

**Roof Plumbing and Guttering**

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>	

  

Risk Rating & Required Action:	
<b>4A</b>	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.
<b>3H</b>	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.

  

Consequence Scale:			
Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance
<b>Insignificant</b>	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. WHS Governance, Leadership and Legal Compliance	<ul style="list-style-type: none"> <li>Lack of clear WHS policy specific to roof plumbing and guttering works</li> <li>Management unaware of duties under WHS Act 2011 and WHS Regulations</li> <li>Inadequate PCBU consultation, cooperation and coordination with other duty holders (builders, clients, subcontractors)</li> <li>Failure to identify roof plumbing and guttering as high-risk construction work in WHS management systems</li> <li>No formal process to review legal updates (codes of practice, standards, regulator guidance)</li> <li>Insufficient resourcing for WHS (time, budget, competent people)</li> <li>No documented WHS objectives, KPIs or due diligence reporting to officers</li> </ul>	4A	<ul style="list-style-type: none"> <li>Develop and implement a documented WHS management policy that explicitly covers roof plumbing and guttering, fascia, soffit and flashing activities as high-risk work</li> <li>Ensure officers meet due diligence obligations under WHS Act 2011 by establishing regular WHS performance reporting (lead and lag indicators) covering roof plumbing activities</li> <li>Establish a legal compliance register referencing WHS Act 2011, WHS Regulation, relevant Codes of Practice (Construction Work, Managing the Risk of Falls, Managing the Risk of Plant in the Workplace) and applicable Australian Standards for roofing and guttering</li> <li>Formalise PCBU consultation and coordination arrangements (e.g. WHS clauses in contracts, pre-start coordination meetings, site interface agreements) with builders, principal contractors and other trades</li> <li>Integrate high-risk construction work requirements into company procedures for roof plumbing, gutter installation, fascia and soffit alterations, flashing, valleys and downpipes</li> <li>Allocate clear WHS roles, responsibilities and authorities for managers, supervisors and leading hands involved in roof plumbing projects</li> <li>Conduct annual management review of the WHS management system with specific review of roof plumbing incidents, trends, audit findings and compliance gaps</li> </ul>	3H
2. Contractor Selection, Procurement and Prequalification	<ul style="list-style-type: none"> <li>Engaging subcontractors without verifying competency in roof plumbing and guttering systems</li> <li>No verification of high-risk construction work documentation (SWMS, licences, insurances)</li> <li>Inadequate assessment of subcontractor WHS performance history and incident records</li> <li>Lack of clarity around responsibilities for roof plumbing design, temporary edge protection and fall control</li> <li>Price-driven procurement encouraging unsafe practices and shortcuts</li> <li>No systematic check that subcontractors can safely perform tasks such as fixing valleys, chimney flashing, lead dressing and gutter removal at height</li> </ul>	4A	<ul style="list-style-type: none"> <li>Implement a formal WHS prequalification process for roof plumbing contractors including review of WHS management system, SWMS templates, training records and references</li> <li>Require evidence of trade qualifications, high-risk work licences (where applicable), working at heights training and verification of competency for key roof plumbing activities</li> <li>Include minimum WHS performance thresholds and incident disclosure requirements in subcontractor approval criteria</li> <li>Build WHS requirements into tender and contract documents, including responsibilities for design coordination, temporary works, fall prevention and plant management</li> <li>Mandate submission and approval of task-specific SWMS (e.g. roof plumbing, gutter removal at height, downpipe installations in wet conditions, chimney flashing) before work commences on site</li> <li>Periodically review subcontractor performance against WHS KPIs and remove underperforming contractors from the approved list</li> </ul>	2M
3. Design, Planning and Engineering Coordination	<ul style="list-style-type: none"> <li>Roof plumbing design not coordinated with structural design, leading to overloaded fascias and supports</li> </ul>	4A	<ul style="list-style-type: none"> <li>Establish a formal design review and coordination process involving builder, structural engineer and roof plumber for guttering, valleys, downpipes, fascia and flashing details</li> </ul>	2M

