

Roof Tiling

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. WHS Governance, Roles and Consultation	<ul style="list-style-type: none"> Lack of clearly defined WHS responsibilities for directors, managers, supervisors and leading hands for roof tiling activities Inadequate consultation with roof tilers, apprentices, subcontractors and labour hire workers about WHS issues and changes to processes Failure to establish and maintain a WHS management system aligned to WHS Act 2011 and WHS Regulations 2011 for high-risk construction work (work at height) No formal WHS objectives, targets or key performance indicators related to roof tiling risks (falls, falling objects, musculoskeletal disorders, silica, etc.) Insufficient resourcing (time, budget, competent people) allocated to WHS for roofing projects Absence of documented WHS policy endorsed by senior management and communicated to workers and subcontractors 	High	<ul style="list-style-type: none"> Establish and document a WHS policy signed by the CBU's officers, explicitly referencing duties under the WHS Act 2011 and covering high-risk construction work such as roof tiling Define and document WHS roles, responsibilities and authorities for directors, project managers, site supervisors, leading hands, HSAs and workers performing roof tiling Implement a formal consultation, cooperation and coordination procedure with workers, subcontractors and other duty holders on site (e.g. principal contractor, builders, scaffolders) Appoint trained Health and Safety Representatives (HSRs) where required and ensure access to WHS Committee or toolbox forums for regular consultation Integrate WHS performance objectives and KPIs (e.g. completion of roof-specific risk assessments, site inspections, close-out of actions) into management performance reviews Ensure WHS governance arrangements reference and align with relevant legislation, Codes of Practice, Australian Standards and industry guidelines for roofing and construction Provide adequate budget and resources for WHS activities including training, supervision, engineering controls and periodic external WHS reviews 	Medium
2. Contractor, Subcontractor and Labour Hire Management	<ul style="list-style-type: none"> Engagement of roof tiling subcontractors without verifying WHS competence, licences, insurances or past safety performance Inconsistent WHS standards between principal contractor and roofing subcontractors leading to gaps in fall protection and site controls Poor coordination between different contractors on the roof (roof tilers, plumbers, solar installers) causing increased risk of falls and falling objects No system to ensure subcontractors have and implement suitable SWMS for roof tiling as required for high-risk construction work Inadequate review of labour hire provider WHS systems and 	High	<ul style="list-style-type: none"> Develop a pre-qualification process for all roof tiling subcontractors and labour hire providers including review of WHS management systems, SWMS, incident history and references Include explicit WHS requirements in contracts, such as compliance with WHS Act 2011, WHS Regulations 2011, Codes of Practice, and adherence to site-specific WHS plans Require and verify evidence of appropriate licences, trade qualifications, high-risk work licences (where relevant), insurances and training for all tiling personnel Implement a system for review and approval of subcontractor SWMS for roof tiling, ensuring they adequately address work at height, weather, manual handling and silica risks Establish coordination arrangements between all contractors on site, including pre-start meetings, interface risk assessments and clear allocation of responsibilities for shared controls Monitor subcontractor WHS performance through scheduled inspections, audits, toolbox talks and review of corrective actions, with consequences for non-conformance defined in contracts Ensure labour hire workers receive the same WHS induction, supervision, consultation and access to information as directly employed workers 	Medium

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	<p>communication of site-specific risks to supplied workers</p> <ul style="list-style-type: none"> Lack of clarity about which duty holder controls specific WHS risks (e.g. scaffolding, edge protection, exclusion zones, traffic management) 			
3. Planning, Design and Project Management	<ul style="list-style-type: none"> Roof design and sequencing not considering safe access, edge protection, anchor points or load capacity for roof tilers and materials Inadequate planning for installation, alteration and dismantling of scaffolding, guardrails, perimeter screens or fall arrest systems Failure to identify high-risk construction activities associated with roof tiling at the planning stage (e.g. fragile roofs, steep pitches, complex multi-storey work) Insufficient consideration of weather, site conditions, overhead powerlines adjacent structures during project scheduling Lack of integration between the builder's construction programme and roof tiling schedule causing rushed work and reduced attention No formal process for design safety review (Safe Design) for new builds or major refurbishments involving significant roof tiling 	High	<ul style="list-style-type: none"> Implement a formal pre-construction planning process that identifies roof tiling tasks as high-risk construction work and documents required controls in a project WHS plan Include WHS input in design and constructability reviews, ensuring roof layouts, access routes and structural elements consider safe installation and maintenance of roof tiles Plan and document safe access to roofs (scaffolds, stair towers, roof ladders, walkways) and ensure they are scheduled and installed before tilers commence work Coordinate project scheduling to avoid concurrent incompatible works on roofs (e.g. crane operations, steel erection) that may increase fall or falling object risks Assess site-specific hazards such as powerlines, public interfaces and adjacent properties during planning and incorporate engineering or administrative controls in the project WHS plan Include weather criteria and decision-making protocols (e.g. wind, rain, lightning thresholds) in planning documents and site management procedures Maintain a documented change management process for variations to design or programme that could alter roof tiling WHS risks, ensuring updated risk assessments and SWMS 	Medium
4. SWMS, Risk Assessment and Documentation Control	<ul style="list-style-type: none"> Roof tiling activities proceeding without a current, site-specific Safe Work Method Statement as required for work at height above 2 metres Generic SWMS that do not reflect actual roof configurations, access arrangements, materials or plant used on the project SWMS and risk assessments not effectively communicated to workers or not understood due to literacy or language barriers 	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium

