# Car Roof Restoration | SAFE WORK METHOD STATEMENT (SWMS)

**TASK OR ACTIVITY: Car Roof Restoration**

| | | | |
|---|---|---|---|
| Business Name: | | ABN: | SWMS# |
| Business Address: | | | |
| Contact Person: | Phone: | Email: | |

## THIS SAFE WORK METHOD STATEMENT 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 safe work method statement (SWMS) is prepared before the proposed work starts.

| | | |
|---|---|---|
| Full Name: | | |
| Signature: | Title: | Date: |

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS as well as reviews and modifications of the SWMS.

| | | |
|---|---|---|
| Full Name: | Title: | Phone: |

| ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED | NAME OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS |
|---|---|
| Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, then to communicate those hazards and then to further take steps to either eliminate or control each hazard. | |
| If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity. | |
| Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel. | |
| The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident. | |

| CLIENT OR PRINCIPAL CONTRACTOR DETAILS | |
|---|---|
| Client: | SCOPE OF WORKS |
| Project Name: | |
| Project Address: | |
| Project Manager: | |
| Contact Phone: | |
| Date SWMS supplied to Project Manager: | |

| ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT | |
|---|---|
| ☐ involves a risk of a person falling more than 2 meters | ☐ is carried out on or near pressurised gas mains or piping |
| ☐ is carried out on a telecommunication tower | ☐ is carried out on or near chemical, fuel or refrigerant lines |
| ☐ involves demolition of an element of a structure that is load-bearing | ☐ is carried out on or near energised electrical installations or services |
| ☐ involves demolition of an element related to the physical integrity of a structure | ☐ is carried out in an area that may have a contaminated or flammable atmosphere |
| ☐ involves, or is likely to involve, disturbing asbestos | ☐ involves tilt-up or precast concrete |
| ☐ involves structural alteration or repair that requires temporary support to prevent collapse | ☐ is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor |
| ☐ is carried out in or near a confined space | ☐ is carried out in an area of a workplace where there is any movement of powered mobile plant |
| ☐ is carried out in/near a shaft or trench deeper than or tunnel involving use of explosives | ☐ is carried out in areas with artificial extremes of temperature. |
| ☐ is carried out in or near water or other liquid that involves a risk of drowning. | ☐ involves diving work. |

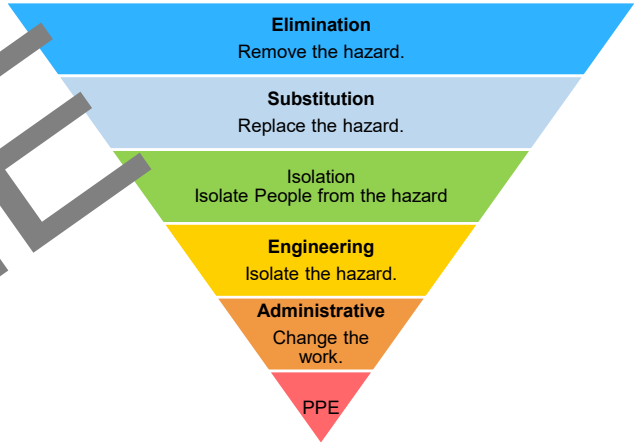
| ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY |
|---|
| |

## 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 PROCEE |
| POSSIBLE | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 4 ACUTE | 3H HIGH | Review befo work starts. |
| UNLIKELY | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 2M MODERATE | Ensure control measures in place. |
| RARE | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 3 HIGH | 1L LOW | nitor and k records |

**Notes on Hierarchy of Controls:** Elimination methods are the most effective and preferre en co lli a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the ost ef ve, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Eq ment) he least effective method.

