SAFE WORK METHOD STATEMENT (SWMS)

Business name

Document: SWMS-001 Rev 1
Prepared: 9 Nov 2026
Review by: 9 Dec 2026
Highest risk after controls: Medium

1. BUSINESS AND JOB DETAILS

Job	Roof painting and restoration	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Painting

2. HIGH RISK CONSTRUCTION WORK COVERED BY THIS SWMS

YES	Risk of a person falling more than 2 metres		Work on or near chemical, fuel or refrigerant lines
	Work on a telecommunication tower		Work on or near energised electrical installations or services
	Demolition of an element of a structure that is load-bearing or related to its physical integrity		Work in an area that may have a contaminated or flammable atmosphere
	Likely to involve disturbing asbestos		Work involving tilt-up or precast concrete elements
	Structural alterations or repairs that require temporary support to prevent collapse		Work on, in or next to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians
	Work in or near a confined space		Work in an area with movement of powered mobile plant
	Work in or near a shaft or trench with an excavated depth greater than 1.5 metres		Work in an area with artificial extremes of temperature
	Work in or near a tunnel		Work in or near water or other liquid that involves a risk of drowning
	Use of explosives		Diving work
	Work on or near pressurised gas distribution mains or piping		

3. JOB STEPS, HAZARDS AND CONTROLS

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
1	Check for asbestos roofing; asbestos roofs must not be pressure cleaned	Disturbing asbestos Rules: WHS Regulations, Chapter 8 (Asbestos)	**Extreme Possible / Catastrophic**	1.1 Before work, check the asbestos register (workplaces built before 2004). For homes, or if there is no register, have a competent person identify asbestos or assume it is present. [Eliminate] 1.2 Seal off the work area and keep everyone else out. [Isolate] 1.3 If asbestos must be disturbed, keep it wet, use hand tools not power tools, and clean up with an H-class vacuum. [Engineering] 1.4 Friable asbestos (Class A) and more than 10 square metres of non-friable asbestos (Class B) must be removed by a licensed removalist. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				1.5 Stop work straight away if you find suspect asbestos. Do not touch it and tell your supervisor. [Administrative] 1.6 Wear a fitted P2 (or better) respirator and disposable coveralls. [PPE]		
2	Set up edge protection or harness anchors and a secured ladder	Falling from a roof edge Falling from a ladder Falling through a fragile roof or skylight Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / Catastrophic**	2.1 Do what you can from the ground or from a scaffold at the gutter line, for example pre-assemble parts on the ground. [Eliminate] 2.2 Install edge protection or guardrails on all open roof edges before work starts. [Isolate] 2.3 Use a perimeter scaffold with handrails and toe boards along the eaves where practical. [Engineering] 2.4 Where guardrails cannot be fitted, use fall restraint on certified roof anchors so workers cannot reach the edge. [Engineering] 2.5 Only workers briefed on this SWMS go on the roof. Stop and review the SWMS if the roof, weather or method changes. [Administrative] 2.6 Use one safe, controlled access point and keep others off the roof. [Administrative] 2.7 Have a written emergency and rescue plan, tested before work starts, for any worker using a harness (WHS Regulations r.80). [Administrative] 2.8 Use a platform ladder, mobile scaffold or EWP for longer jobs instead of a straight ladder. [Substitute] 2.9 Use industrial-rated ladders (AS/NZS 1892, 120 kg or more) in good condition. Remove any damaged ladder from site. [Engineering] 2.10 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Engineering] 2.11 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 2.12 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative] 2.13 Work from underneath or from an EWP so nobody stands on the fragile roof. [Eliminate] 2.14 Cover or guard every skylight and fragile sheet with a fixed, marked cover or mesh before work starts. [Isolate] 2.15 Install safety mesh under new roof sheeting, and use crawl boards or staging to spread the load on fragile surfaces. [Engineering] 2.16 Use fall arrest on rated anchors when working near fragile areas. [Engineering] 2.17 Treat all roof sheets as fragile until a competent person confirms they are not. Old fibre cement and plastic sheets are fragile. [Administrative]	**Medium Unlikely / Major**	Site supervisor
