

Roof Maintenance and Repair

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. Roof Access Systems & Edge Protection Management	<ul style="list-style-type: none"> Inadequate permanent roof access design (ladders, stairs, walkways) leading to unsafe improvisation Absence or deficiency of engineered fall protection (guardrails, parapets, anchor points, static lines) Poorly documented inspection regime for roof access and edge protection systems Unclear ownership and maintenance responsibilities between building owner, PCBU and contractors Failure to integrate access safety requirements into design for new works and refurbishments Non-compliant temporary access systems used when permanent systems are unavailable Uncontrolled modification or removal of edge protection during maintenance or construction projects 	4A	<ul style="list-style-type: none"> Develop and enforce a Roof Access and Fall Protection Policy aligned with WHS Act 2011 and relevant Codes of Practice Implement an asset register for all roof access systems (ladders, platforms, hatches, walkways, fixed lines, anchors, guardrails) with documented ownership and inspection dates Ensure all roof access and fall protection systems are designed, installed and certified by a competent person in accordance with AS/NZS 1657 and relevant fall protection standards Establish a scheduled inspection and recertification program (e.g. 6–12 monthly) for roof access and fall protection assets with documented corrective actions Integrate roof access and edge protection design requirements into project design briefs, tenders and contracts or scope of work Develop permit-to-access-roof procedure requiring verification of anchor certifications, edge protection adequacy and access route controls before work commences Prohibit unauthorised alterations to edge protection and access systems through a formal change management and approval process Provide competency-based training for facilities and project managers on selection, inspection and management of roof access and edge protection systems 	3H
2. Roof Structural Integrity & Fragile Surface Management	<ul style="list-style-type: none"> Lack of system to verify roof load capacity before maintenance or repair activities Unidentified fragile or brittle surface (e.g. skylights, asbestos cement, aged metal sheeting, perspex sheeting) No documented process for determining structural condition of older or modified rooves Hidden deterioration from corrosion, rot, termite damage or water ingress beneath roof surfaces Uncontrolled loading from stored materials, equipment or personnel exceeding design limits Inadequate communication of no-go zones, fragile areas and safe load paths to workers and contractors 	4A	<ul style="list-style-type: none"> Develop a Roof Structural Integrity Assessment Procedure requiring pre-work desktop review and site inspection by a competent person for all roof maintenance and repair works Maintain current structural documentation and as-built drawings for buildings and rooves, including any modifications and reinforcements Establish a formal process to identify, label and record fragile roof zones and no-go areas in a site roof hazard register and roof access plans Specify maximum allowable loads for different roof types and incorporate these limits into contractor engagement documents and work permits Require engineering review and written confirmation of load capacity where heavy equipment, materials or temporary platforms are proposed Mandate the use of load-spreading methods (e.g. temporary walkways, planks, platforms) through procedure, not just worker discretion Implement post-event structural inspections after storms, impacts, roof leaks or structural alterations, with restrictions on access until cleared Ensure induction materials and pre-start briefings include specific information on fragile surfaces, safe paths of travel and identified structural risks 	2M