HEIRARCHY OF CONTROLS




## PERS NAL P TECTIVE EQUIPMENT (PPE)

**Select the appropriate PPE bov uitable or the equipment used or the job task being performed (if applicable).**

| FOOT PROTECTION | HAND PROTECTION | HEAD PROTECTION | HEARING TECTION | EY CTION | RESPIRATORY PROTECTION | FACE PROTECTION | HIGH-VIS CLOTHING | PROTECTIVE CLOTHING | FALL PROTECTION | SUN PROTECTION | HAIR/JEWELLERY SECURED |
|---|---|---|---|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |  |  |  |  |
| ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

Other PPE Required:

| Permit or Licenses Requirements | Mandatory Qualifications and Training |
|---|---|
| | |

| 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. Preparation | Slips, trips and falls, Contact with hazardous substances | 2M | - Conduct a comprehensive risk assessment prior to starting work to identify potential hazards and implement appropriate control measures.<br>- Ensure all workers are provided with and wear appropriate personal protective equipment (PPE), including slip-resistant footwear and gloves, when handling hazardous substances.<br>- Keep the work area clean and organised to minimise the risk of slips, trips, and falls. Regularly check for and remove any obstacles or debris.<br>- Use non-slip mats or surfaces when working on roofs or elevated areas to provide secure footing for workers.<br>- Clearly mark hazardous areas with signage to alert workers to potential dangers such as slippery surfaces or chemical exposure.<br>- Develop and follow safe work procedure for handling hazardous substances, ensuring that Material Safety Data Sheets (MSDS) are readily available on site.<br>- Implement a spill containment plan and ensure spill kits are accessible for immediate response to any accidental release of hazardous materials.<br>- Train workers on the correct handling, usage, and storage procedures for hazardous substances to prevent accidental exposure or spills.<br>- Establish a communication system for workers to report hazards or incidents promptly, ensuring quick action can be taken to address any issues.<br>- Use fall protection systems, such as harnesses or guardrails, when working at heights where there is a risk of falling.<br>- Assign a safety representative on-site to oversee compliance with safety protocols and respond to safety concerns as they arise.<br>- Schedule regular safety audits and inspections to ensure all safety measures are effectively implemented and maintained.<br>- Limit exposure time by rotating workers to reduce the risk of fatigue-related slips, trips, and exposure to hazardous substances. | 1L |
| 2. Equipment Inspection | Faulty equipment, Inadequate protective measures | 3H | - Conduct regular inspections and maintenance of all restoration equipment to ensure it is in good working condition.<br>- Establish a systematic process to document inspection results and any maintenance performed, using checklists or digital tools.<br>- Train all workers on the importance of equipment checks before each use and how to identify signs of wear or defects.<br>- Implement a tagging system that clearly marks out-of-service equipment that requires repair or maintenance to prevent accidental use. | 2M |

| 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 |
| | | | - Ensure access to the manufacturer's guidelines for all equipment and enforce adherence to these for operation and maintenance procedures.<br>- Equip all staff with appropriate personal protective equipment (PPE) such as gloves, goggles, and hard hats, and provide training on its correct use.<br>- Develop an emergency protocol for handling equipment failure, ensuring all workers are familiar with this procedure.<br>- Set up a storage area specifically for inspected and fully operational equipment, separate from any damaged or faulty items.<br>- Schedule periodic audits by an independent specialist to assure equipment quality and maintenance standards are being<br>- Foster a culture of safety where workers feel empowered to report faulty equipment or unsafe conditions without fear of reprisal. | |
| 3. Removal of Old Roofing Material | Inhalation of dust or debris, Sharp objects and materials | 3H | - Use appropriate personal protective equipment including dust masks or respirators to prevent inhalation of dust or debris.<br>- Wear safety goggles to protect eyes from flying debris during removal processes.<br>- Implement wet methods, such as misting the work area with water, to minimise airborne dust.<br>- Utilise gloves that are cut-resistant to handle sharp objects and materials safely.<br>- Provide training on safe handling techniques for removing roofing materials to reduce injury risk.<br>- Use hand tools designed for roof work to avoid damaging the underlying structure and injuring workers.<br>- Establish exclusion zones to keep non-essential personnel away from the removal area.<br>- Conduct a pre-work inspection to identify and address any structural weaknesses in the roof.<br>- Use magnets or other sweeping devices to collect and remove fallen metal fasteners or sharp debris from work areas.<br>- Ensure proper disposal bins are available and clearly marked for waste materials, keeping the worksite tidy and reducing hazards. | 2M |
| 4. Surface Cleaning | Falls from height, Exposure to hazardous chemicals | 2M | [redacted] | 1L |