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	<ul style="list-style-type: none"> Poor document control resulting in use of superseded versions of SWMS, rescue plans or procedures Lack of formal process to review and revise SWMS following incidents, near misses, changes in methods or introduction of new plant Inadequate record keeping of risk assessments, SWMS briefings, worker sign-offs and monitoring activities 		[REDACTED]	
5. Training, Competency and Supervision	<ul style="list-style-type: none"> Roof tilers, apprentices and labourers performing work at height without adequate training or verification of competency Supervisors lacking specific training in managing high-risk construction work and in implementing fall prevention systems Inadequate induction on project-specific roof hazards, emergency procedures and reporting expectations No system to verify that workers understand and can demonstrate SWMS and safe work procedures in practice Insufficient supervision of new or inexperienced roof tilers, including apprentices and young workers Failure to provide refresher training for fall prevention, manual handling, plant use and silica hazard management 	High	[REDACTED]	Medium
6. Plant, Equipment and Fall Protection Systems Management	<ul style="list-style-type: none"> Use of defective or unsuitable plant and equipment such as scaffolds, roof ladders, harnesses and mechanical tile hoists Absence of a systematic inspection, testing and maintenance program for fall prevention and fall arrest equipment 	High	[REDACTED]	Medium

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	<ul style="list-style-type: none"> Unclear responsibilities between PCBU, scaffold supplier and roofing contractor regarding inspection and modification of scaffolding and edge protection Improper storage, transport or set-up of roof tiling equipment leading to damage or reduced effectiveness of safety systems Non-standard or improvised access arrangements to roofs due to inadequate planning or resourcing Failure to maintain records of inspections, tags and certifications for plant and safety equipment used in roof tiling 		[REDACTED]	
7. Hazard Identification, Inspections and Monitoring	<ul style="list-style-type: none"> Inconsistent identification of roof-related hazards such as fragile surfaces, penetrations, skylights, incomplete structures and unstable loads No structured inspection regime for roofs, access ways and work areas before and during tiling activities Failure to detect deteriorating controls (e.g. removed guard rails, damaged platforms, missing safety in a time manner Informal or undocumented reporting of hazards, leading to incomplete follow-up and recurring issues Supervisors lacking time or tools to adequately monitor WHS performance on roofing tasks across multiple sites Over-reliance on workers to identify and manage hazards in the absence of systematic oversight 	High	[REDACTED]	Medium
8. Manual Handling, Ergonomics and Work Organisation	<ul style="list-style-type: none"> Systemic reliance on manual handling of tiles, ridge capping and accessories up and across roofs without adequate mechanical assistance Work scheduling that encourages rushing, long shifts or inadequate 	High	[REDACTED]	Medium

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	<p>breaks, increasing musculoskeletal and fatigue-related risks</p> <ul style="list-style-type: none"> • Poor organisational control of material placement on roofs leading to awkward postures, overreaching and increased fall risk • Lack of structured approach to job rotation or task variation for roof tilers regularly performing repetitive tasks • Inadequate consideration of individual fitness, pre-existing injuries or limitations in task allocation • Absence of a documented procedure for hazardous manual tasks specific to roof tiling work 		<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
9. Health Hazards Management (Silica, Noise, UV and Weather)	<ul style="list-style-type: none"> • Exposure to respirable crystalline silica from cutting tiles without effective engineering controls or respiratory protection • Chronic exposure to ultraviolet radiation due to prolonged outdoor roof work without adequate sun protection measures • Exposure to high noise levels from power tools, compressors and other plant used for roof tiling and adjacent works • Heat stress or cold stress due to extreme weather conditions, particularly on metal roofs or during heatwaves • Inadequate health monitoring or surveillance for workers regularly exposed to silica dust or extreme environmental conditions • Lack of organisational guidance on when work should be modified, rescheduled or ceased due to adverse weather 	High	<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>	Medium

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10. Emergency Preparedness and Incident Management	<ul style="list-style-type: none"> Lack of site-specific rescue plans for falls from height involving roof tilers using fall arrest systems or working near roof edges Inadequate emergency access to roofs for first responders due to poor planning of access routes or locked areas Workers and supervisors not trained in site-specific emergency procedures, including rescue from harness, first aid and evacuation Delayed or inconsistent incident reporting and investigation leading to missed opportunities to correct systemic issues Emergency equipment (first aid kits, rescue gear, communication devices) not readily available, maintained or appropriate for roof environments No structured process to review and learn from incidents, near misses or regulatory notifications related to roof tiling 	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium
11. Interface with Public, Neighbours and Site Security	<ul style="list-style-type: none"> Roof tiling work above public areas, neighbouring properties or pedestrian entries without adequate exclusion zones or overhead protection Uncontrolled access by unauthorised persons to scaffolds, ladders or roof areas outside working hours Damage to surrounding property (e.g. parked vehicles, neighbouring roofs, gardens) from falling tiles, tools or debris Inadequate communication with neighbours about timing and nature of roof works leading to complaints or interference with safety controls Insufficient signage and barriers delineating construction zones and roof work areas 	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium

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	<ul style="list-style-type: none"> • After-hours theft, vandalism or tampering with scaffolds and fall protection systems 			
12. Continuous Improvement, Audit and Review	<ul style="list-style-type: none"> • WHS management arrangements for roof tiling becoming outdated and not reflecting current legal, technical or industry best practice requirements • Recurring roof-related incidents or near misses not triggering systemic review or changes to controls • Lack of formal WHS audit or review program targeting high-risk activities such as roof tiling • Failure to incorporate worker and subcontractor feedback into improvement of WHS procedures and systems • Inadequate management review of WHS performance data, leading to missed trends and opportunities for prevention • Non-conformances identified in inspections or audits not actioned or closed out in a timely manner 	Medium	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Low

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.