Replace Roof Tiles	SAFE WORK METHOD S	TATEMENT (SWMS)	
TAS	SK OR ACTIVITY: Replace Roof 1	Tiles	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E fil:	
THIS SAFE WORK METHOD	STATEMENT IS APPROX D BY		
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.		required to en the that a safe work method s	statement (SWMS) is prepared before
Full Name:			
Signature:	NK	Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring a	ppliance the VMS a well as review	s and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS MAN HAVE THE FOLLOWING COMMUNICATED	NALE OF ALL RELEVANT PERSONNE EVELOPMENT AND APPROVAL OF	EL WHO HAVE BEEN CONSULTED AND CO THIS SWMS	OMMUNICATED TO IN THE
Safety meetings or toolbox talks will be sched red in according with regislative requirements to first identify any site hazards, such a complete complete those hazards and then to further take steps to either eliminate or contral each hazard.			
If an incident or a near miss occurs, all work must stop an attely. 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 CONSTRUC	
☐ involves a risk of a person falling more than 2 meters	I is carried out on or near pressurised gas mains or piping
□ is carried out on a telecommunication tower	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 integ. Y of a sucture	$\square$ is carried out in an area that may have a contaminated or flammable atmosphere
□ involves, or is likely to involve, disturbing asb	☐ involves tilt-up or precast concrete
involves structural alteration or repair that quires terminary supart 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	$\Box$ 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 that 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 MACHINER	RY OR EQUIPMENT NEARBY



	RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE			HEIRARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	ACTION		Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCE		Substitution	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befor work starts.		Replace the hazard.	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.		Isolate People from the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and k⊾ records		Engineering Isolate the hazard.	
LOW       LOW       MODERATE       HIGH       HIGH       LOW       Ke records       Isolate the inizition         Notes on Hierarchy of Controls: Elimination methods are the most effective and preferre or en constructions the virtual hazard. Substitution       Substitution       Administrative       Change the work.         Solution is the second most effective method of controlling a hazard. Engineering by isolation is the virtual to the least effective       While Administrative       Change the work.         Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment), the least effective       PPE       PPE										

						TIVE EQUIPM					
		Select the ap	propriate PPL	abo, ruitab	i or the equi	oment used or	the job task	being perform	ned (if applica	able).	
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION		P ECTION	R⊾ ⇒PIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE Required:											
	Permit or Licenses Requirements						Ма	andatory Qual	ifications 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	Tripping hazards, Manual handling injuries, Exposure to noisy environment	ЗН	<ul> <li>Ensure the work area is clean and free from ebris to minimise tripping hazards.</li> <li>Mark and secure any uneven surfaces with enh-visitely tape or barriers.</li> <li>Provide adequate lighting to identify potential using hazards easily.</li> <li>Use proper lifting technique when handling room is to reduce manual handling injuries.</li> <li>Employ lifting aids, an environment for transferring hear uses to minimise strain.</li> <li>Conduct a methal handline training session for orders to promote safe practices.</li> <li>Supply appropriate personal protection component (PPE) such as gloves and knee pads to reduce risk of injury.</li> <li>Imply non-regulateest breaks for workers engaged in repetitive manual tasks.</li> <li>Provide ear rotection to mitigate the effects of a noisy environment.</li> <li>Conduction controls are required.</li> <li>Such during hours that minimise exposure to excessive noise, if possible.</li> <li>Post signing indicating areas where hearing protection is mandatory.</li> </ul>	2M
2. Safety Briefing	Miscommunication, Non-compliance to safety rules	ЗН	<ul> <li>Conduct daily pre-start meetings to discuss the day's tasks, potential hazards, and control measures.</li> <li>Ensure all workers understand their roles, responsibilities, and the safety requirements for the task at hand.</li> <li>Use clear and concise language to avoid misunderstandings during safety briefings.</li> <li>Encourage open communication and questions from workers to clarify any doubts or uncertainties.</li> <li>Sign-off sheet to confirm each worker's understanding of the briefing content and compliance with safety rules.</li> <li>Provide visual aids or demonstrations where necessary to reinforce verbal instructions.</li> <li>Assign a dedicated safety officer to oversee adherence to safety protocols and handle any arising issues.</li> <li>Establish a clear system for reporting safety concerns or incidents promptly.</li> <li>Regularly review and update the safety briefing content to reflect current work conditions and learnings from past experiences.</li> <li>Implement a buddy system to ensure newer workers have guidance and support in understanding safety practices.</li> <li>Incorporate feedback from workers about safety processes to continuously improve briefing effectiveness.</li> </ul>	1L

