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	Re-roof: strip and replace a roof	**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	Check the asbestos register and get any asbestos roof removed by a licensed removalist first	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	Check the weather and power lines, and plan the crane, hoist and skip bin positions	Contact with overhead power lines Strong wind and storms Crane and lifting failure Rules: WHS Regulation 2011, Part 4.5 High risk work and Part 5.1 Plant	**High Possible / Major**	2.1 Ask the network operator to turn off, move or insulate the lines before work starts. [Eliminate] 2.2 Use non-conductive (fibreglass) ladders near any power lines. [Substitute] 2.3 Mark the safe distance with flags, tape or goal posts and keep all plant and people outside it. [Isolate] 2.4 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] 2.5 Use a dedicated spotter whenever plant moves or raises anything near lines. [Administrative] 2.6 Treat all lines as live. If plant touches a line, stay in the cab and keep everyone well away. [Administrative] 2.7 Check the forecast each morning and plan work at height and lifting around the weather. [Eliminate] 2.8 Tie down or weigh down loose sheets, panels, boards and rubbish at the end of each shift. [Engineering] 2.9 Set wind limits for roof work, platforms and cranes, using the manufacturer's limits, and stop when they are reached. [Administrative] 2.10 Stop work and get down in lightning. Wait 30 minutes after the last thunder before going back up. [Administrative] 2.11 Check scaffold, fencing and edge protection after strong wind before anyone uses them. [Administrative] 2.12 Barricade the lift zone and keep everyone out from under the load. [Isolate] 2.13 Use a crane rated for the load at the radius, set up on firm ground with outrigger pads. [Engineering] 2.14 Check slings, chains, shackles and hooks before use. Remove anything damaged or not tagged. [Engineering] 2.15 Plan the lift: weight, radius, ground, path and landing area. Use a written lift plan for complex lifts. [Administrative] 2.16 Crane operators and doggers or riggers hold the right High Risk Work Licence. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor
3	Erect full perimeter scaffold edge protection, a waste chute and an exclusion zone below	Falling from a roof edge Scaffold collapse or fall from scaffold Falling tools and materials Public entering the work area Rules: WHS Regulation 2011,	**Extreme Likely / Catastrophic**	3.1 Do what you can from the ground or from a scaffold at the gutter line, for example pre-assemble parts on the ground. [Eliminate] 3.2 Install edge protection or guardrails on all open roof edges before work starts. [Isolate] 3.3 Use a perimeter scaffold with handrails and toe boards along the eaves where practical. [Engineering] 3.4 Where guardrails cannot be fitted, use fall restraint on certified roof	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		Part 4.4 Falls; WHS Regulation 2011, Part 4.4 Falls, Part 5.1 Plant and r.225 (scaffolds); WHS Regulation 2011, Part 3.2 (falling objects)		anchors so workers cannot reach the edge. [Engineering] 3.5 Only workers briefed on this SWMS go on the roof. Stop and review the SWMS if the roof, weather or method changes. [Administrative] 3.6 Have a written emergency and rescue plan, tested before work starts, for any worker using a harness (WHS Regulations r.80). [Administrative] 3.7 Scaffold is built, altered and taken down only by a competent scaffolder, on a firm base with sole boards and ties. [Engineering] 3.8 Fit guardrails, mid rails and toe boards on every working platform. [Engineering] 3.9 Use mobile scaffolds only on firm, level ground with castors locked and outriggers fitted. Never move one with anyone on it. [Engineering] 3.10 Scaffold where a person or object could fall more than 4 metres is built by a licensed scaffolder (High Risk Work Licence). [Administrative] 3.11 Do not use a scaffold over 4 metres until the scaffolder gives a written handover certificate. [Administrative] 3.12 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] 3.13 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 3.14 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 3.15 Falling tools and materials: see step 5 for the full controls [Administrative] 3.16 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 3.17 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 3.18 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 3.19 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative]		