3	Pressure clean, aware that wet roofs are very slippery	High pressure water jetting Slips and trips Falling from a roof edge Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / Catastrophic**	3.1 Set an exclusion zone around the jetting area. [Isolate] 3.2 Use a dead man's trigger that stops the jet when released, and check hoses and fittings before use. [Engineering] 3.3 Only trained operators use high pressure jetting gear. [Administrative] 3.4 Never point the lance at anyone or put a hand in front of it. [Administrative] 3.5 Treat any jetting injury as serious and go to hospital, even if it looks small. [Administrative] 3.6 Plan walkways and keep them clear of materials, hoses and leads.	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Eliminate] 3.7 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 3.8 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 3.9 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 3.10 Keep work areas, stairs and access paths well lit. [Administrative] 3.11 Stop roof work in strong wind or rain, and when the roof is wet, icy or covered in dust or frost. [Administrative] 3.12 Wear a harness clipped to a rated anchor when using restraint or fall arrest, and soft-soled non-slip boots. [PPE] 3.13 Falling from a roof edge: see step 2 for the full controls [Administrative]		
4	Repair and re-point ridges	Lifting and carrying heavy loads Cuts from sharp edges Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Likely / Moderate**	4.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 4.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 4.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 4.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 4.5 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 4.6 Rotate tasks and take breaks on long lifting jobs. [Administrative] 4.7 Wear gloves for grip and safety boots to protect your feet. [PPE] 4.8 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 4.9 Use knives with retractable or self-retracting blades. [Engineering] 4.10 Cut away from your body and keep your other hand clear. [Administrative] 4.11 Put used blades in a blade bin or sharps container. [Administrative] 4.12 Use two people to handle large sheets of metal or glass. [Administrative] 4.13 Wear cut-resistant gloves and long sleeves. [PPE]	**Medium Unlikely / Moderate**	Site supervisor
5	Spray coatings in calm weather, protecting cars and neighbours	Hazardous chemicals Strong wind and storms Public entering the work area Rules: WHS Regulation 2011, Chapter 7 Hazardous chemicals	**High Possible / Major**	5.1 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Substitute] 5.2 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Engineering] 5.3 Read the Safety Data Sheet (SDS) before use and keep a register of hazardous chemicals on site. [Administrative] 5.4 Keep chemicals in labelled containers. Never decant into drink bottles. [Administrative] 5.5 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Administrative] 5.6 Check the forecast each morning and plan work at height and lifting	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				around the weather. [Eliminate] 5.7 Tie down or weigh down loose sheets, panels, boards and rubbish at the end of each shift. [Engineering] 5.8 Set wind limits for roof work, platforms and cranes, using the manufacturer's limits, and stop when they are reached. [Administrative] 5.9 Stop work and get down in lightning. Wait 30 minutes after the last thunder before going back up. [Administrative] 5.10 Check scaffold, fencing and edge protection after strong wind before anyone uses them. [Administrative] 5.11 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 5.12 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 5.13 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 5.14 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative] 5.15 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative]		
6	Clean up and remove access	Heat stress Sun exposure (UV) Poor housekeeping and waste	**High** **Possible / Major**	6.1 Schedule heavy work for the cooler part of the day. [Eliminate] 6.2 Provide shade over work and rest areas, and fans or cooling in roof spaces. [Engineering] 6.3 Supply cool drinking water close by and drink a cup every 15 to 20 minutes. [Administrative] 6.4 Take regular rest breaks in the shade, more often as it gets hotter. [Administrative] 6.5 Let new and returning workers build up to full work in the heat over about a week. [Administrative] 6.6 Plan outdoor work for early morning or late afternoon when UV is lower. [Eliminate] 6.7 Put shade covers over fixed work areas. [Engineering] 6.8 Check the UV index each day. Use sun protection when it is 3 or higher. [Administrative] 6.9 Check your skin regularly and see a doctor about any new or changing spots. [Administrative] 6.10 Wear a broad-brim hat or hard hat brim, long sleeves, sunglasses and SPF 50+ sunscreen, reapplied every 2 hours. [PPE] 6.11 Order materials to size and send packaging back where you can. [Eliminate] 6.12 Put skip bins and waste chutes close to the work. [Engineering] 6.13 Clean as you go, and do a full clean up at the end of each day. [Administrative] 6.14 Keep exits, stairs and walkways clear at all times. [Administrative] 6.15 Stack materials neatly on level ground, away from edges. [Administrative]	**Medium** **Unlikely / Major**	Site supervisor