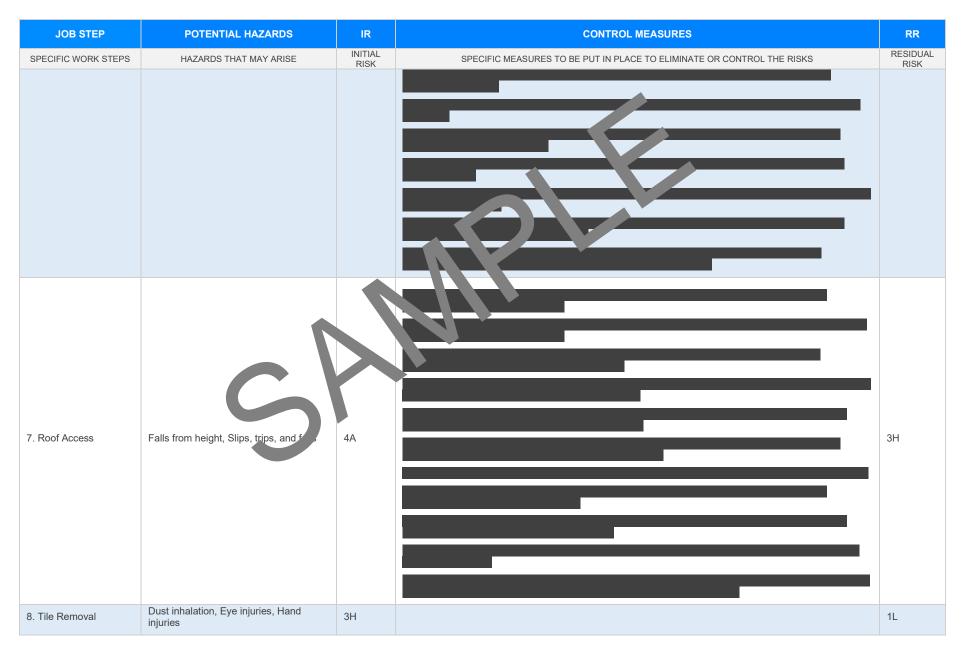


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Reiterate the importance of PPE and proactive participation in safety practices during every briefing.	
3. Site Inspection	Falling debris, Trips and falls, Contact with sharp objects	ЗН	<ul> <li>Conduct a thorough site walk-around to identify incluable structures and secure any loose materials that may become falling debris.</li> <li>Erect barricades or fencing around the werezone to prevent unauthorised access and minimise exposure to hazards like falling debris.</li> <li>Ensure all tools and equipment are stored securely when not incluse to avoid trips and falls.</li> <li>Provide clear signage indicates potential trip hazards, success uneven ground or changes in floor level, around the inspection eite.</li> <li>Require all workers to were appreciate person protective equipment (PPE), including hard hats and steel-capped protects, to prot again challing of and sharp objects.</li> <li>Use offety havesses on fall protection systems if workers need to inspect elevated structures, ensure they are used in their use.</li> <li>Keep neores are highly by regularly removing rubbish and unnecessary items to prevent trips, slips, and falls.</li> <li>Perform a visue scan for sharp objects, such as broken tiles or nails, and remove them from walkways on their or mmon, accessed areas.</li> <li>Implementation systems, ensuring pairs of workers perform tasks together so they can watch for sards and provide immediate assistance if an injury occurs.</li> <li>Speedule regular safety briefings before commencing work to remind workers of specific on-site hazards and control measures.</li> </ul>	2М
4. Tool Allocation	Incorrect tool use, Cuts or lacerations, Equipment malfunction	ЗН		2М



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
5. Ladder Placement	Falls from height, Ladder instability			ЗН
6. Material Transfer	Struck by falling objects, Manual handling injuries	ЗН		2M

