

Roof Maintenance and Repair | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Roof Maintenance and Repair

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

THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF 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 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 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.

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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

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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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 PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before 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	Monitor and keep records

HEIRARCHY OF CONTROLS

- Elimination**
Remove the hazard.
- Substitution**
Replace the hazard.
- Isolation**
Isolate People from the hazard
- Engineering**
Isolate the hazard.
- Administrative**
Change the work.
- PPE**

Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.

PERSONAL PROTECTIVE EQUIPMENT (PPE)											
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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
Pre-start planning and consultation	<ul style="list-style-type: none"> Inadequate scope definition Unidentified high risk construction work Extreme weather conditions Unavailable emergency services information Uncoordinated subcontractor activities 	3H	<ul style="list-style-type: none"> Review client work order and roof plans to define exact maintenance and repair scope before attending site Identify all high risk construction work under WHS regulations (e.g. work at heights above 2 m, fragile surfaces, use of powered mobile plant) and document in SWMS Check Bureau of Meteorology forecast for high winds, heavy rain, electrical storms or extreme heat and postpone roof work if conditions create unsafe wind or slip risk Confirm site address, access points, building height, roof construction type and presence of skylights or brittle roofing prior to mobilisation Consult building manager to obtain current asbestos register, structural drawings and any previous roof inspection reports Consult with workers and subcontractors about proposed methods, hazards and controls and record their input in the SWMS Establish clear lines of communication and supervision, nominating a competent person in charge of roof work Develop an emergency response plan addressing falls from height, electric shock, fire, heat stress and first aid, and brief all workers Document and communicate exclusion zones for public, building occupants and non-essential workers adjacent to roof work DO NOT commence roof work until SWMS is completed, reviewed by a competent person and signed by all workers involved 	2M
Site establishment and isolation	<ul style="list-style-type: none"> Unauthorised access to work area Unplanned vehicle movement Falling objects from height Interaction with building occupants Inadequate emergency egress 	3H	<ul style="list-style-type: none"> Set up physical barriers, lockable gates or temporary fencing to restrict access to roof entry points and ground-level drop zones Install warning signage at building entries and below roof edges stating 'Roof Work in Progress – Keep Out' and indicate no-go zones Establish ground-level exclusion zones under roof edges using barrier mesh or cones at least 1.5 times the height of the fall zone where practicable Position Utes, EWP and delivery vehicles to avoid reversing near pedestrians and use a spotter when manoeuvring near buildings Keep access paths, stairwells and walkways clear of tools, hoses and materials to maintain safe emergency egress routes Coordinate with building management to isolate or reroute public access under active roof work areas Confirm location of fire exits, first aid kits, eyewash stations and assembly points and communicate to all workers 	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
			<ul style="list-style-type: none"> • DO NOT allow building occupants, visitors or uninducted workers to enter designated roof work or exclusion zones 	
Roof access assessment and setup	<ul style="list-style-type: none"> • Unsecured roof access ladders • Failure of temporary roof access • Falls while climbing onto rooves • Overloading access structures • Contact with live electrical services near access points 	4A	<ul style="list-style-type: none"> • Select the safest access method (fixed stair, fixed ladder, scaffold stair, mobile scaffold, EWP or portable ladder) and eliminate ladder use where a higher order control is reasonably practicable • Inspect any fixed ladders, roof access hatches and platforms to confirm structural integrity, anchor fixings and compliance with AS 1657 • Erect scaffolding or mobile platforms where repeated access is required, ensuring systems are erected and tagged by a competent, licensed scaffolder where required • When portable ladders are unavailable, use an industrial rated ladder (minimum 120 kg rating) and inspect for damage, loose fixings and missing feet before use • Set ladders on firm, level ground, secure top and bottom, extend at least 1 m above the roof landing and maintain a 4:1 angle • Install handrails or temporary handholds at roof entry points to support safe transition from ladder or EWP onto the roof • Verify overhead power line clearances and isolate or arrange tiger tails as required in consultation with the electrical supply authority • Control the number of persons on access structures to remain within the manufacturer's rated load and WLL • DO NOT carry tools in hands when climbing; use tool belts or hoist systems to transfer tools and materials to the roof 	2M
Roof integrity and pitch assessment	<ul style="list-style-type: none"> • Collapse of fragile or brittle roofing • Failure of deteriorated roof framing • Misjudged roof pitch and slip risk • Hidden skylights and roof lights • Unmarked soft spots or penetrations 	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	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]	
Fall control and edge protection	<ul style="list-style-type: none"> • Falls from roof edges • Falls through roof openings • Slips on slick or sloped roofs • Uncontrolled movement on pitched roofs • Inadequate fall arrest anchorage 	4A	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	2M
Safe movement on roofs	<ul style="list-style-type: none"> • Loss of balance on pitched roofs • Trips on rooftop obstacles • Traversing along roof edge • Load concentration on roof surfaces • Working near soft fragile or brittle roofs 	3H	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	2M

