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	Install metal roof sheets	**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	**YES**	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	Install scaffold edge protection and safety mesh before any sheets go up	Falling from a roof edge Falling from height Scaffold collapse or fall from scaffold Rules: WHS Regulation 2011, Part 4.4 Falls; WHS Regulation 2011, Part 4.4 Falls, Part 5.1 Plant and r.225 (scaffolds)	**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] 1.2 Install edge protection or guardrails on all open roof edges before work starts. [Isolate] 1.3 Use a perimeter scaffold with handrails and toe boards along the eaves where practical. [Engineering] 1.4 Where guardrails cannot be fitted, use fall restraint on certified roof anchors so workers cannot reach the edge. [Engineering] 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] 1.6 Use one safe, controlled access point and keep others off the roof. [Administrative] 1.7 Have a written emergency and rescue plan, tested before work starts, for any worker using a harness (WHS Regulations r.80). [Administrative] 1.8 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 1.9 Install guardrails or edge protection on all open edges before work starts. [Isolate] 1.10 Use a scaffold, mobile work platform or EWP instead of working off a ladder. [Engineering] 1.11 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering] 1.12 Everyone working at height holds a White Card and has been briefed on this SWMS before going up. [Administrative] 1.13 Have a written emergency and rescue plan, tested before work starts, so a worker hanging in a harness can be brought down within minutes (WHS Regulations r.80). [Administrative] 1.14 Scaffold is built, altered and taken down only by a competent scaffolder, on a firm base with sole boards and ties. [Engineering] 1.15 Fit guardrails, mid rails and toe boards on every working platform. [Engineering] 1.16 Use mobile scaffolds only on firm, level ground with castors locked and outriggers fitted. Never move one with anyone on it. [Engineering] 1.17 Scaffold where a person or object could fall more than 4 metres is built by a licensed scaffolder (High Risk Work Licence). [Administrative] 1.18 Do not use a scaffold over 4 metres until the scaffolder gives a written handover certificate. [Administrative] 1.19 Inspect the scaffold before first use, after any change or bad weather, and at least every 30 days. Record it on the scaffold tag. [Administrative] 1.20 Do not overload platforms. Know the duty rating and keep material stacks over the standards. [Administrative]		
2	Check wind speed and stop lifting or laying sheets in strong wind	Strong wind and storms	**High** **Possible / Major**	2.1 Check the forecast each morning and plan work at height and lifting around the weather. [Eliminate] 2.2 Tie down or weigh down loose sheets, panels, boards and rubbish at the end of each shift. [Engineering] 2.3 Set wind limits for roof work, platforms and cranes, using the manufacturer's limits, and stop when they are reached. [Administrative] 2.4 Stop work and get down in lightning. Wait 30 minutes after the last thunder before going back up. [Administrative] 2.5 Check scaffold, fencing and edge protection after strong wind before anyone uses them. [Administrative] 2.6 Do not carry large sheets on roofs in wind. [Administrative] 2.7 Wear a hard hat with a chin strap at height in windy conditions. [PPE]	**Low** **Rare / Major**	Site supervisor
3	Lift sheet packs onto the roof with a crane or telehandler,	Crane and lifting failure Falling tools and materials	**Extreme** **Possible /**	3.1 Barricade the lift zone and keep everyone out from under the load. [Isolate]	**Medium** **Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
	keeping everyone out from under the load	Contact with overhead power lines Being hit by mobile plant Rules: WHS Regulation 2011, Part 4.5 High risk work and Part 5.1 Plant; WHS Regulation 2011, Part 3.2 (falling objects); WHS Regulation 2011, Part 5.1 Plant	**Catastrophic**	3.2 Use a crane rated for the load at the radius, set up on firm ground with outrigger pads. [Engineering] 3.3 Check slings, chains, shackles and hooks before use. Remove anything damaged or not tagged. [Engineering] 3.4 Plan the lift: weight, radius, ground, path and landing area. Use a written lift plan for complex lifts. [Administrative] 3.5 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 3.6 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 3.7 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 3.8 Tether hand tools when working at height. [Engineering] 3.9 Ask the network operator to turn off, move or insulate the lines before work starts. [Eliminate] 3.10 Use non-conductive (fibreglass) ladders near any power lines. [Substitute] 3.11 Mark the safe distance with flags, tape or goal posts and keep all plant and people outside it. [Isolate] 3.12 Keep out of the No Go Zone set by your state and the network operator, or get written approval and a safety observer. In NSW and Qld, untrained people and plant stay at least 3 m from lines on poles up to 132 kV, 6 m up to 330 kV and 8 m above 330 kV. In Victoria the limits differ, and work within 8 m of tower lines needs a spotter and the network operator's permission. [Administrative] 3.13 Use a dedicated spotter whenever plant moves or raises anything near lines. [Administrative] 3.14 Separate people and plant with barriers, exclusion zones and marked walkways. [Isolate] 3.15 Use plant with working reversing alarms, cameras and lights. [Engineering] 3.16 Have a traffic management plan showing plant routes, loading areas and pedestrian paths. [Administrative] 3.17 Use a spotter when reversing or working near people. [Administrative]		
4	Lay sheets one at a time and fix them down straight away so they cannot blow off	Lifting and carrying heavy loads Cuts from sharp edges Strong wind and storms 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 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 4.7 Use knives with retractable or self-retracting blades. [Engineering]	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				4.8 Cut away from your body and keep your other hand clear. [Administrative] 4.9 Put used blades in a blade bin or sharps container. [Administrative] 4.10 Use two people to handle large sheets of metal or glass. [Administrative] 4.11 Strong wind and storms: see step 2 for the full controls [Administrative]		