Risk key: risk = likelihood x consequence on a 5 x 5 matrix. Low, Medium, High, Extreme. Work must not start while the risk after controls is high or above. Controls are listed in order of the hierarchy of control: Eliminate, Substitute, Isolate, Engineering, Administrative, PPE.

4. PPE AND PERMITS

Required PPE	Permits and plans
Steel cap boots Safety harness and lanyard Half-face respirator (P2 or P3 filters) Safety goggles Sun protection (brim hat, long sleeves, SPF 50+) Chemical-resistant gloves (nitrile) Overalls Work gloves Hard hat Face shield Hearing protection (earmuffs or plugs) Cut-resistant gloves Safety glasses Hi-vis shirt or vest	Roof access permit Working at heights permit

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Pressure cleaner					
Airless paint sprayer					
Extension ladder		Check before each use to the manufacturer and AS/NZS 1892; tag out damaged ladders			
Hand tools					

6. CREW COMPETENCY, TICKETS AND LICENCES

Crew listed at sign-on below, with ticket and licence numbers.

7. EMERGENCY ARRANGEMENTS

Emergency number	000	**First aid kit**	In the work vehicle
Fire extinguisher	In the work vehicle	**Alarm and evacuation**	Shout for help and stop work. Make the area safe and go to the assembly point. Call the emergency number and send someone to meet the ambulance.
Reporting incidents	Notify the regulator immediately of any notifiable incident and preserve the site.		

8. IMPLEMENTING, MONITORING AND REVIEWING THE CONTROLS

How they are put in place	Controls are set up before the work starts. The person responsible explains this SWMS to every worker before they start, and workers sign to confirm they understand it.	**How they are monitored**	The person responsible checks the controls are in place before work starts each day and during the work, and talks to the workers about any problems. Stop work and review this SWMS if the work changes, the controls are not working, after any incident, or if a worker raises a concern.
When it is reviewed	Reviewed when the work or site changes, after any incident, if a control is not working, or if a worker or health and safety representative asks.		

Legal basis: Work Health and Safety Regulations 2011, Part 6.3 (Victoria: OHS Regulations 2017). A SWMS must be prepared before any high risk construction work starts. It must list the high risk work, the hazards and risks, the control measures, and how those controls will be put in place, monitored and reviewed. It must be easy for the workers to read and understand.

Keep this SWMS, and every revised version, until the high risk construction work is finished, where workers and inspectors can see it on site. If a notifiable incident happens during the work, keep it for at least 2 years after the incident.

9. REVIEW AND AMENDMENT RECORD

Rev	Date	By	What changed
1	9 Nov 2026		First issue

10. SIGN-OFF

	Name	Signature	Date	
Prepared by				
Person responsible (supervisor)				
Principal contractor review				Accepted for use: Yes / No

By signing below, each worker confirms they were consulted on and have read and understood this SWMS, and will follow it. If the work cannot be done as this SWMS says, stop as soon as it is safe and do not restart until the SWMS is reviewed.

Name	Role / company	Tickets / licences	Inducted	Signature	Date

Name	Role / company	Tickets / licences	Inducted	Signature	Date