SAMPLE

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]	
Services isolation and electrical safety	<ul style="list-style-type: none"> • Contact with live electrical wiring • Damage to concealed services • Contact with overhead power lines • Uncontrolled activation of plant on r • Arc flash from switchboards or PV systems 	4A	[REDACTED]	2M
Cutting roof openings and penetrations	<ul style="list-style-type: none"> • Falls through newly cut openings • Sharp metal edges and swarf • Airborne dust and fibres • Vibration-related tool injury • Ignition of combustible materials 	4A	[REDACTED]	2M

SAMPLE

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]	
Dismantling and removing old roofing	<ul style="list-style-type: none"> • Roof removal instability • Dislodged tiles or sheets sliding • Manual handling strains • Falling debris to ground • Exposure to asbestos-containing materials 	4	[REDACTED]	2M
Roof repair, leak fixing and patching	<ul style="list-style-type: none"> • Maintaining balance while repairing • Use of sealants and chemicals • Heat stress from roof surfaces • Contact with hot bitumen or torches • Working near roof edges during repairs 	3H	[REDACTED]	2M

SAMPLE

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]	
Load distribution and rooftop material handling	<ul style="list-style-type: none"> • Concentrated loads on surfaces • Collapse of weak roof sections • Unstable stacked material • Struck by moving loads • Rooftop access for repairs with heavy equipment 	4A	[REDACTED]	2M
Navigating obstacles, chimneys and rooftop plant	<ul style="list-style-type: none"> • Trips around rooftop obstacles • Falls while repairing chimneys • Restricted access around plant • Contact with hot flues or vents • Exposure to exhaust fumes 	3H	[REDACTED]	2M

SAMPLE

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]	
Housekeeping, recycling and waste removal	<ul style="list-style-type: none"> • Slip hazards from debris • Uncontrolled movement of waste • Manual handling of roofing offcuts • Environmental contamination from waste • Cuts from sharp scrap materials 	3H	[REDACTED]	1L
Weather monitoring and work suspension	<ul style="list-style-type: none"> • Safe traversing of slick roofs • Wind uplift of materials • UV radiation exposure • Reduced visibility in poor weather • Hypothermia or heat stress 	3H	[REDACTED]	2M

SAMPLE

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]	
Completion, inspection and demobilisation	<ul style="list-style-type: none"> • Unfinished or unsafe roof areas • Residual trip or fall hazards • Unsecured temporary works • Unrecognised structural damage • Public access to unsafe areas 	3L	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	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 IF 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.

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

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 must 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 represent 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.	<input checked="" type="checkbox"/>	
All relevant personnel consulted during the development of the SWMS.	<input checked="" type="checkbox"/>	
Name, signature, position and date signed of the person approving the SWMS.	<input type="checkbox"/>	
Specific personnel and qualifications, experience is noted in the SWMS.	<input type="checkbox"/>	
Provides a step-by-step process of tasks required to carry out the activity or task.	<input checked="" type="checkbox"/>	
Adequate risk assessment of any identified hazards has been completed.	<input checked="" type="checkbox"/>	
Foreseeable hazards are identified and documented for each step.	<input checked="" type="checkbox"/>	
Any hazards listed in any site risk assessments have been added to the SWMS.	<input checked="" type="checkbox"/>	
SWMS initial risk (IR) column as well as residual risk (RR) column completed.	<input checked="" type="checkbox"/>	
Check control measures added to the SWMS are the most effective selected.	<input checked="" type="checkbox"/>	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	<input checked="" type="checkbox"/>	
Permit or licenses requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	<input checked="" type="checkbox"/>	
SWMS identifies plant and equipment to be used.	<input checked="" type="checkbox"/>	
Details of inspection checks required for any equipment listed are noted on the SWMS.	<input checked="" type="checkbox"/>	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	<input checked="" type="checkbox"/>	
Applicable personal protective equipment is selected on the SWMS.	<input checked="" type="checkbox"/>	
Reflects and documents any legislative references and/or Australian Standards.	<input checked="" type="checkbox"/>	
Identifies any hazardous substances used with specific control measures in line with any SDS.	<input checked="" type="checkbox"/>	
REVIEWED BY		DATE REVIEWED
SIGNATURE		DATE COMPLETED