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	<ul style="list-style-type: none"> Failure to reassess structural integrity after severe weather, impact or modifications 			
3. Fall Prevention, Fall Arrest & Work Positioning Systems	<ul style="list-style-type: none"> Reliance on non-engineered controls (e.g. administrative rules only) instead of hierarchy of control for falls Inadequate design, installation or certification of fall arrest and restraint systems Misuse of anchor points, lifelines and work-positioning equipment due to poor training or unclear procedures Out-of-date or undocumented inspection of harnesses, lanyards, anchor points and static lines Failure to plan for safe movement on steep and pitched rooves, including traversing along roof edges Inadequate systems for safe working near roof openings, cut-outs and penetrations No formal rescue plan for a suspended person following fall arrest activation 	4A	<ul style="list-style-type: none"> Implement a Fall Prevention Management Standard that mandates the hierarchy of control for all roof work (elimination, substitution, isolation, engineering controls, administrative controls, PPE) Ensure all fall arrest, restraint and work positioning systems are designed and certified by competent persons in accordance with AS/NZS 1891 and related standards Maintain a central register of all fall protection assets (anchors, static lines, davits) with inspection frequency, test records and expiry/recertification dates Develop detailed procedures for selection, use, inspection and storage of fall protection equipment, including mandatory pre-use checks and quarantine processes Require task-specific planning for work on pitched, steep or slick rooves, including defined safe access routes, attachment points and movement controls Standardise the use of carriers, covers and controlled work zones around roof openings, penetrations and cut-out areas within the organisation's procedures Develop and test a documented Rescue and Emergency Response Plan addressing suspension trauma, access, casualty and interface with emergency services Provide competency-based training and verification of competence for all supervisors and workers using fall protection systems, with scheduled refresher training 	2M
4. Access to and Movement on Pitched, Sloped & Fragile Rooves	<ul style="list-style-type: none"> Absence of a standardised process for assessing roof pitch and slip risk prior to work No organisational criteria for when roof ladders, platforms or additional controls are required on steep rooves Inconsistent approach to controlling movement on wet, dusty, mossy or otherwise slick surfaces Inadequate planning for traversing along roof edges, valleys, ridges and around obstacles such as chimneys and plant Lack of engineered systems for safe movement across brittle or soft rooves and over skylights 	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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	<ul style="list-style-type: none"> Unclear work methods for temporary tarping, patching holes and emergency leak interventions on sloped rooves 		[REDACTED]	
5. Working at Heights Governance, Permits & Authorisation	<ul style="list-style-type: none"> Inconsistent application of working at heights controls across different sites and contractors Lack of formal permit-to-work process for roof activities above 2 metres Inadequate assessment of combined risks (heights, weather, structural integrity, access) prior to authorisation Authorisation of roof work by personnel without appropriate competence in height safety Failure to verify that high-risk construction work requirements under WHS Regulations are being met Poor documentation and retention of height work permits, preventing learning from incidents and near misses 	3H	[REDACTED]	2M
6. Contractor Management & Competency for Roof Works	<ul style="list-style-type: none"> Engagement of contractors without verified competence or appropriate licences for roof maintenance and repair Inadequate induction of contractors to site-specific roof risks and controls Lack of clarity between PCBU and contractor regarding primary duty of care and consultation requirements Poor review of contractor risk assessments, SWMS and methods for roof removal, repair and access Inconsistent monitoring and supervision of contractor work practices on rooves 	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> Failure to manage subcontractor arrangements and labour-hire personnel working on rooves 		[REDACTED]	
7. Planning of Roof Maintenance Tasks, Load Management & Material Handling	<ul style="list-style-type: none"> Ad hoc planning of roof works leading to uncontrolled simultaneous activities and congestion on rooves Inadequate consideration of load distribution from stored materials, tools and equipment Unmanaged interaction between roof work and crane, hoist or mechanical lifting activities No formal system for controlling movement and temporary storage of materials during roof removal, replacement and repair Ineffective planning for safe lifting and staging of roofing sheets, tarps and large or awkward items on pitched roofs Uncoordinated roof access and egress routes for personnel and materials 		[REDACTED]	2M
8. Environmental Conditions, Weather & Work Scheduling	<ul style="list-style-type: none"> Absence of a formal weather and environmental monitoring process for roof work scheduling Work continuing in high winds, heavy rain, lightning, extreme heat or other adverse conditions Inadequate systems to manage slick or icy roof surfaces created by dew, frost, moss or contaminants 	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> Heat stress and UV exposure for workers during extended periods on exposed rooves Poor visibility during dawn, dusk or night-time roof work due to inadequate planning Failure to reassess risk after changing conditions (e.g. sudden storms, temperature changes) 		[REDACTED]	
9. Plant, Tools & Temporary Equipment Used on Rooves	<ul style="list-style-type: none"> Use of inappropriate or uncertified temporary work platforms, ladders and roof brackets Lack of systematic inspection and maintenance of portable tools and plant used on rooves Uncontrolled use of portable tools near roof edges, openings and fragile materials Inadequate management of hazards created by cables, cords, tools and temporary equipment on rooves Noise, vibration and dust from equipment contributing to loss of balance or missteps Inadequate assessment of suitability of access equipment for specific roof configurations and pitches 	3H	[REDACTED]	2M
10. Building Services, Utilities & Rooftop Obstacle Management	<ul style="list-style-type: none"> Unidentified live services (electrical, gas, HVAC, solar, antennas) near roof work areas Inadequate isolation or protection of services that could be damaged during roof removal, cutting or repair 	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> • Trip and entanglement risks from conduits, pipework, ducting, cabling and plant on rooves • Restricted access routes caused by poorly planned placement of equipment, skylights, plant enclosures or other obstacles • Exposure to hazardous fumes or exhaust discharges from rooftop plant during maintenance works • Contact with overhead electrical lines or nearby structures when accessing or working on rooves 		[REDACTED]	
11. Hazardous Materials, Dusts & Waste from Roof Works	<ul style="list-style-type: none"> • Disturbance of asbestos containing materials during roof removal, repair or cutting without appropriate controls • Exposure to lead based paints, dust, bird droppings and other biological contamination on rooves • Poorly managed waste from dismantled roofing, sealants, adhesives and insulation leading to environmental and health risks • Lack of systems for safe handling and recycling of old roofing materials and associated components • Inadequate segregation and labelling of hazardous waste generated during roof maintenance and repair 	3H	[REDACTED]	2M

