



ABN: 12 345 678 910 ACN: 123 456 789

Address: Your Company Address PH: Your Company Phone E: Your Company Email Web: Your Company Website

SAFE WORK METHOD STATEMENT (SWMS)

PROJECT DETAILS:

Project:

Area:

Job Address:

Job Description:

WORK ACTIVITY:

Working On Roofs

Consult relevant workers during development, approval and communication of this SWMS

SWMS Approved by:

Page 1 of 13

Name: (Include names of workers who were consulted in relation to this SWMS)

Signature:

Job Title:

Date:

Name:

Signature:

Date:

Personnel responsible for monitoring and managing activity:

Overall Risk Rating After Controls

4 Acute

3 High

2 Moderate

1 Low

COMMUNICATE THIS SWMS TO ALL PERSONS INVOLVED IN TASK PRIOR TO WORK COMMENCING

- _____ will conduct regular inspections and observations to ensure SWMS is being complied with.
- Hold Daily Tool Box Talks to identify, control and communicate additional site hazards.
- Cease work immediately if incident or near miss occurs. Amend the SWMS in consultation with relevant persons.
- _____ will approve and communicate amendment to all affected workers before work resumes.
- As required by WHS legislation, make the SWMS available for inspection or review.
- As required by WHS legislation, keep record of SWMS (until job is complete or for 2 years if involved in a notifiable incident).

DOCUMENT NO:

ACTIVITY :

REVIEW NO:

DATE

Authorised by:
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Date:

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Page 1

IMPORTANT NOTES:

Check local government standards, codes of practice, regulations and legislation for any training requirements before use.

Apprentices and Trainee Personnel are usually permitted to operate certain machinery and equipment provided they are guided and supervised by an experienced and qualified person, while also recording the hours of use in an approved logbook.

WorkCover National Certificates of Competency are nationally recognised and these specific certificates do not have to be changed over to work interstate.

1. These procedures apply in situations where a person could fall more than 2.0 m. (NT, Qld, SA, Vic, WA); 1.8 m. (ACT, NSW); or 2.4m. (Tas. - Commercial construction) or, any height (Tas. - Domestic construction).
2. Refer to workplace practices manual or specific safe work procedures for further information on topics.

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DOCUMENT NO:

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REVIEW NO:

DATE:

Authorised by:
Signature:

Date:

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Page 2

| Task Steps | Potential Hazards/Risks of Each Step | RB | Control Measures - Steps To Follow Safety Checks & PPE | RA | Responsible Officer |
|--|--|----|---|----|---------------------|
| NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented. | | | | | |
| 1. General precautions | Falling objects Electrical hazards Slips and falls | | <p>To prevent objects falling off working surfaces, provide edge protection.</p> <p>To prevent access to areas where objects may fall, barricades may be used.</p> <p>Before commencing working, make sure that electric wires and de-energized, insulated with matting, and identified with "tiger tails"</p> <p>Use footwear having flexible soles, and a non-slip sole pattern.</p> <p>Be very careful when working on mossy, wet or steep roofs.</p> <p>On sites where falling objects may occur, wearing head protection is recommended.</p> <p>Always maintain a safe distance from electric catenary wires.</p> <p>Make sure of maintaining a good footing at all times.</p> | | |
| 2. Use of ladders | Falls | | For access only, use extension or single ladders, except where the work to be carried out is of the nature that the equipment or material used does not cause loss of balance, or restrict the movement; the trunk remains centred on the ladder, and equipment can be used with | | |

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| DOCUMENT NO: | ACTIVITY: | REVIEW NO: | DATE: |
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Authorised by:
Signature:

Date:

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| | | | <p>one hand.</p> <p>Use only industrial ladders and have 3 points of contact always.</p> <p>Stand the ladder on a firm, stable surface, and secure it against movement.</p> | | |
| 3. Use of scissor lifts | <p>Overloading</p> <p>Accidental movement</p> <p>Overturning</p> <p>Persons falling</p> | | <p>Make sure that the total load in the bucket of the unit, including personnel, tools and equipment and materials does not exceed the safe working load of the unit.</p> <p>Make sure the unit cannot move when platform is extended, by checking the operations of outriggers, stops, brakes, etc.</p> <p>Always lower the platform, even when moving the unit for short distances only.</p> <p>When working at heights, persons must not lean out over the rails of the platform.</p> <p>Always park scissor lifts as close to building as possible (not more than 100mm from the roof being accessed), when preparing to step from ladder to roof.</p> <p>Raise the platform until floor of the platform is level with the roof.</p> | | |

