

Roof Tiling and Shingle Installation

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, Legal Compliance and PCBU Due Diligence	<ul style="list-style-type: none"> Absence of a documented WHS management system specific to roof tiling and shingle installation activities Directors and officers not exercising due diligence under WHS Act 2011 (e.g. limited WHS reporting on high-risk work at heights) Inadequate integration of tile roofing and shingle works (including replace roof tiles and tile roofing tasks) into the organisation's overall WHS risk register Failure to consult, cooperate and coordinate with other duty holders (builders, principal contractors, subcontractors) on tiled and shingled roofing interfaces Lack of clear WHS objectives and performance indicators for roof tiling and shingle installation work Poor incident and near-miss reporting culture leading to systemic issues (e.g. recurring roof tile displacement risk) not being identified Inadequate review of lessons learned from previous roofing incidents and regulatory notices 	4A	<ul style="list-style-type: none"> Establish and maintain a certified WHS management system (e.g. ISO 45001-aligned) that specifically addresses high-risk construction work including roofing – tiled and shingle operations Define and document PCBU and officer due diligence responsibilities related to roof tiling, seal hip and ridge caps works, and ensure shingle courses activities with regular WHS performance reporting to the board or senior leadership Maintain a corporate risk register that includes tile roofing hazards (e.g. roof tile displacement risk, shingle uplift, fall from height exposure) and ensure it is reviewed at least annually Implement formal consultation and coordination procedures with builders, principal contractors and other PCBU, including written WHS interface agreements for tiled and shingle roofing works Set measurable WHS key performance indicators (e.g. audits completed, corrective actions closed, near-miss reports raised), specifically for roof tiling and shingle installation projects Establish a structured incident and near-miss reporting and investigation procedure, ensuring root cause analysis is undertaken for all roofing-related events Schedule periodic management reviews of the WHS system with explicit agenda items for high-risk roofing activities and regulatory changes affecting roof tiling and shingle work 	2M
2. Contractor and Subcontractor Management (Roof Tilers and Shingle Installers)	<ul style="list-style-type: none"> Engagement of subcontract roof tilers or shingle installers without WHS prequalification Lack of evidence of competency for supervisors overseeing roofing – tiled, slide new shingle strips, and seal hip and ridge caps operations Inadequate verification of insurances (workers compensation, public liability) and WHS history for tile roofing contractors Poor clarity of roles and responsibilities between principal contractor and tiling/shingle subcontractors 	4A	<ul style="list-style-type: none"> Implement a formal contractor prequalification program requiring documented WHS systems, safe work procedures for roof tiling and shingle works, and evidence of compliance with the WHS Act 2011 and WHS Regulations Require proof of trade qualifications, high-risk work licences (where applicable), and verifiable experience for all supervisors managing tile roofing and shingle installation teams Mandate that all roofing subcontractors provide certificates of currency for workers compensation and public liability insurance, and declare any recent improvement/prohibition notices or prosecutions Develop written scopes of work and WHS responsibilities that clearly define which PCBU controls which aspects of roof access, fall protection, and material handling systems Conduct scheduled contractor WHS audits and inspections, focusing on compliance with fall prevention systems, roof tile displacement controls, and material storage on roof structures Include WHS performance and incident history as criteria in contractor performance reviews and future tender evaluations 	2M