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			[REDACTED]	
12. Emergency Preparedness, Rescue & Incident Management for Roof Work	<ul style="list-style-type: none"> Lack of a documented emergency response plan specific to roof incidents and falls from height No practical rescue capability for a worker suspended in a fall arrest system Delayed emergency response due to poor communication channels from roof level to ground and external services Inadequate training of supervisors and workers in roof-specific emergency procedures Failure to investigate roof-related near misses and incidents to identify system issues 	3H	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	2M
13. Training, Competency, Supervision & Consultation for Roof Work	<ul style="list-style-type: none"> Insufficient training in working at heights, roof-specific hazards and organisational procedures Lack of competency verification for personnel tasked with planning, supervising or undertaking roof work Inadequate supervision of inexperienced workers or new contractors on rooves Poor consultation with workers regarding practical issues accessing and working on rooves Language, literacy or cultural barriers affecting understanding of roof safety requirements 	3H	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	2M

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			[REDACTED]	
14. Health, Fatigue & Fitness for Work in Roof Environments	<ul style="list-style-type: none"> Workers undertaking roof tasks while fatigued, unwell or physically unfit for work at heights Medical conditions (e.g. vertigo, heart conditions, medication side-effects) increasing risk of loss of balance or sudden incapacity on rooves Insufficient break management for physically demanding work on pitched or elevated surfaces Psychological stress or fear of heights affecting decision-making and stability on rooves 	2M	[REDACTED]	1L
15. Documentation, Compliance Monitoring & Continuous Improvement for Roof Safety	<ul style="list-style-type: none"> Fragmented or out of date documentation of roof safety policies, procedures and asset records Inconsistent compliance with WHS Act 2011 duties relating to roof work across different sites Lack of systematic auditing and inspection of roof work practices and roof access systems Poor capture and use of lessons learned from past roof-related incidents, near misses and audits Inadequate management of changes affecting roof safety (building modifications, new plant, altered access routes) 	3H	[REDACTED]	2M

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			[REDACTED]	
			[REDACTED]	

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 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>

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 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-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) Regulation 2011
 Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>
 Codes of Practice NT: <https://worksafe.nt.gov.au/factsheets-and-resources/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>

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>

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

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.