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| | | | <p>If fitted, depress "Dead man" button to prevent movement of machine.</p> <p>Prevent any unauthorised movement or operation of the machine while in use for accessing the roof by placing sign on the bottom control panel.</p> <p>Do not exceed the safe working load of the scissor lift.</p> <p>If brakes and stops fail to prevent all movement, do not use the unit.</p> <p>Never travel with a raised platform.</p> <p>Always keep body inside platform.</p> <p>Keep the edges of the platform as close as possible to the roof being accessed.</p> <p>Avoid a step up or a step down.</p> <p>Place a "DO NOT USE" tag on the controls to prevent unauthorised movement of the machine.</p> | | |
| 4. Use of elevating platforms | <p>Overloading of platform</p> <p>Persons falling</p> | | <p>Make sure that total load in the bucket of the EWP does not exceed the safe working limits of the unit. This must include personnel tools, equipment, and materials.</p> <p>All persons in the EWP bucket must wear appropriate</p> | | |

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| DOCUMENT NO: | ACTIVITY: | REVIEW NO: | DATE: |
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| | | | <p>safety harness to prevent them from falling to the ground or on to any part of the EWP or the truck.</p> <p>Raise the platform until the floor of the platform is level with the roof.</p> <p>Mobile scaffolds must have their wheels locked before any person is allowed to climb on to the scaffolding.</p> <p>If fitted, depress "Dead man" button to prevent movement of machine.</p> <p>Prevent any unauthorised movement or operation of the machine while in use for accessing the roof by placing sign on the bottom control panel.</p> <p>Never exceed the safe working load of the EWP.</p> <p>Never use belt type harnesses, parachute type harnesses are preferred.</p> <p>Position the bucket such that the gate faces the roof.</p> <p>All scaffolding must be marked SWL</p> <p>Place a "DO NOT USE" tag on the controls to prevent unauthorised movement of the machine.</p> | | |

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| 5. Edge Protection | Persons falling Falling objects | | <p>To prevent persons falling, edge protection must be erected around the perimeter of the work. This must comprise a mid-rail and a guardrail designed to withstand any reasonable force, which is expected to fall against it.</p> <p>Risk of persons being injured from falls is increased where –</p> <ul style="list-style-type: none"> • Potentially slippery roof materials or conditions (e.g., highly glazed, wet, mossy, etc.) are present • Roof pitch is greater than 250 (1 in 2 slope) • Brittle or fragile roof materials are present • The area to which the person may fall presents a hazard (e.g., hard surfaces, starter bars, building materials, trenches, pipework, etc.). <p>Edge protection should conform to the requirements stated by the Authority.</p> <p>Where objects can fall onto people in the adjoining areas such as residences, streets, etc., catch platforms or hoardings must be used, along with perimeter screening.</p> <p>Guardrail must be minimum 900mm high with toe board and mid-rail.</p> <p>Only a competent person should erect an edge protection</p> | | |

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| | | | system and this must be used according to the instructions of the manufacturer. | | |
| 6. Steep roofs | Slips and falls | | <p>A ladder may be placed on the roof to allow a person to climb the steep roof safely.</p> <p>Make sure the ladder is secure on the roof before attempting to climb on it.</p> <p>Consider using a fall arrest system where the work is of a longer duration.</p> <p>Make sure the ladder is attached securely to the roof.</p> <p>Make sure there is adequate foothold.</p> <p>Provide edge protection.</p> | | |
| 7. Brittle and fragile roofs | Falls | | <p>If fragile or brittle roof areas are accessed or traversed regularly, permanent walkways must be installed.</p> <p>If the roof pitch is more than 15° or the slope is 1 in 4, the risk of a fall increases.</p> <p>If a permanent walkway is not practicable, provide adequately secured temporary walkways or other means of preventing a person from falling through while traversing the roof.</p> | | |

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| | | | <p>Never rely on roof purlins as safe footings.</p> <p>Spread the load evenly over the roof area.</p> <p>Never place heavy items on a fragile roof and always spread the load evenly over the roof areas.</p> | | |

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|--------------|-----------|------------|-------|
| DOCUMENT NO: | ACTIVITY: | REVIEW NO: | DATE: |
|--------------|-----------|------------|-------|









Authorised by:
Signature:

Date:

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| References: | |
| Codes of Practice AS/NZS 1891.4:2009 AS/NZS.4488.2:1997 | Managing the Risks of Fall in the Workplace Industrial Fall-Arrest Systems and Devices - Selection, Use and Maintenance Industrial Rope Access System - Selection, Use and Maintenance |

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment Requirements

| Foot Protection | Hearing Protection | Protective Clothing | Head Protection | Eye Protection | Hand Protection | Sun Protection | Safety Harness |
|---|---|---|--|---|---|---|---|
|  |  |  |  |  |  |  |  |

PPE Notes:

The above PPE Requirements are the minimum requirements for all personnel involved in this task. Be sure to conduct a Risk Assessment for other factors that may influence the work environment such as Temperatures – Hot/Cold, Working in the Sun, Night Work etc. Be sure that all PPE used is approved by Australian Standards.