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	<ul style="list-style-type: none"> <li>• Insufficient detail on gutter supports, bracket spacing, valley sizing and downpipe locations in drawings</li> <li>• No consideration of access, safe roof pitch and anchor points during design stage</li> <li>• Inadequate allowance for thermal movement, expansion joints and flexibility in guttering and flashing systems</li> <li>• Poor coordination of penetrations (vents, chimneys, skylights) creating complex flashing requirements</li> <li>• Lack of design consideration for heavy rainfall events, overflow paths and safe discharge of water</li> <li>• Late design changes requiring unplanned cutting, alterations to fascia/soffits and re-work at height</li> </ul>		<ul style="list-style-type: none"> <li>• Require all roof plumbing systems to be designed and documented in accordance with relevant Australian Standards and plumbing codes, with particular focus on support spacing, falls and overflow provisions</li> <li>• Include access and fall protection requirements (walkways, anchor points, edge protection interfaces) in design documentation and pre-construction meetings</li> <li>• Develop standard design details for common conditions such as roof intersections, valley terminations, chimney flashings and eaves gutters to reduce on-site improvisation</li> <li>• Implement a change management process for design variations that assesses WHS impacts, need for new SWMS and additional controls before work proceeds</li> <li>• Review drainage design to ensure downpipes and rainwater pipes can be installed and secured safely without working in unsafe positions during rainfall events</li> </ul>	
4. Working at Heights and Fall Prevention Systems	<ul style="list-style-type: none"> <li>• Inadequate edge protection or fall prevention for work on roofs, eaves and gutters</li> <li>• No systematic process to select appropriate fall control hierarchy for each project</li> <li>• Failure of temporary edge protection scaffolds or roof anchors due to poor design, installation or inspection</li> <li>• Uncontrolled access to fragile roofing surfaces during gutter or valley works</li> <li>• Inconsistent use or maintenance of fall-arrest systems for roof plumbing activities</li> <li>• Lack of rescue planning for workers using fall-arrest systems</li> <li>• Removal of existing guttering or drainpipes at height without considering loss of handholds or support points</li> </ul>	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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5. Access, Scaffolding and Temporary Work Platforms	<ul style="list-style-type: none"> <li>Inadequate planning for safe access to roof edges, valleys and gutter lines</li> <li>Use of unsuitable ladders or makeshift platforms for fascia and soffit alterations</li> <li>Scaffolding or mobile elevating work platform (MEWP/EWP) not designed for roof plumbing tasks</li> <li>Poor management of scaffold handover, alterations and signoff</li> <li>Overloading platforms with gutter sections, flashings, tools and materials</li> <li>Uncontrolled interface between scaffolding and roof plumbing activities, creating crush or fall hazards</li> </ul>	3H	[REDACTED]	2M
6. Training, Competency and Supervision	<ul style="list-style-type: none"> <li>Roof plumbing workers not formally trained or assessed as competent for specialist tasks (valley installation, chimney flashing, lead dressing)</li> <li>Inadequate training in company WHS procedures and risk controls for roof plumbing and guttering</li> <li>New or young workers not supervised adequately on high-risk activities and work at heights</li> <li>Lack of verification of competency for using powered cutting tools, EWP, or installing support systems</li> <li>No structured refresher training or skills maintenance program</li> <li>Supervisors lacking WHS leadership skills or knowledge of legal responsibilities</li> </ul>	3H	[REDACTED]	2M
7. Hazard Identification, Risk Assessment and SWMS Management	<ul style="list-style-type: none"> <li>Inconsistent identification of system-level hazards across roof plumbing projects</li> <li>SWMS developed generically and not tailored to specific sites or roof types</li> </ul>	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>Failure to review and update SWMS when scope changes (e.g. additional fascia alterations or complex roof intersections)</li> <li>Workers not involved in risk assessment processes and therefore unaware of critical risks</li> <li>SWMS not implemented in practice or not monitored by supervisors</li> <li>Poor documentation and retention of risk assessments and revisions</li> </ul>		[REDACTED]	
8. Plant, Tools and Equipment Management	<ul style="list-style-type: none"> <li>Inadequate maintenance system for cutting tools used on gutter sections and flashing</li> <li>Use of non-compliant or damaged plant (e.g. grinders, nibblers, drills, riveters, ladders)</li> <li>No documented pre-start checks for plant used at height or near edges</li> <li>Lack of engineering controls for noise, vibration and dust during cutting and fixing activities</li> <li>Improper selection of tools for lead flashing and mould lead dressings increasing manual handling</li> <li>Uncontrolled introduction of hired or subcontractor plant with unknown condition</li> </ul>		[REDACTED]	2M