4	Strip the old roof in sections so the building stays covered if rain comes	Strong wind and storms Falling through a fragile roof or skylight Lifting and carrying heavy loads Cuts from sharp edges Rules: WHS Regulation 2011, Part 4.4 Falls; WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**Extreme Possible / Catastrophic**	4.1 Do not carry large sheets on roofs in wind. [Administrative] 4.2 Wear a hard hat with a chin strap at height in windy conditions. [PPE] 4.3 Strong wind and storms: see step 2 for the full controls [Administrative] 4.4 Work from underneath or from an EWP so nobody stands on the fragile roof. [Eliminate] 4.5 Cover or guard every skylight and fragile sheet with a fixed, marked cover or mesh before work starts. [Isolate] 4.6 Install safety mesh under new roof sheeting, and use crawl boards or staging to spread the load on fragile surfaces. [Engineering] 4.7 Use fall arrest on rated anchors when working near fragile areas. [Engineering] 4.8 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 4.9 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 4.10 Lifting and carrying heavy loads: see step 7 for the full controls	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Administrative] 4.11 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 4.12 Use knives with retractable or self-retracting blades. [Engineering] 4.13 Cut away from your body and keep your other hand clear. [Administrative] 4.14 Put used blades in a blade bin or sharps container. [Administrative]		
5	Lower waste in the chute or by crane, never throw it off	Falling tools and materials Crane and lifting failure Poor housekeeping and waste Rules: WHS Regulation 2011, Part 3.2 (falling objects); WHS Regulation 2011, Part 4.5 High risk work and Part 5.1 Plant	**High Possible / Major**	5.1 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 5.2 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 5.3 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 5.4 Tether hand tools when working at height. [Engineering] 5.5 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative] 5.6 Use tag lines to control loads and agree on clear radio or hand signals. [Administrative] 5.7 Stop lifting in high wind or when the operator cannot see the signaller. [Administrative] 5.8 Never ride on a load or hook. [Administrative] 5.9 Crane and lifting failure: see step 2 for the full controls [Administrative] 5.10 Order materials to size and send packaging back where you can. [Eliminate] 5.11 Put skip bins and waste chutes close to the work. [Engineering] 5.12 Clean as you go, and do a full clean up at the end of each day. [Administrative] 5.13 Keep exits, stairs and walkways clear at all times. [Administrative] 5.14 Stack materials neatly on level ground, away from edges. [Administrative]	**Medium Unlikely / Major**	Site supervisor
6	Check and repair the roof framing, guarding any gaps	Structural collapse during alterations Falling from height Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / Catastrophic**	6.1 Get an engineer to check before removing any wall, beam, post or bracing that may be load-bearing. [Eliminate] 6.2 Keep everyone clear of the area under and next to the work. [Isolate] 6.3 Install temporary props, needles or shoring as designed before removing any support. [Engineering] 6.4 Follow the engineer's sequence. Do not change it without approval. [Administrative] 6.5 Check props daily. Do not remove them until the permanent support is in and approved. [Administrative] 6.6 Install temporary support to the engineer's or temporary works design before any load bearing element is altered. [Administrative] 6.7 Wear a hard hat and safety boots. [PPE] 6.8 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 6.9 Install guardrails or edge protection on all open edges before work starts. [Isolate]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				6.10 Falling from height: see step 7 for the full controls [Administrative]		
7	Install safety mesh, sarking and battens	Falling from height Lifting and carrying heavy loads Rules: WHS Regulation 2011, Part 4.4 Falls; WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**Extreme Likely / Catastrophic**	7.1 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 7.2 Install guardrails or edge protection on all open edges before work starts. [Isolate] 7.3 Use a scaffold, mobile work platform or EWP instead of working off a ladder. [Engineering] 7.4 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering] 7.5 Everyone working at height holds a White Card and has been briefed on this SWMS before going up. [Administrative] 7.6 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] 7.7 Wear a full body harness with a shock-absorbing lanyard, clipped on at all times when using fall arrest. [PPE] 7.8 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 7.9 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 7.10 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 7.11 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 7.12 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 7.13 Rotate tasks and take breaks on long lifting jobs. [Administrative] 7.14 Wear gloves for grip and safety boots to protect your feet. [PPE]	**Medium Unlikely / Moderate**	Site supervisor