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|--------------|-----------|------------|-------|
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|--------------|-----------|------------|-------|

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SIGN OFF

Workers and relevant Persons Conducting Business or Undertaking (PCBU) were consulted for developing this SWMS. I have read the above SWMS and I understand its contents. I confirm that I have the necessary training and skills, including any relevant certifications to undertake the related tasks contained in this SWMS. I agree to comply with any safety guidelines, requirements and recommendations as set forth by the responsible officer within this SWMS including safety instructions and use of recommended Personal Protective Equipment.

| Name | Qualifications | Signature | Date | Time | Employer |
|------|----------------|-----------|------|------|----------|
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DOCUMENT NO:

ACTIVITY:

REVIEW NO:

DATE:

Authorised by:
Signature:

Date:

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Page 11

RISK ASSESSMENT

References: Risk Management Code of Practice 2007, AS/NZS 31000 -2009 Risk Management Principles and guidelines

Step 1 Determine Likelihood – What is the possibility that the effect will occur?

| | Likelihood | Definition |
|-----------------------|---|--|
| Almost certain | Expected to happen in most circumstances. | A common and very possible result |
| Likely | Will probably occur in most circumstances. | Known to have occurred and has happened before |
| Possible | Might occur at some time | Could occur and is likely it has happened before |
| Unlikely | Could occur at some time | Not likely to occur |
| Rare | May occur only in exceptional circumstances | Very unlikely |

Step 2 Determine Consequence – Expected Consequences

| Level of Consequence | Examples |
|---------------------------------|--|
| Insignificant/Acceptable | No consequence – so minor that the consequence is manageable |
| Minor | First aid treatment only; manageable and contained. |
| Moderate | Medical treatment; manageable with 3 rd party assistance. |
| Major | Serious injuries; Down time and loss of productivity |
| Catastrophic | Death; Very serious consequences |

Step 3 Determine the risk score

| LIKELIHOOD | CONSEQUENCE | | | | |
|-----------------------|---------------|----------|----------|---------|--------------|
| | Insignificant | Minor | Moderate | Major | Catastrophic |
| Almost certain | 3 High | 3 High | 4 Acute | 4 Acute | 4 Acute |
| Likely | 2 Medium | 3 High | 3 High | 4 Acute | 4 Acute |
| Possible | 1 Low | 2 Medium | 3 High | 4 Acute | 4 Acute |
| Unlikely | 1 Low | 1 Low | 2 Medium | 3 High | 4 Acute |
| Rare | 1 Low | 1 Low | 2 Medium | 3 High | 3 High |

Step 4 Record risk score (Note – Risk scores are only estimated and should not be Solely relied upon)

| Score | Action |
|--------------------------------|---|
| 4 A: Acute | URGENT – Act on and lower the risks immediately. Demands immediate attention. |
| 3 H: High | Decisions required urgently by Management. |
| 2 M: Moderate | Follow instructions given by management. |
| 1 L: Low | Manageable. Review regularly, and if any conditions of work change. |

DOCUMENT NO:

ACTIVITY:

REVIEW NO:

DATE:

Authorised by:
Signature:

Date:

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Page 12

DISCLAIMER

Blue Safe Online Pty Ltd supplies a generic template system of word documents that helps the employer to get a head start by providing them with a foundation to build a Work Health & Safety system for their business. Blue Safe Online Pty Ltd templates are generic in nature and are not designed to be relied solely upon without the customisation of specific tasks.

Acquiring or creating & implementing an WHS System can greatly reduce the risks which are associated with your business, however having a complete WHS System does not 100% insulate a business from accidents or injuries in a workplace, and it does not guarantee that a Compensation Claim won't be filed, however it significantly reduces the probability or likelihood by creating, adjusting and refining your systems as much as possible and ensuring that staff follow them.

The documents provided by Blue Safe Online Pty Ltd are designed to help the employers' awareness to safety in the workplace, and helping them with the first step to meeting their legislative obligations as an employer. Not only this, but it also creates an awareness for the employee in helping them be aware of their legislative obligations in the workplace, by taking responsibility for their actions, be 'Safety Minded' and helping the employer to create and maintain a safe workplace which also significantly reduces the possibilities and risks of an injury while at work.

The obligation rests with the employer to ensure that all systems in the workplace are applicable, practical and safe for their employees while at work.

Blue Safe Online Pty Ltd or any of our strategic alliances including associates or any third parties will not and cannot be held responsible for any claims, legal responsibility and litigation resulting from a workplace incident. It is the employers' responsibility to provide a safe work environment for all staff, contractors and visitors in which Blue Safe Online Pty Ltd does not in any way offer any service that carries or negates that responsibility. Blue Safe Online Pty Ltd offers a number of products that gives employers a foundation to begin building a comprehensive system in order to meet their legislative requirements and obligations. Blue Safe Online Pty Ltd will not and does not in any way offer any protection or indemnity from any form of litigation or claims, or any liabilities incurred or sustained. The absolute responsibility to create, implement and maintain a safe system of work and a safe working environment ultimately rests with the employer.

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|--------------|-----------|------------|-------|
| DOCUMENT NO: | ACTIVITY: | REVIEW NO: | DATE: |
|--------------|-----------|------------|-------|

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Date:

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Page 13