| 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 |
| | | | [redacted] | |
| 5. Primer Application | Chemical exposure or bu[illegible] hazards from flammable substances | 4A | [redacted] | 2M |

| 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 |
| | | | [redacted] | |
| 6. New Roof Installation | Falls from height, Struck by moving objects | [redacted] | [redacted] | 2M |
| 7. Sealing | Chemical exposure, slips on wet surfaces | 3H | [redacted] | 2M |

| 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 |
| | | | [redacted] | |
| 8. Coating | Inhale toxic fumes, Eye contact with harmful substances | 3H | [redacted] | 2M |

| 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 |
| | | | [redacted] | |
| 9. Curing | Exposure to high heat, Inhalation of toxic gases | 2M | [redacted] | 1L |
| 10. Insulation Installment | Exposure to fiberglass, Cutting or pinching injuries | 3H | [redacted] | 2M |

| 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 |
| | | | [redacted] | |
| 11. Site Clean-Up | Trips and slips from debris, Cut by sharp objects | 2M | [redacted] | 1L |

| 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 |
| | | | [redacted] | |
| 12. Quality Check | Injury from falling objects, slips and trips | 2M | [redacted] | 1L |
| 13. Waste Disposal | Cuts, Scrapes, or punctures, Exposure to hazardous waste | 3H | [redacted] | 2M |

| 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 |
| | | | [redacted] | |
| 14. Tool Maintenance | Electric shock, cuts or wounds | 3H | [redacted] | 2M |

| 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 |
| | | | [redacted] | |
| 15. Completion Report | Eyestrain, repetitive strain injuries | 2M | [redacted] | 1L |
| | | | | |
| | | | | |

## 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 2017
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

## SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

| Worker Name | Signature | Date |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
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## SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

**The SWMS must be reviewed regularly** to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and sub-contractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

**The SWMS must be monitored regularly** for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

| REVIEW NUMBER | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|---|
| NAME | | | | | | | |
| INITIALS | | | | | | | |
| DATE | | | | | | | |

## SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

| ITEMS WHICH MUST BE INCLUDED IN THE SWMS | COMPLETED | COMMENTS |
|---|---|---|
| The company details have been entered, including the project name and address. | ☒ | |
| All relevant personnel consulted during the development of the SWMS. | ☒ | |
| Name, signature, position and date signed of the person approving the SWMS. | ☐ | |
| Specific personnel and qualifications, experience is noted in the SWMS. | ☒ | |
| Provides a step-by-step process of tasks required to carry out the activity or task. | ☒ | |
| Adequate risk assessment of any identified hazards has been completed. | ☒ | |
| Foreseeable hazards are identified and documented for each step. | ☒ | |
| Any hazards listed in any site risk assessments have been added to the SWMS. | ☒ | |
| SWMS initial risk (IR) column as well as residual risk (RR) column completed. | ☒ | |
| Check control measures added to the SWMS are the most effective selection. | ☒ | |
| Responsible person is assigned and listed on the SWMS for the implementation of control measures. | ☒ | |
| Permit or licenses requirements specified, such as Hot Work, Electrical Work, Work at Heights etc. | ☒ | |
| SWMS identifies plant and equipment to be used. | ☒ | |
| Details of inspection checks required for any equipment listed are noted on the SWMS. | ☒ | |
| Describes any mandatory qualifications, experience, training or skills required to perform the work. | ☒ | |
| Applicable personal protective equipment is selected on the SWMS. | ☒ | |
| Reflects and documents any legislative references and/or Australian Standards. | ☒ | |
| Identifies any hazardous substances used with specific control measures in line with any SDS. | ☒ | |

| | | | |
|---|---|---|---|
| **REVIEWED BY** | | **DATE REVIEWED** | |
| **SIGNATURE** | | **DATE COMPLETED** | |