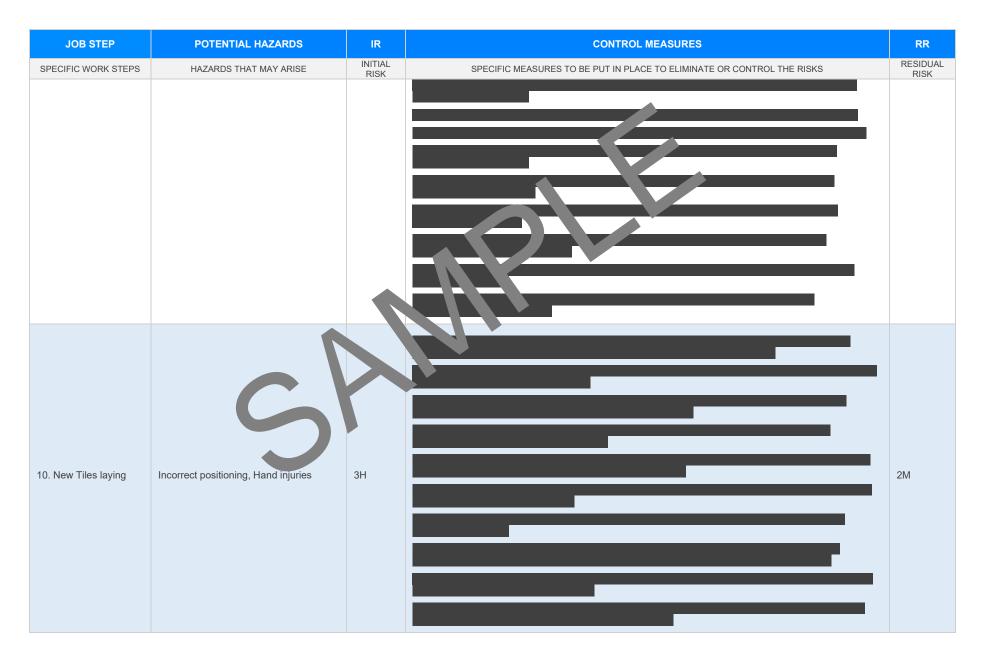






JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
9. Cleaning work area	Tripping over waste materials, Inhalation of dust particles	2M		1L

