# 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** | Flat roof and membrane roofing | **Start date** | 9 Nov 2026 |
| **Working hours** | 7:00 am to 3:30 pm | **Trade** | Roofing |

## 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 | Set up edge protection around the flat roof and guard any roof openings or skylights | Falling from a roof edge<br>Falling through a floor opening or void<br>Falling through a fragile roof or skylight<br><br>Rules: WHS Regulation 2011, Part 4.4 Falls | **Extreme Likely / Catastrophic** | 1.1 Do what you can from the ground or from a scaffold at the gutter line, for example pre-assemble parts on the ground. [Eliminate]<br>1.2 Install edge protection or guardrails on all open roof edges before work starts. [Isolate]<br>1.3 Use a perimeter scaffold with handrails and toe boards along the eaves where practical. [Engineering]<br>1.4 Where guardrails cannot be fitted, use fall restraint on certified roof anchors so workers cannot reach the edge. [Engineering]<br>1.5 Only workers briefed on this SWMS go on the roof. Stop and review | **Medium Rare / Catastrophic** | Site supervisor |

| # | Job step | Hazards | Risk before | Controls | Risk after | Responsible |
|---|---|---|---|---|---|---|
| | | | | the SWMS if the roof, weather or method changes. [Administrative]<br>1.6 Use one safe, controlled access point and keep others off the roof. [Administrative]<br>1.7 Have a written emergency and rescue plan, tested before work starts, for any worker using a harness (WHS Regulations r.80). [Administrative]<br>1.8 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate]<br>1.9 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate]<br>1.10 Install stairs early and fit temporary handrails as soon as they go in. [Engineering]<br>1.11 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative]<br>1.12 Inspect covers and barriers daily and after other trades have been through. [Administrative]<br>1.13 Work from underneath or from an EWP so nobody stands on the fragile roof. [Eliminate]<br>1.14 Cover or guard every skylight and fragile sheet with a fixed, marked cover or mesh before work starts. [Isolate]<br>1.15 Install safety mesh under new roof sheeting, and use crawl boards or staging to spread the load on fragile surfaces. [Engineering]<br>1.16 Use fall arrest on rated anchors when working near fragile areas. [Engineering]<br>1.17 Treat all roof sheets as fragile until a competent person confirms they are not. Old fibre cement and plastic sheets are fragile. [Administrative] | | |
| 2 | Lift materials up with a hoist, keeping the area below closed off | Falling tools and materials<br>Lifting and carrying heavy loads<br>Public entering the work area<br><br>Rules: WHS Regulation 2011, Part 3.2 (falling objects); WHS Regulation 2011, Part 4.2 Hazardous manual tasks | **High**<br>**Possible / Major** | 2.1 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate]<br>2.2 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering]<br>2.3 Use catch fans, debris netting or covered walkways where people pass below. [Engineering]<br>2.4 Tether hand tools when working at height. [Engineering]<br>2.5 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative]<br>2.6 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate]<br>2.7 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute]<br>2.8 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering]<br>2.9 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative]<br>2.10 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative]<br>2.11 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate]<br>2.12 Give pedestrians a safe, marked path around the work, with ramps | **Medium**<br>**Unlikely / Major** | Site supervisor |

| # | Job step | Hazards | Risk before | Controls | Risk after | Responsible |
|---|---|---|---|---|---|---|
| | | | | for prams and wheelchairs. [Isolate]<br>2.13 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering]<br>2.14 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative]<br>2.15 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative] | | |
| 3 | Strip the old covering and check the deck for rot | Lifting and carrying heavy loads<br>Cuts from sharp edges<br>General dust<br><br>Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks | **High Likely / Moderate** | 3.1 Rotate tasks and take breaks on long lifting jobs. [Administrative]<br>3.2 Wear gloves for grip and safety boots to protect your feet. [PPE]<br>3.3 Lifting and carrying heavy loads: see step 2 for the full controls [Administrative]<br>3.4 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering]<br>3.5 Use knives with retractable or self-retracting blades. [Engineering]<br>3.6 Cut away from your body and keep your other hand clear. [Administrative]<br>3.7 Put used blades in a blade bin or sharps container. [Administrative]<br>3.8 Use two people to handle large sheets of metal or glass. [Administrative]<br>3.9 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Substitute]<br>3.10 Seal off the work area with plastic sheeting in occupied buildings. [Isolate]<br>3.11 Use tools with dust extraction and a vacuum for clean up. [Engineering]<br>3.12 Lightly mist the area with water to keep dust down, away from anything electrical. [Engineering]<br>3.13 Never dry sweep or blow dust off with compressed air. [Administrative] | **Medium Unlikely / Moderate** | Site supervisor |
| 4 | Apply primers and adhesives with good airflow and away from flames | Hazardous chemicals<br>Flammable liquids and gases<br><br>Rules: WHS Regulation 2011, Chapter 7 Hazardous chemicals | **High Unlikely / Catastrophic** | 4.1 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Substitute]<br>4.2 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Engineering]<br>4.3 Read the Safety Data Sheet (SDS) before use and keep a register of hazardous chemicals on site. [Administrative]<br>4.4 Keep chemicals in labelled containers. Never decant into drink bottles. [Administrative]<br>4.5 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Administrative]<br>4.6 Have eye wash and a spill kit nearby, and wash hands before eating. [Administrative]<br>4.7 Wear chemical-resistant gloves and safety glasses or goggles as listed on the SDS. [PPE]<br>4.8 Use a respirator with the right cartridge if the SDS calls for one. [PPE]<br>4.9 Use non-flammable or water-based products where you can. [Substitute] | **Medium Unlikely / Moderate** | Site supervisor |

