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 repair and leak repair	**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	Check the roof type and condition from the ground, looking for brittle sheets, skylights and asbestos	Falling through a fragile roof or skylight Disturbing asbestos Rules: WHS Regulation 2011, Part 4.4 Falls; WHS Regulations, Chapter 8 (Asbestos)	**Extreme Possible / Catastrophic**	1.1 Work from underneath or from an EWP so nobody stands on the fragile roof. [Eliminate] 1.2 Cover or guard every skylight and fragile sheet with a fixed, marked cover or mesh before work starts. [Isolate] 1.3 Install safety mesh under new roof sheeting, and use crawl boards or staging to spread the load on fragile surfaces. [Engineering] 1.4 Use fall arrest on rated anchors when working near fragile areas. [Engineering] 1.5 Treat all roof sheets as fragile until a competent person confirms they	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				are not. Old fibre cement and plastic sheets are fragile. [Administrative] 1.6 Put "Fragile roof" signs at every roof access point. [Administrative] 1.7 Never walk on sheets between purlins or along skylights. Stay on boards or staging. [Administrative] 1.8 Wear a full body harness clipped to a rated anchor. [PPE] 1.9 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] 1.10 Seal off the work area and keep everyone else out. [Isolate] 1.11 If asbestos must be disturbed, keep it wet, use hand tools not power tools, and clean up with an H-class vacuum. [Engineering] 1.12 Friable asbestos (Class A) and more than 10 square metres of non-friable asbestos (Class B) must be removed by a licensed removalist. [Administrative] 1.13 Stop work straight away if you find suspect asbestos. Do not touch it and tell your supervisor. [Administrative] 1.14 Wear a fitted P2 (or better) respirator and disposable coveralls. [PPE]		
2	Set up a secured ladder and edge protection or a harness and anchor	Falling from a ladder Falling from a roof edge Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / Catastrophic**	2.1 Use a platform ladder, mobile scaffold or EWP for longer jobs instead of a straight ladder. [Substitute] 2.2 Use industrial-rated ladders (AS/NZS 1892, 120 kg or more) in good condition. Remove any damaged ladder from site. [Engineering] 2.3 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Engineering] 2.4 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 2.5 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative] 2.6 Do not stand on the top three rungs of an extension ladder or the top step of a stepladder. [Administrative] 2.7 Check the ladder before each use: feet, rungs, stiles and locks. [Administrative] 2.8 Wear non-slip safety boots with clean soles. [PPE] 2.9 Do what you can from the ground or from a scaffold at the gutter line, for example pre-assemble parts on the ground. [Eliminate] 2.10 Install edge protection or guardrails on all open roof edges before work starts. [Isolate] 2.11 Use a perimeter scaffold with handrails and toe boards along the eaves where practical. [Engineering] 2.12 Where guardrails cannot be fitted, use fall restraint on certified roof anchors so workers cannot reach the edge. [Engineering] 2.13 Only workers briefed on this SWMS go on the roof. Stop and review the SWMS if the roof, weather or method changes. [Administrative] 2.14 Use one safe, controlled access point and keep others off the roof. [Administrative] 2.15 Stop roof work in strong wind or rain, and when the roof is wet, icy or covered in dust or frost. [Administrative] 2.16 Have a written emergency and rescue plan, tested before work starts,	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				for any worker using a harness (WHS Regulations r.80). [Administrative] 2.17 Wear a harness clipped to a rated anchor when using restraint or fall arrest, and soft-soled non-slip boots. [PPE]		