9. Material Handling, Storage and Manual Task Risk Management	<ul style="list-style-type: none"> <li>Poor planning for delivery, storage and handling of long gutter sections, downpipes and flashings</li> <li>Manual handling of heavy or awkward materials on scaffolds, ladders or roof surfaces</li> <li>Inadequate systems for mechanical or team lifting, leading to musculoskeletal injuries</li> <li>Unsecured materials on roofs creating fall or wind-borne projectile risks</li> </ul>	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>Unsafe handling of lead and other hazardous materials during flashing and mould lead dressing</li> <li>Cluttered work areas at eaves or valleys, increasing trip and fall potential</li> </ul>		[REDACTED]	
10. Weather, Environmental and Site Condition Management	<ul style="list-style-type: none"> <li>Inadequate systems to manage work during adverse weather (rain, wind, heat) affecting roof stability and worker safety</li> <li>Unsafe decision-making around rainfall and wet surfaces during downpipe and gutter installations</li> <li>No process for assessing roof condition (fragility, rot, loose tiles) before starting work on valleys, gutters or flashing</li> <li>Slips on wet or contaminated roof surfaces when sealing joints or checking gutter stability</li> <li>Environmental exposure risks (UV, heat stress) for workers on roofs for extended periods</li> <li>Runoff of contaminants (sealants, metal filings, lead residues) into stormwater system</li> </ul>	3H	[REDACTED]	2M
11. Structural Integrity, Fixings and Quality Assurance	<ul style="list-style-type: none"> <li>Inadequate system for verifying structural adequacy of fascias, eaves and supports before gutter installation</li> <li>Incorrect fixing methods or fastener selection for gutter supports, valleys and flashings</li> <li>No systematic check of gutter stability, alignment and fall prior to handover</li> <li>Uncontrolled modification of fascia and soffit elements compromising load capacity</li> <li>Insufficient inspection of joints and seals leading to leaks, corrosion and long-term failure</li> </ul>	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>Absence of documented criteria for acceptance of roof plumbing workmanship</li> </ul>			
12. Chemical, Sealant and Hazardous Substance Management	<ul style="list-style-type: none"> <li>Inadequate control of exposure to sealants, adhesives, primers and cleaning agents used for gutter joints and flashings</li> <li>Lack of systems for safe handling of lead and lead-based products during mould lead dressing and flashing work</li> <li>No accessible Safety Data Sheets (SDS) or training on chemical hazards</li> <li>Improper storage and labelling of sealants and solvents on site and in vehicles</li> <li>Poor ventilation or inappropriate use of chemicals in confined eaves and soffit spaces</li> <li>Environmental contamination from spills, wash-down water and waste materials</li> </ul>	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
13. Traffic, Public Protection and Site Interface Management	<ul style="list-style-type: none"> <li>Inadequate segregation between roof plumbing work area and public or building occupants</li> <li>Falling objects (off-roof, tools, gutter sections) impacting people below</li> <li>Uncontrolled vehicle movement during delivery of long gutter lengths and downpipes</li> <li>Poor coordination with other trades working simultaneously in the same areas</li> <li>Insufficient signage and exclusion zones around roof edges and scaffold perimeters</li> </ul>	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
14. Emergency Preparedness, First Aid and Incident Management	<ul style="list-style-type: none"> <li>Lack of emergency planning specific to roof plumbing incidents (falls, structural collapse, cuts from sharp metal)</li> <li>No effective system for rescue from height or from fall-arrest systems</li> </ul>	3H	<p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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	<ul style="list-style-type: none"> <li>• Insufficient first aid resources or trained first aiders on sites with roof plumbing activities</li> <li>• Inadequate incident reporting, investigation and corrective action processes</li> <li>• Poor communication protocols for summoning help, particularly on remote or multi-storey sites</li> </ul>		[REDACTED]	
15. Consultation, Communication and Worker Engagement	<ul style="list-style-type: none"> <li>• Inadequate mechanisms for roof plumbing workers to raise WHS concerns or suggest improvements</li> <li>• Poor communication of design changes, sequencing or new hazards to workers on roofs</li> <li>• No formal health and safety representative (HSR) engagement for roof plumbing issues</li> <li>• Language or literacy barriers affecting understanding of procedures, SWMS and signage</li> <li>• Lack of feedback loop from field learnings into corporate WHS system</li> </ul>	2M	[REDACTED]	1L
16. Monitoring, Audit and Continuous Improvement	<ul style="list-style-type: none"> <li>• Absence of systematic WHS inspections focused on roof plumbing systems and controls</li> <li>• No performance monitoring of key risk controls (e.g. heights controls, quality checks, training currency)</li> <li>• Failure to act on audit and inspection findings relating to roof plumbing activities</li> <li>• Inability to identify trends in roof plumbing incidents or non-conformances</li> <li>• WHS management system documentation not kept current with industry best practice</li> </ul>	2M	[REDACTED]	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 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/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>

**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.