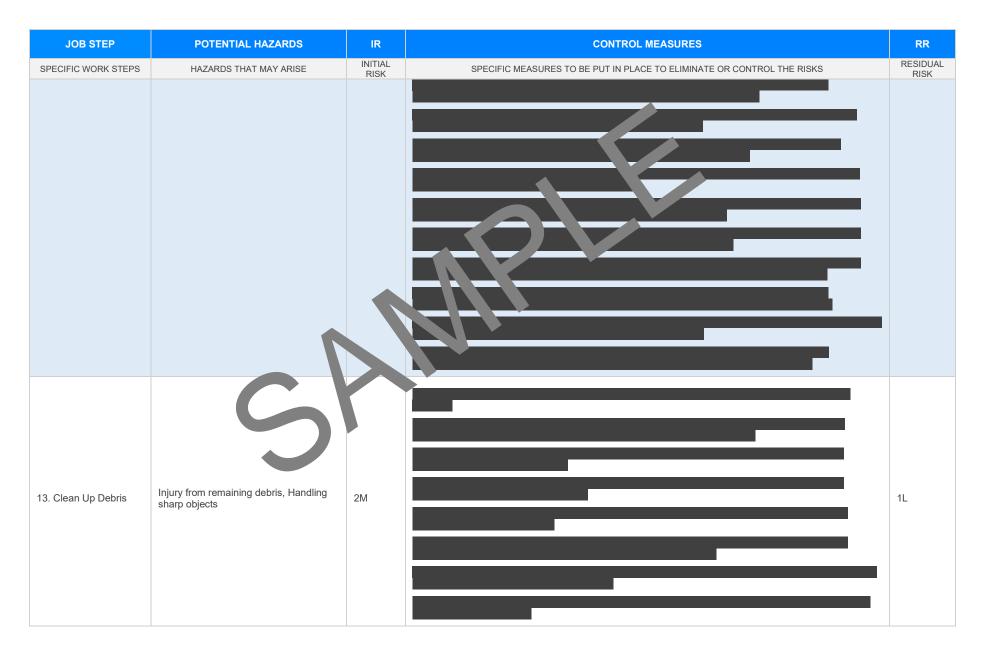




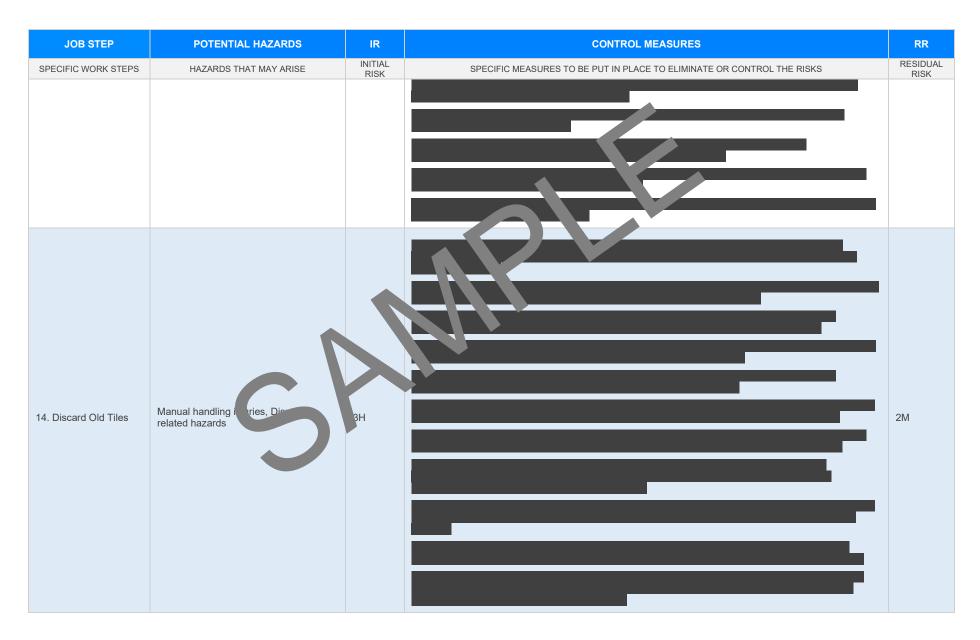


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
11. Fastening new tiles	Hand injuries, Power tool malfunctions	ЗН		2М
12. Quality Check	Incorrectly installed tiles - tripping risk, Overlooking minor damage	2M		1L







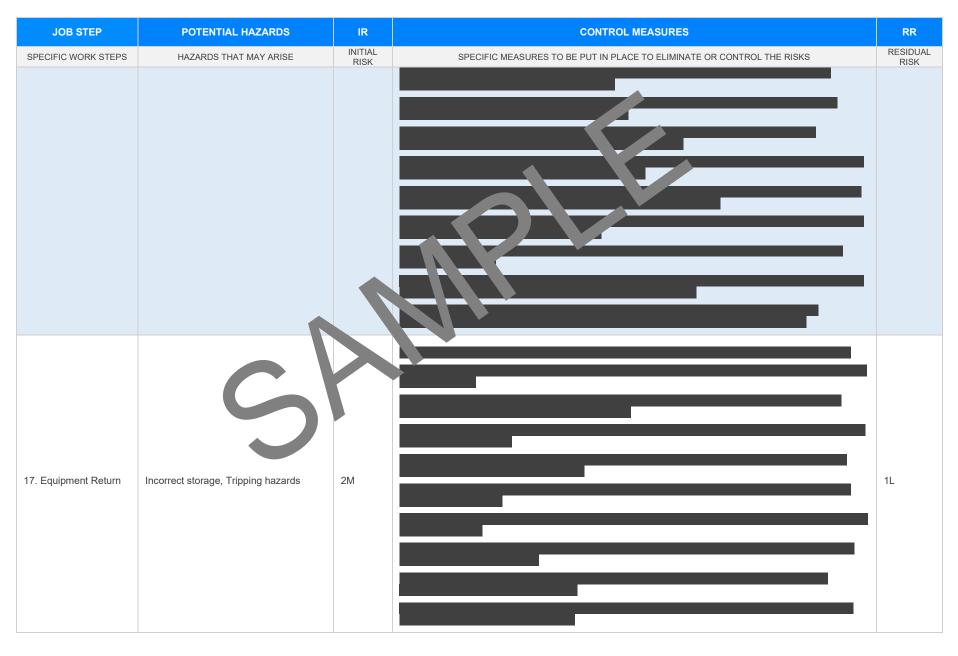




JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
15. Final Inspection	Overlooking minor damage, Reporting errors	ЗН		1L
16. Debriefing and sign off	Miscommunication, Incomplete documentation	2M		1L
rsion 2.5	Authorised by	1	Review # Date of Issue: Review Date:	

