internal catch platforms, permanent walkways) before scheduling repetitive leak repairs • Lack of structural assessment of the existing roof, purlins and fixings, particularly on older or storm-damaged buildings • Insufficient planning for interaction between roof work and ongoing factory operations below (e.g. production lines, forklifts, hazardous substances, noise) • Inadequate consideration of weather conditions, wind loading, and wet or slippery surfaces when scheduling roof repairs	High	• Establish a formal planning process for all roof leak repairs that requires documented risk assessment at a system level prior to work approval, including input from engineering, maintenance and WHS personnel • Embed a hierarchy of control approach into planning, requiring written justification where elimination or engineering solutions (e.g. redesign of roof, installation of permanent roof access and walkways, improved drainage) are not implemented • Require engineering assessment and, where necessary, certification of roof structural integrity, loading capacity and suitability for foot traffic, temporary platforms or plant before authorising works • Implement a planning procedure that assesses and controls the impact of roof works on operations below, including isolating work zones, protecting plant and product, managing falling objects and coordinating with production schedules • Introduce a weather and environmental planning protocol requiring consideration of forecasts, wind ratings, equipment and surface conditions, with go/no-go criteria documented in work planning tools • Use a standardised 'Roof Work Planning Checklist' that must be completed and approved by a competent person (e.g. maintenance manager or WHS advisor) before work is scheduled • Schedule non-urgent roof leak repairs at times of minimal occupancy below (e.g. shutdown, weekends, night shift) where reasonably practicable, to reduce exposure of workers and others	Medium
4. Working at Heights and Fall Prevention Systems	• Inadequate fall prevention systems leading to falls from the edge of the roof or through fragile roof components such as skylights and fibreglass sheeting • Over-reliance on personal fall-arrest systems without considering higher order controls under the hierarchy of control • Absence of an organisational standard for selection, inspection and maintenance of fall-prevention and fall-arrest equipment • Poorly defined anchor point design, placement and certification for use by contractors and workers • Failure to manage suspension trauma and rescue requirements associated with fall-arrest systems	High	[redacted]	Medium

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			[redacted]	
5. Roof Access, Traffic Management and Site Control	• Uncontrolled access to roof areas by unauthorised or untrained persons • Inadequate separation between mobile plant, delivery vehicles, elevated work platforms and pedestrian routes during roof repair operations • Poor control of access points such as ladders, roof hatches and scaffolds, leading to potential falls or interference with installed controls • Insufficient management of exclusion zones around the building perimeter to manage falling objects risk from roof work • No systematic approach to coordinating access with other concurrent activities such as crane operations, deliveries or [redacted] tasks	High	[redacted]	Medium
6. Structural Integrity, Fragile Surfaces and Building Condition	• Unidentified brittle or fragile roof sections (e.g. aged skylights, asbestos cement sheets, corroded [redacted] decking) leading to collapse under worker load • Hidden damage to structural members (purlins, trusses, fixings) caused by corrosion, previous leaks or storm damage • No systematic process to record and communicate areas of restricted loading or no-go zones on the roof • Modifications to the roof (penetrations, plant mounts, solar panels) without engineering review of structural impacts	High	[redacted]	Medium

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	• Progressive deterioration of roof condition over time without a preventive maintenance strategy		[redacted]	
7. Hazardous Materials, Asbestos and Chemical Exposure	• Presence of asbestos-containing materials in roof sheeting, flashings or eaves that may be disturbed during leak repairs • Exposure to sealants, primers, adhesives and other chemicals used in leak repair without adequate control of inhalation or skin contact • Lack of an up-to-date asbestos regist and management plan for the factory roof and associated com ts • Inadequate comm ication of hazardous materia information t contractors and w rs p commencing roof wo • Improper storage, handling or dis sal of hazardous substances disturbed during roof leak repairs	Hig	[redacted]	Medium
8. Weather, Environmental and External Conditions Management	• Roof surfaces becoming slippery due to rain, condensation, moss, or leak water, increasing fall and slip risk • High winds affecting stability of workers, tools, materials, temporary edge protection and access equipment • Heat stress or cold exposure for workers on exposed factory roofs for extended periods	Medium	[redacted]	Low