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	<ul style="list-style-type: none"> Absence of system for monitoring contractor compliance with WHS procedures on site Subcontractors using unsafe or non-compliant methods (e.g. non-engineered anchors, ad hoc ladder access) due to weak oversight 		<ul style="list-style-type: none"> Require subcontractors to submit project-specific WHS plans and interface them with principal contractor site management plans before commencing roof tiling or shingle installation 	
3. Design, Planning and Engineering Controls for Tiled and Shingle Roof Systems	<ul style="list-style-type: none"> Design not adequately considering load paths and roof structure capacity for tile roofing and shingle systems, including replacement of roof tiles Insufficient allowance in design for fall protection anchor points or perimeter edge protection Lack of engineering verification for temporary supports when replacing roof tiles or sliding new shingle strips Poor detailing of hip and ridge caps and secure shingle courses leading to increased roof tile displacement risk under wind or storm conditions Conflicts between roofing design, solar installations, HVAC units and other rooftop services Inadequate planning for safe access routes, material storage, and rescue retrieval points on tiled roofs 	4A	<ul style="list-style-type: none"> Require all tiled and shingle roofing systems to be designed and certified by suitably qualified persons, ensuring compliance with AS/NZS relevant Australian Standards (e.g. AS 2050 for tiled roofs, AS 1562 series) and manufacturer specifications Ensure roof structure and fixing systems are engineered to accommodate the loads associated with tile roofing, placement activities, and any additional plant or equipment to be installed on the roof Incorporate permanent or engineered temporary fall protection solutions (anchor points, static lines, parapet guardrails) into the design and project planning documentation Specify engineered details and fixing patterns for hips, ridges and secure shingle courses, particularly in high wind or cyclone-prone areas, to minimise roof tile displacement risk Establish a formal design review process involving WHS and construction representatives to identify buildability and access issues for tiled and shingle roofing early in the project Document designated roof access paths, material loading points and emergency rescue anchor locations in roof plans and communicate them to all relevant PCBUs Require engineering assessments before modifying roof structures or supports when replacing roof tiles, sealing hip and ridge caps, or reconfiguring shingle layouts 	2M
4. Working at Heights Management System	<ul style="list-style-type: none"> Inadequate organisation-wide procedures for high-risk work at heights on tiled roofs and shingle surfaces Reliance on ladders without engineered access systems or roof edge protection No consistent process for selection, inspection and maintenance of fall prevention and fall arrest systems Failure to identify fragile roof areas, skylights, penetrations and brittle tiles as no-go zones Inconsistent application of permit-to-work or authorisation for work at height on new and existing roofs 	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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	<ul style="list-style-type: none"> Limited supervision or verification of worker competence in using harness-based systems on steep pitched tiled or shingle roofs 		[REDACTED]	
5. Structural Integrity, Roof Access and Fragile Surface Controls	<ul style="list-style-type: none"> Unverified structural capacity of existing roofs before commencing tile replacement or shingle refurbishment works Unknown condition of rafters, battens and trusses beneath existing tiles or shingles Uncontrolled movement on fragile tiles, ageing underlays or weather-damaged areas Lack of systematic inspection of roof framing when replacing roof tiles, sealing hip and ridge caps or sliding new shingle strips Inadequate demarcation of no-step zones and unsafe areas Failure to manage risks from partially removed tile roofing or exposed underlay during staged works 	4A	[REDACTED]	2M
6. Weather, Wind and Environmental Conditions Management	<ul style="list-style-type: none"> Work proceeding on tiled and shingle roofs during high winds or storm conditions increasing risk of worker falls and roof tile displacement Sudden weather changes leading to slippery surfaces and loss of control when carrying tiles or shingle bundles Inadequate planning for securing loose materials, including partially laid tiles and shingle strips, before adverse weather 	4A	[REDACTED]	2M

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	<ul style="list-style-type: none"> Poor management of heat stress, UV exposure and dehydration for workers on exposed roof surfaces Lack of defined environmental thresholds for halting roofing – tiled, secure shingle courses, or slide new shingle strips activities 		[REDACTED]	
7. Materials Handling, Storage and Roof Tile / Shingle Logistics	<ul style="list-style-type: none"> Insufficient systems for safe lifting and placement of roof tiles, shingle packs and hip and ridge caps to elevated work areas Overloading sections of roof with tile stacks or shingle bundles exceeding design loads Poorly controlled movement of materials on sloped, tiled or shingle surfaces increasing roof tile displacement risk Inadequate planning of material staging resulting in trip hazards and blocked access/egress routes Unsecured tile pallets, shingle bundles at ground level creating crush or impact hazards in windy conditions 	4A	[REDACTED]	2M
8. Plant, Tools and Equipment Management for Roofing Activities	<ul style="list-style-type: none"> Use of non-compliant or poorly maintained plant (e.g. tile cutters, power tools, compressors) for roof tile and shingle installation Uncontrolled movement of mobile plant near roof edges or scaffold during tile roofing works Electrical hazards from power tools, temporary leads or damaged equipment on wet roofs Inadequate systems for inspection, tagging and maintenance of roofing-specific plant and tools Lack of controls for noise and vibration exposure from cutting or fastening tiles and shingle strips 	3H	[REDACTED]	1L