Date of Issue:

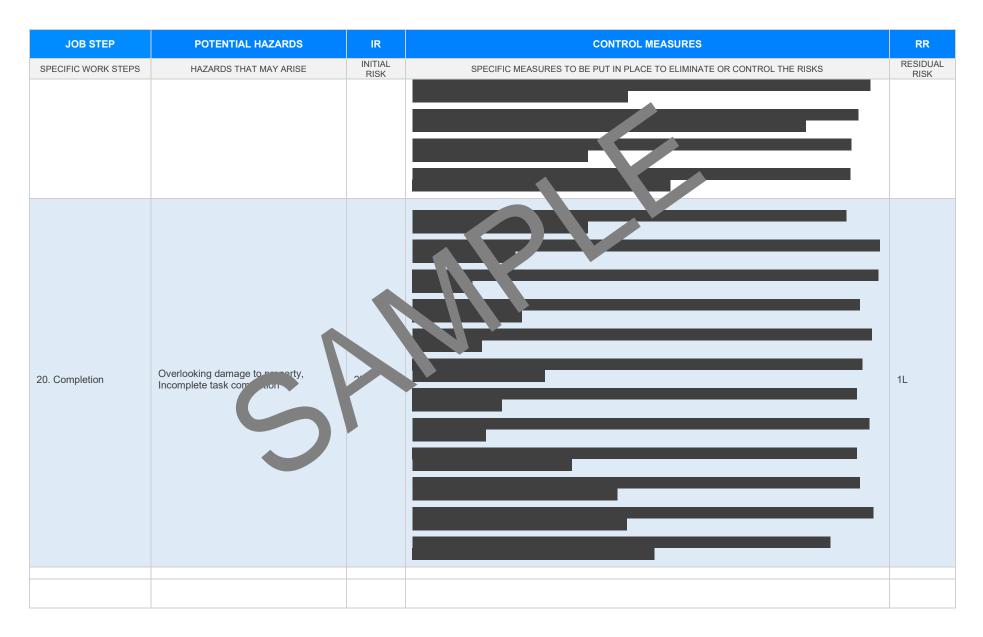






JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
18. Safety Review	Omission of hazards, Non-compliance with safety measures	2M		1.
19. Documentation	Missing information, Errors in data recording	ЗН		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 REI	FERENCES						
RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES ANY STATE AT 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 an Safety Actor of Occupational Health and Infetringulations 2017 Legis from VIC: https://www.enerksafe.vic.gov.au/occupational-health-and-safety-act-and- gulations Codes on Pactice VIC attps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice						
New South Wales         Work Health and Safety Act 2011         Work Health and Safety Regulations 2017         Legislation NSW: <a href="https://www.safework.nsw.gov.au/legal-obligations/legislati-codes-of-practice">https://www.safework.nsw.gov.au/legal-obligations/legislati-codes-of-practice</a> NSW: <a href="https://www.safework.nsw.gov.au/resource-library/lis">https://www.safework.nsw.gov.au/legal-obligations/legislati-codes-of-practice</a> NSW: <a href="https://www.safework.nsw.gov.au/resource-library/lis">https://www.safework.nsw.gov.au/legal-obligations/legislati-codes-of-practice</a> NSW: <a href="https://www.safework.nsw.gov.au/resource-library/lis">https://www.safework.nsw.gov.au/resource-library/lis</a> <a acts-and-regulations"="" href="https://www.safework.nsw.gov.gov.gov.gov.gov.gov.gov.gov.gov.gov&lt;/td&gt;&lt;td&gt;Western Australia&lt;br&gt;Work Health and Safety Act 2020&lt;br&gt;Work Health and Safety Regulations 2022&lt;br&gt;Legislation Western Australia: &lt;u&gt;https://www.commerce.wa.gov.au/worksafe/legislation&lt;/u&gt;&lt;br&gt;Codes of Practice WA: &lt;u&gt;https://www.commerce.wa.gov.au/worksafe/codes-practice&lt;/u&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;Northern Territory&lt;br&gt;Work Health and Safety (National Uniform Legislation) Act 2011&lt;br&gt;Work Health and Safety (National Uniform Legislation) Regulation 2015&lt;br&gt;Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/wg.place-servelaws&lt;br&gt;Codes of Practice NT: https://worksafe.nt.gov.au/formed-resources/servelaws&lt;/td&gt;&lt;td&gt;Safe Work Australia Links&lt;br&gt;Law and Regulation (All States): &lt;u&gt;https://www.safeworkaustralia.gov.au/law-and-regulation&lt;/u&gt;&lt;br&gt;Model Codes of Practice: &lt;u&gt;https://www.safeworkaustralia.gov.au/resources-publications/model-&lt;br&gt;codes-of-practice&lt;/u&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;South Australia&lt;br&gt;Work Health and Safety Act 2012 (SA)&lt;br&gt;Work Health and Safety Regulations 2012 (SA)&lt;br&gt;Legislation for SA: &lt;u&gt;https://www.safework.sa.gov.au/resources/legislation&lt;/u&gt;&lt;br&gt;Codes of Practice for SA: &lt;u&gt;https://www.safework.sa.gov.au/work_dces/codes-of-practice#COPs&lt;/u&gt;&lt;/td&gt;&lt;td&gt;&lt;ul&gt;     &lt;li&gt;Model Codes of Practice&lt;/li&gt;     &lt;li&gt;Managing noise and preventing hearing loss at work&lt;/li&gt;     &lt;li&gt;Confined spaces&lt;/li&gt;     &lt;li&gt;Labelling of workplace hazardous chemicals&lt;/li&gt;     &lt;li&gt;Managing