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	• Inadequate system for monitoring and acting upon adverse weather forecasts prior to and during roof leak repairs • Poor visibility due to low light, glare or sudden weather changes, affecting safe movement and decision-making on the roof		[redacted]	
9. Training, Competency and Induction	• Workers and contractors lacking formal training in working at heights, roof-top hazards, and emergency procedures • Supervisors not competent to assess roof-work SWMS, risk assessments and adequacy of controls • Inductions that do not adequately address roof-specific hazards such as fragile surfaces, anchor systems and no-go zones • No systematic verification of licences or high-risk work qualifications for personnel involved in roof leak repairs • Reliance on informal on-the-job learning instead of structured training for high-risk roof work	High	[redacted]	Medium
10. Documentation, Permits and SWMS Management	• Roof leak repairs proceeding without current, job-specific SWMS for high-risk construction work • Permit to work systems that are inconsistent, poorly understood or not enforced for roof access and associated activities • Out-of-date or generic risk assessments that do not reflect the actual conditions on the factory roof	High	[redacted]	Medium

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	• Poor document control leading to multiple conflicting versions of procedures, SWMS and drawings • Inadequate record keeping of approvals, inspections and close-out for roof work		[redacted]	
11. Plant, Equipment and Maintenance Systems	• Use of poorly maintained or unsuitable plant for roof access and leak repairs (e.g. EWPs, ladders, scaffolds) • Lack of a systematic inspection and maintenance program for permanently installed roof safety systems (guardrails, anchors, walkways) • No standard for selection of appropriate plant type for different roof locations and tasks • Inadequate control over hired or subcontractor-supplied pl used for roof works • Failure of tools, h ses or temporary fixings on the roof ding t pp objects and additiona zards	High	[redacted]	Medium
12. Interaction with Factory Operations and Other PCBUs	• Uncontrolled interaction between roof repair activities and production operations below, leading to risks from falling objects, noise, dust or chemical ingress • Lack of coordination with other PCBUs sharing the premises, such as tenants, landlords or service providers • Insufficient communication to workers, visitors and contractors about active roof works and associated restricted areas • Failure to consider business continuity and emergency impacts of isolations	High	[redacted]	Medium

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	required for roof works (power, HVAC, fire systems) • Concurrent works that interfere with or undermine controls for roof leak repairs		[redacted]	
13. Emergency Preparedness and Response	• Lack of a clear and practised emergency response plan for incidents occurring on the roof such as falls, sudden illness, structural failures or severe weather events • Delayed rescue from fall-arrest systems leading to suspension trauma and worse outcomes • Inadequate communication systems between roof workers, ground support and emergency services • Emergency plans that do not account for access routes, stretcher-ability and interaction with plant such as EWPs o cranes • Confusion about roles, responsibilities and authority during ro d emergencies, espec y where contractors are inv ved	High	[redacted]	Medium
14. Incident Reporting, Monitoring and Continuous Improvement	• Under-reporting of near misses an minor incidents associated with r leak repairs, leading to misse g opportunities • Lack of trend analysis specific to work at heights and roof-related events across the organisation • Inadequate investigation of roof-related incidents, focusing on worker behaviour rather than systemic causes • No structured process to feed incident learnings into changes to procedures, training, plant or design of the factory roof	Medium	[redacted]	Low

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	• Limited senior management visibility of the risk profile and performance of roof work activities		[redacted]	

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 FOR 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

New South Wales
Work Health and Safety Act 2011
Work Health and Safety Regulations 2025
Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-codes-of-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/forms-and-resources/codes-of-practice

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.

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

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

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