| # | Job step | Hazards | Risk before | Controls | Risk after | Responsible |
|---|---|---|---|---|---|---|
| | | | | 4.10 Keep ignition sources away: no smoking, no hot work and no running engines near flammables. [Isolate]<br>4.11 Store fuels and solvents in approved, closed containers in a ventilated area away from the work. [Engineering]<br>4.12 Refuel equipment outdoors with the engine off and cool. [Administrative]<br>4.13 Keep only what you need for the day on site. [Administrative]<br>4.14 Store gas cylinders upright, secured and outdoors. [Administrative]<br>4.15 Keep a suitable fire extinguisher where flammables are used or stored. [Administrative]<br>4.16 Wear chemical gloves and safety glasses when pouring or mixing. [PPE] | | |
| 5 | Torch on membrane under a hot work permit, with an extinguisher and a fire watch after | Fire from hot works<br>Burns from hot surfaces<br>Fire and emergencies<br><br>Rules: AS 1674.1 Safety in welding and allied processes (fire precautions); WHS Regulation 2011, regulation 43 (emergency plans) | **Extreme Possible / Catastrophic** | 5.1 Use cold work methods where you can, such as bolting, press fittings or cutting with a saw instead of a torch. [Eliminate]<br>5.2 Move anything that can burn at least 15 metres away (AS 1674.1), or protect it with fire blankets or screens. [Isolate]<br>5.3 Use fire-resistant screens to stop sparks reaching people or gaps in walls and floors. [Engineering]<br>5.4 Get a hot work permit before starting. [Administrative]<br>5.5 Keep a charged fire extinguisher and fire blanket at the work spot. [Administrative]<br>5.6 Isolate heating systems and let parts cool before you touch them. [Eliminate]<br>5.7 Fit guards or insulation on hot pipes and equipment. [Engineering]<br>5.8 Mark hot items with chalk or a "HOT" sign so others know. [Administrative]<br>5.9 Keep a first aid kit and cool running water nearby for burns. [Administrative]<br>5.10 Wear heat-resistant gloves and long sleeves. [PPE]<br>5.11 Provide fire extinguishers suited to the site, checked and easy to reach. [Engineering]<br>5.12 Keep exits and escape routes clear and signed. [Engineering]<br>5.13 Have a site emergency plan: alarm, exits, assembly point and emergency contacts. [Administrative]<br>5.14 Keep a stocked first aid kit and at least one trained first aider on site. [Administrative]<br>5.15 Know the site address and how emergency services get in. Call 000. [Administrative] | **Medium Rare / Catastrophic** | Site supervisor |
| 6 | Seal outlets and edges, clear the roof and remove access | Poor housekeeping and waste<br>Heat stress<br>Sun exposure (UV) | **High Possible / Major** | 6.1 Order materials to size and send packaging back where you can. [Eliminate]<br>6.2 Put skip bins and waste chutes close to the work. [Engineering]<br>6.3 Clean as you go, and do a full clean up at the end of each day. [Administrative]<br>6.4 Keep exits, stairs and walkways clear at all times. [Administrative]<br>6.5 Stack materials neatly on level ground, away from edges. [Administrative] | **Medium Unlikely / Major** | Site supervisor |

| # | Job step | Hazards | Risk before | Controls | Risk after | Responsible |
|---|---|---|---|---|---|---|
| | | | | 6.6 Schedule heavy work for the cooler part of the day. [Eliminate]<br>6.7 Provide shade over work and rest areas, and fans or cooling in roof spaces. [Engineering]<br>6.8 Supply cool drinking water close by and drink a cup every 15 to 20 minutes. [Administrative]<br>6.9 Take regular rest breaks in the shade, more often as it gets hotter. [Administrative]<br>6.10 Let new and returning workers build up to full work in the heat over about a week. [Administrative]<br>6.11 Plan outdoor work for early morning or late afternoon when UV is lower. [Eliminate]<br>6.12 Put shade covers over fixed work areas. [Engineering]<br>6.13 Check the UV index each day. Use sun protection when it is 3 or higher. [Administrative]<br>6.14 Check your skin regularly and see a doctor about any new or changing spots. [Administrative]<br>6.15 Wear a broad-brim hat or hard hat brim, long sleeves, sunglasses and SPF 50+ sunscreen, reapplied every 2 hours. [PPE] | | |

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<br>Safety harness and lanyard<br>Work gloves<br>Safety glasses<br>Half-face respirator (P2 or P3 filters)<br>Sun protection (brim hat, long sleeves, SPF 50+)<br>Hard hat<br>Hi-vis shirt or vest<br>Cut-resistant gloves<br>P2 dust mask<br>Chemical-resistant gloves (nitrile)<br>Safety goggles<br>Overalls<br>Welding gloves<br>Face shield | Roof access permit<br>Working at heights permit<br>Hot work permit |

## 5. PLANT AND EQUIPMENT

| Plant / equipment | Licence or training needed | Inspection needed | Rego / ID | Last inspected | Certificate / report |
|---|---|---|---|---|---|

| Plant / equipment | Licence or training needed | Inspection needed | Rego / ID | Last inspected | Certificate / report |
|---|---|---|---|---|---|
| LPG gas torch | | | | | |
| Hand tools | | | | | |
| Extension ladder | | Check before each use to the manufacturer and AS/NZS 1892; tag out damaged ladders | | | |
| Materials hoist | High Risk Work Licence HM for a materials hoist | Pre-start check each shift; periodic inspection to the manufacturer | | | |

## 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 |
|---|---|---|---|

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