risks of hazardous chemicals in the workplace&lt;/li&gt;     &lt;li&gt;Welding processes&lt;/li&gt; &lt;/ul&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;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: &lt;a href=" https:="" laws-and-compliance="" topics="" worksafe.tas.gov.au="">https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</a> Codes of Practice for TAS: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice">https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</a>	<ul> <li>First aid in the workplace</li> <li>Managing the risk of falls at workplaces</li> <li>Hazardous manual tasks</li> <li>Managing the risk of falls in housing construction</li> <li>Managing electrical risks in the workplace</li> <li>Demolition work</li> <li>Excavation work</li> <li>Work health and safety consultation, cooperation and coordination</li> </ul>						
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.	<ul> <li>Work health and safety consultation, cooperation and coordination</li> <li>Managing the work environment and facilities</li> <li>How to manage work health and safety risks</li> <li>Managing risks of plant in the workplace</li> <li>Construction work</li> </ul>						



#### 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 gualifications 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

#### SAFE WORK N THE ST ATEM ANT MONITORING AND REVIEW

d must reviewed (and

hav be sted by the operation

should be carried out in

The SWMS must be reviewed regularly to make sure it remains fective revised if necessary) if relevant control measures are revised. The viewn consultation with workers (including contractors htractors Vb 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 persons involved with the work are advised that a revision has been made and how they can acces he revised SWMS, including all persons who will need to change a work procedure or system as a region of the review are advised of the changes in a way that will enable them to implement their duties antly 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.	$\boxtimes$	
Foreseeable hazards are identified and documented for each step.	$\boxtimes$	
Any hazards listed in any site risk assessments have been added to the SWMs	$\boxtimes$	
SWMS initial risk (IR) column as well as residual risk (RR) column mpleted.	$\boxtimes$	
Check control measures added to the SWMS are the most effective selection	$\boxtimes$	
Responsible person is assigned and listed on the property of the importation control measures.	$\boxtimes$	
Permit or licenses requirements specified, su as Hot Work, Electric Work, Work at Heights etc.	$\boxtimes$	
SWMS identifies plant and equipment to be use	$\boxtimes$	
Details of inspection checks required for any equipment listed protection on the SWMS.	$\boxtimes$	
Describes any mandatory qualifications, experience, and g or skills required to perform the work.	$\boxtimes$	
Applicable personal protective equipment is selected on the SWMS.	$\boxtimes$	
Reflects and documents any legislative references and/or Australian Standards.	$\boxtimes$	
Identifies any hazardous substances used with specific control measures in line with any SDS.	$\boxtimes$	
REVIEWED BY	DATE REVIEWED	
SIGNATURE	DATE COMPLETED	