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			[REDACTED]	
9. Competency, Training and Licensing for Roof Tiling and Shingle Workforces	<ul style="list-style-type: none"> Workers performing roofing – tiled, replace roof tiles, or secure shingle courses tasks without appropriate trade skills Supervisors lacking formal training in WHS risk management for high-risk roofing work Inadequate verification of working at heights, plant operation and first aid competencies Absence of refresher training program for workers engaged in roof tiling and shingle installation Limited understanding of manufacturer instructions for tile systems, shingle products and sealants for hip and ridge caps 	3H	[REDACTED]	1L
10. SWMS, Procedures and Documentation Control	<ul style="list-style-type: none"> Absence of project-specific SWMS for high-risk roofing – tiled and shingle installation work, including replace roof tiles and slide new shingle strips activities Generic SWMS that do not reflect site-specific conditions or unique roof tile displacement risks Poor version control and distribution of procedures leading to workers using outdated documents Inadequate review and approval processes for SWMS and roofing procedures prior to use 	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> Limited worker engagement in developing and reviewing SWMS, resulting in poor implementation 		[REDACTED]	
11. Emergency Preparedness, Rescue and First Aid for Roofing Incidents	<ul style="list-style-type: none"> Lack of a developed emergency response plan specific to falls from height and roof collapse during tile roofing or shingle operations No practical rescue procedures for workers suspended in fall arrest systems on tiled or shingle roofs Insufficient first aid coverage or equipment for multi-storey roof tiling projects Poor communication systems for summoning emergency services from roof level Inadequate coordination with principal contractor site emergency plans and muster points 	4A	[REDACTED]	2M
12. Health, Fatigue and Psychosocial Risk Management for Roofing Crews	<ul style="list-style-type: none"> Long working hours, heat exposure and physically demanding work increasing fatigue and error likelihood Pressure to complete roof tiling, slip and ridge caps or shingle installation before weather changes, leading to rushed decisions Inadequate systems for reporting and managing psychosocial hazards such as bullying, harassment or unrealistic deadlines Insufficient consideration of pre-existing medical conditions affecting work at heights capability Limited access to amenities (shade, hydration, toilets) for crews working on remote or elevated tiled and shingle roofs 	3H	[REDACTED]	1L

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13. Site Coordination, Housekeeping and Public Protection around Roofing Works	<ul style="list-style-type: none"> Inadequate exclusion zones under tiled roof edges leading to risk of falling objects striking workers or the public Poor housekeeping on scaffolds and ground-level areas increasing slip, trip and fall risks Lack of coordination between roofing crews and other trades working below or adjacent to roof tiling operations Uncontrolled dust, noise and debris from cutting tiles or trimming shingle strips impacting building occupants or neighbours Insufficient fencing, signage or traffic management where roofing – tiled and shingle works occur near public access ways 	3H	<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>	1L
14. Quality Assurance of Roof Tiling, Shingle Installation and Weatherproofing	<ul style="list-style-type: none"> Systemic installation defects in tile roofing, hip and ridge caps and secure shingle courses increasing risks of leaks and roof tile displacement over time Inadequate supervision of critical tasks such as sealing hip and ridge caps or sliding new shingle strips in accordance with manufacturers' specifications Lack of documented inspections and sign-offs for completed roof sections Use of incorrect or incompatible fixings, sealants or underlay products Failure to identify and rectify quality issues early, leading to costly rework and future safety risks during maintenance 	3H	<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>	1L

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.