5	Cut sheets with nibblers or shears rather than a grinder where possible	Angle grinder injuries Fire from hot works Eye injuries Loud noise Rules: AS 1674.1 Safety in welding and allied processes (fire precautions); WHS Regulation 2011, Part 4.1 Noise	**Extreme Possible / Catastrophic**	5.1 Use a guarded saw or a different tool where you can. [Substitute] 5.2 Keep the guard on and use the side handle. Never remove the guard. [Engineering] 5.3 Use the right disc for the job, rated for the grinder's speed. Check it for cracks first. [Administrative] 5.4 Only trained people change discs, with the grinder unplugged or the battery out. [Administrative] 5.5 Use cold work methods where you can, such as bolting, press fittings or cutting with a saw instead of a torch. [Eliminate] 5.6 Move anything that can burn at least 15 metres away (AS 1674.1), or protect it with fire blankets or screens. [Isolate] 5.7 Use fire-resistant screens to stop sparks reaching people or gaps in walls and floors. [Engineering] 5.8 Get a hot work permit before starting. [Administrative] 5.9 Use tool guards and screens to stop flying particles. [Engineering] 5.10 Use dust extraction and water to keep dust out of the air. [Engineering] 5.11 Keep others out of the area when cutting, grinding or chipping. [Administrative] 5.12 Keep an eye wash station or eye wash bottles on site. [Administrative] 5.13 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitute] 5.14 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 5.15 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 5.16 Limit time on noisy tools and rotate workers. [Administrative] 5.17 Keep exposure below 85 dB(A) over 8 hours. Give hearing tests to workers who often need hearing protection. [Administrative]	**Medium Unlikely / Major**	Site supervisor
6	Screw off sheets and fit flashings and ridge capping	Injury from power tools Heat stress Sun exposure (UV) Burns from hot surfaces	**High Possible / Major**	6.1 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 6.2 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 6.3 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 6.4 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 6.5 Schedule heavy work for the cooler part of the day. [Eliminate] 6.6 Provide shade over work and rest areas, and fans or cooling in roof	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				spaces. [Engineering] 6.7 Supply cool drinking water close by and drink a cup every 15 to 20 minutes. [Administrative] 6.8 Take regular rest breaks in the shade, more often as it gets hotter. [Administrative] 6.9 Plan outdoor work for early morning or late afternoon when UV is lower. [Eliminate] 6.10 Put shade covers over fixed work areas. [Engineering] 6.11 Check the UV index each day. Use sun protection when it is 3 or higher. [Administrative] 6.12 Check your skin regularly and see a doctor about any new or changing spots. [Administrative] 6.13 Isolate heating systems and let parts cool before you touch them. [Eliminate] 6.14 Fit guards or insulation on hot pipes and equipment. [Engineering] 6.15 Mark hot items with chalk or a "HOT" sign so others know. [Administrative] 6.16 Keep a first aid kit and cool running water nearby for burns. [Administrative]		
7	Sweep off swarf and offcuts, then remove mesh and edge protection last	Poor housekeeping and waste Falling from a roof edge Falling tools and materials Rules: WHS Regulation 2011, Part 4.4 Falls; WHS Regulation 2011, Part 3.2 (falling objects)	**Extreme Likely / Catastrophic**	7.1 Order materials to size and send packaging back where you can. [Eliminate] 7.2 Put skip bins and waste chutes close to the work. [Engineering] 7.3 Clean as you go, and do a full clean up at the end of each day. [Administrative] 7.4 Keep exits, stairs and walkways clear at all times. [Administrative] 7.5 Stack materials neatly on level ground, away from edges. [Administrative] 7.6 Stop roof work in strong wind or rain, and when the roof is wet, icy or covered in dust or frost. [Administrative] 7.7 Wear a harness clipped to a rated anchor when using restraint or fall arrest, and soft-soled non-slip boots. [PPE] 7.8 Falling from a roof edge: see step 1 for the full controls [Administrative] 7.9 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative] 7.10 Lower materials with a hoist, chute or rope. Never throw or drop anything down. [Administrative] 7.11 Wear a hard hat anywhere objects could fall. [PPE] 7.12 Falling tools and materials: see step 3 for the full controls [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 Cut-resistant gloves Safety glasses Hearing protection (earmuffs or plugs) Sun protection (brim hat, long sleeves, SPF 50+) Hard hat Hi-vis shirt or vest Work gloves Face shield Welding gloves Overalls Safety goggles	Roof access permit Working at heights permit Lift plan Hot work permit

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Fixed scaffold	Scaffolding HRWL (SB, SI or SA) to erect, alter or dismantle where a fall of more than 4 m is possible	Over 4 m: not used until a competent person gives a written handover certificate (WHS Regulations r.225(2)); inspected before use after any incident, alteration or repair and at least every 30 days (r.225(3))			
Telehandler	3 t or less: trained and assessed (VOC). Over 3 t with a jib, hook or winch: High Risk Work Licence CN (non-slewing mobile crane). Slewing telehandlers: slewing crane licence (C2, C6 and up). Victoria: any non-slewing telehandler over 3 t needs CN or the Victorian telehandler licence	Operator pre-start check each shift; periodic inspection to the manufacturer			
Crane (Franna or mobile)	HRWL for the crane class (e.g. C2, CN, C6), plus Dogging licence (DG) where slinging needs judgement or the load is out of the operator's view	Pre-start check each shift; routine, annual and major inspections to the manufacturer and AS 2550; mobile cranes over 10 t are registered as an item of plant			
Power drill		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Angle grinder		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
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