

Skylight and Vent Installation | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Skylight and Vent Installation

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 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

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.

NAME OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS

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

RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			 <p>Elimination Remove the hazard.</p> <p>Substitution Replace the hazard.</p> <p>Isolation Isolate People from the hazard</p> <p>Engineering Isolate the hazard.</p> <p>Administrative Change the work.</p> <p>PPE</p>	
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		

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
Planning and documentation	<ul style="list-style-type: none"> Unidentified fragile roofing Inadequate fall protection design Unclear emergency arrangements Unverified structural loading Uncoordinated subcontractor activities 	4A	<ul style="list-style-type: none"> Review all architectural and structural drawings to identify skylights, skydomes, vents, laser light sheets and roof openings before work starts Confirm in writing whether any roof sheeting, skylights or laser light panels are classified as fragile and mark these on a roof plan Consult with the Person Conducting a Business or Undertaking (PCBU), principal contractor and building owner to obtain existing SWMS, asbestos registers, roof access procedures and isolation requirements Determine if the work meets High Risk Construction Work (HRCW) criteria for work at heights above 2 m and ensure SWMS is completed, reviewed and approved before commencing work Engage a competent person to verify the roof structure's capacity for imposed loads from workers, materials, temporary edge protection and walkway systems Plan roof access routes to avoid walking on or near unprotected skylights, skydomes, vents and brittle laser light sheets Develop a site specific rescue plan for a fall from height, including retrieval from safety harness systems and from within roof voids Coordinate work sequencing with other trades to eliminate simultaneous operations in shared roof areas where practicable Confirm that all workers hold the required high risk work licences, working at heights training and inductions for the specific site DO NOT commence any roof work until the SWMS has been briefed to workers, signed off and required controls are in place 	3H
Site access and setup	<ul style="list-style-type: none"> Vehicle and plant movement Uncontrolled public access Trip hazards at access points Manual handling of equipment Unsecured tools and materials 	3H	<ul style="list-style-type: none"> Establish an exclusion zone around the roof access area using barricades and warning signage to separate workers from pedestrians and vehicles Position Utes, trailers and elevating work platforms (EWPs) on level ground, apply park brakes and chock wheels where there is any gradient Verify that access ladders, scaffolds or EWPs are installed, erected and inspected by a competent person in accordance with AS/NZS 1891 and relevant scaffold standards Secure ladders at top and bottom, extend a minimum 1 m above the landing point and maintain a 4:1 pitch Set up material laydown areas away from roof edges and away from skylight or vent cut-out zones to minimise manual handling and fall risks Use team lifts or mechanical aids to move skylights, skydomes, whirlybirds, duct sections and ridge vent components onto the roof Install debris nets or physical barriers below roof work areas where there is risk to persons working or passing underneath 	2M

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			<ul style="list-style-type: none"> • DO NOT store loose sheets, skylights, vents or tools where they can slide towards edges, skylights or roof openings • Keep access ways clear of offcuts, packaging and discarded fixings by scheduling regular housekeeping during the shift 	
Roof access and working at heights	<ul style="list-style-type: none"> • Falls from roof edges • Falls through fragile surfaces • Failure of fall arrest systems • Slips on wet or dusty surfaces • Overreaching from ladders or EWPs 	4A	<ul style="list-style-type: none"> • Install compliant edge protection or guardrails around roof perimeters and along leading edges in accordance with relevant Australian standards • Fit compliant temporary covers over any existing roof penetrations, skylight openings or vent cut-outs that are capable of supporting loads and are clearly labelled as 'ROOF OPENING – DO NOT REMOVE' • Identify all skylights, skydomes, laser light sheets and roof vents as potential fragile surfaces and mark them with high visibility paint or flags • Install fixed temporary roof walkways and crawl boards to provide designated travel paths that avoid standing or kneeling on skylights or brittle roof sheeting • Use a designed fall arrest or restraint system with anchor points installed and certified by a competent person to AS/NZS 1891 requirements • Inspect harnesses, lanyards, inertia reels and connectors before each use and remove from service any items showing wear, damage or expired inspection tags • Ensure workers remain in fall restraint (no ability to reach an edge or opening) wherever practicable rather than relying solely on fall arrest • Prohibit workers from stepping, sitting or placing tools on unprotected skylights, skydomes, ridge vents or laser light sheets • Use EWPs with sufficient outreach and height so workers can access skylight and vent locations without climbing outside handrails or overreaching • DO NOT use roof gutters, vent pipes or skylight frames as anchor points or footholds under any circumstances 	2M
Electrical and service isolation	<ul style="list-style-type: none"> • Contact with live wiring • Contact with live ducts or fans • Unexpected operation of plant • Damage to hidden services • Electrocutation from overhead lines 	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
Handling skylights and roof materials	<ul style="list-style-type: none"> • Musculoskeletal strain • Dropped panels or vents • Glass or acrylic breakage • Sharp metal edges • Windborne sheets or domes 	3H		2M
Marking and cutting roof openings	<ul style="list-style-type: none"> • Falls through new openings • Contact with cutting tools • Metal swarf and flying debris • Inhalation of dust or fumes • Hot surface contact from cutting 	4A		2M

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Avoiding unprotected skylights or openings	<ul style="list-style-type: none"> • Fall through unprotected skylight • Fall through unguarded opening • Fragile panel collapse • Misjudged location under debris • Trip on temporary covers 	4A		2M
Installing skylights and skydomes	<ul style="list-style-type: none"> • Falls at roof opening • Loss of balance while fixing • Pinch points at frames • Water ingress from poor sealing • Heat stress on exposed roofs 	3H		2M

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Skylight-whirlybird and vent installation	<ul style="list-style-type: none"> • Moving rotating components • Improper whirllybird mounting • Unbalanced roof loads • Loose vent cowls in wind • Exposure to roof void contaminants 	3H		2M
Installing crimped-edge ridge vents	<ul style="list-style-type: none"> • Lacerations from crimped edges • Falls along ridge line • Improper vent alignment • Wind uplift of ridge vent • Working in awkward postures 	3H		2M
Replacing laser light sheets on factory roof	<ul style="list-style-type: none"> • Fall through removed sheeting • Breakage of brittle sheets 	4A		2M

Authorised by

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	<ul style="list-style-type: none"> Incomplete documentation 		<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	
Demobilisation and handover	<ul style="list-style-type: none"> Uncontrolled removal of materials Damage to new installations Residual fall hazards Uninformed building occupants Inadequate rescue planning for future work 	2M	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	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 IF ANY STATE IS 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>

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

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.

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 checked="" 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 and 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	