8	Land new roofing materials by crane or hoist, spreading loads across the frame	Crane and lifting failure Structural collapse during alterations Rules: WHS Regulation 2011, Part 4.5 High risk work and Part 5.1 Plant	**High Unlikely / Catastrophic**	8.1 Wear a hard hat, hi-vis, gloves and safety boots. [PPE] 8.2 Crane and lifting failure: see step 2 for the full controls [Administrative] 8.3 Structural collapse during alterations: see step 6 for the full controls [Administrative]	**Medium Rare / Catastrophic**	Site supervisor
9	Lay the new roof, taking breaks in heat and sun	Lifting and carrying heavy loads Heat stress Sun exposure (UV) Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Likely / Moderate**	9.1 Lifting and carrying heavy loads: see step 7 for the full controls [Administrative] 9.2 Schedule heavy work for the cooler part of the day. [Eliminate] 9.3 Provide shade over work and rest areas, and fans or cooling in roof spaces. [Engineering] 9.4 Supply cool drinking water close by and drink a cup every 15 to 20 minutes. [Administrative] 9.5 Take regular rest breaks in the shade, more often as it gets hotter. [Administrative] 9.6 Let new and returning workers build up to full work in the heat over	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				about a week. [Administrative] 9.7 Plan outdoor work for early morning or late afternoon when UV is lower. [Eliminate] 9.8 Put shade covers over fixed work areas. [Engineering] 9.9 Check the UV index each day. Use sun protection when it is 3 or higher. [Administrative] 9.10 Check your skin regularly and see a doctor about any new or changing spots. [Administrative] 9.11 Wear a broad-brim hat or hard hat brim, long sleeves, sunglasses and SPF 50+ sunscreen, reapplied every 2 hours. [PPE]		
10	Fit flashings, ridge capping, gutters and downpipes	Injury from power tools Angle grinder injuries Cuts from sharp edges	**High Possible / Major**	10.1 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 10.2 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 10.3 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 10.4 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 10.5 No loose clothing, jewellery or long hair near spinning parts. [Administrative] 10.6 Use a guarded saw or a different tool where you can. [Substitute] 10.7 Keep the guard on and use the side handle. Never remove the guard. [Engineering] 10.8 Use the right disc for the job, rated for the grinder's speed. Check it for cracks first. [Administrative] 10.9 Only trained people change discs, with the grinder unplugged or the battery out. [Administrative] 10.10 Keep both hands on the grinder and let the disc stop before putting it down. [Administrative] 10.11 Use two people to handle large sheets of metal or glass. [Administrative] 10.12 Wear cut-resistant gloves and long sleeves. [PPE] 10.13 Cuts from sharp edges: see step 4 for the full controls [Administrative]	**Medium Unlikely / Major**	Site supervisor
11	Clean the roof and site, then dismantle scaffold once the roof is signed off	Poor housekeeping and waste Scaffold collapse or fall from scaffold Rules: WHS Regulation 2011, Part 4.4 Falls, Part 5.1 Plant and r.225 (scaffolds)	**Extreme Possible / Catastrophic**	11.1 Wear gloves when handling waste. [PPE] 11.2 Poor housekeeping and waste: see step 5 for the full controls [Administrative] 11.3 Do not overload platforms. Know the duty rating and keep material stacks over the standards. [Administrative] 11.4 Never remove ties, braces, guardrails or boards. Only the scaffolder alters the scaffold. [Administrative] 11.5 Wear a hard hat and safety boots on and around the scaffold. [PPE] 11.6 Scaffold collapse or fall from scaffold: see step 3 for the full controls [Administrative]	**Medium Rare / Catastrophic**	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 Hard hat Cut-resistant gloves Safety glasses P2 dust mask Hearing protection (earmuffs or plugs) Sun protection (brim hat, long sleeves, SPF 50+) Half-face respirator (P2 or P3 filters) Overalls Work gloves Hi-vis shirt or vest Face shield	Lift plan 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
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))			
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			
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			
Angle grinder		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Power drill		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Trailer					

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