3	Go into the roof space to find the leak, watching for live cables and weak ceiling joists	Electric shock from live wiring Falling through a floor opening or void Heat stress Bites and stings Rules: WHS Regulation 2011, Part 4.7 General electrical safety; WHS Regulation 2011, Part 4.4 Falls	**Extreme Possible / Catastrophic**	3.1 Isolate the power before any work. Do not do live work except in the limited cases the WHS Regulations allow (r.157; in Qld, the Electrical Safety Regulation 2013). [Eliminate] 3.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 3.3 Test before you touch: prove dead at the point of work with a voltage tester, proving the tester on a known live source before and after (AS/NZS 4836). [Engineering] 3.4 Only licensed electricians do electrical work. [Administrative] 3.5 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate] 3.6 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate] 3.7 Install stairs early and fit temporary handrails as soon as they go in. [Engineering] 3.8 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative] 3.9 Schedule heavy work for the cooler part of the day. [Eliminate] 3.10 Provide shade over work and rest areas, and fans or cooling in roof spaces. [Engineering] 3.11 Supply cool drinking water close by and drink a cup every 15 to 20 minutes. [Administrative] 3.12 Take regular rest breaks in the shade, more often as it gets hotter. [Administrative] 3.13 Check work areas before starting, and get pest control to remove nests. [Eliminate] 3.14 Look before you reach into dark spaces. [Administrative] 3.15 Ask owners to keep pets away from the work area. [Administrative] 3.16 Know who has allergies and keep their medication, such as an adrenaline auto-injector, close by. [Administrative] 3.17 Know snake bite first aid: pressure immobilisation bandage, keep still and call 000. [Administrative]	**Medium Unlikely / Major**	Site supervisor
4	Replace cracked tiles, sheets or flashings and seal joints	Cuts from sharp edges Hazardous chemicals Slips and trips Rules: WHS Regulation 2011, Chapter 7 Hazardous chemicals	**Medium Possible / Moderate**	4.1 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 4.2 Use knives with retractable or self-retracting blades. [Engineering] 4.3 Cut away from your body and keep your other hand clear. [Administrative] 4.4 Put used blades in a blade bin or sharps container. [Administrative] 4.5 Use two people to handle large sheets of metal or glass. [Administrative] 4.6 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Substitute] 4.7 Use chemicals in well-ventilated areas, or use fans and extraction in	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				closed rooms. [Engineering] 4.8 Read the Safety Data Sheet (SDS) before use and keep a register of hazardous chemicals on site. [Administrative] 4.9 Keep chemicals in labelled containers. Never decant into drink bottles. [Administrative] 4.10 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Administrative] 4.11 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 4.12 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 4.13 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 4.14 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 4.15 Keep work areas, stairs and access paths well lit. [Administrative]		
5	Use heat for flashings only with a hot work permit and a fire extinguisher at hand	Fire from hot works Burns from hot surfaces Rules: AS 1674.1 Safety in welding and allied processes (fire precautions)	**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] 5.2 Move anything that can burn at least 15 metres away (AS 1674.1), or protect it with fire blankets or screens. [Isolate] 5.3 Use fire-resistant screens to stop sparks reaching people or gaps in walls and floors. [Engineering] 5.4 Get a hot work permit before starting. [Administrative] 5.5 Keep a charged fire extinguisher and fire blanket at the work spot. [Administrative] 5.6 Keep a fire watch during the work and for at least 60 minutes after you finish. [Administrative] 5.7 Check for smouldering behind walls, in ceilings and under floors before you leave. [Administrative] 5.8 Wear flame-resistant clothing, welding gloves and eye or face protection. [PPE] 5.9 Isolate heating systems and let parts cool before you touch them. [Eliminate] 5.10 Fit guards or insulation on hot pipes and equipment. [Engineering] 5.11 Mark hot items with chalk or a "HOT" sign so others know. [Administrative] 5.12 Keep a first aid kit and cool running water nearby for burns. [Administrative] 5.13 Wear heat-resistant gloves and long sleeves. [PPE]	**Medium Rare / Catastrophic**	Site supervisor
6	Clean up debris, check gutters are clear and remove the ladder	Poor housekeeping and waste Falling tools and materials Rules: WHS Regulation 2011, Part 3.2 (falling objects)	**High Possible / Major**	6.1 Order materials to size and send packaging back where you can. [Eliminate] 6.2 Put skip bins and waste chutes close to the work. [Engineering] 6.3 Clean as you go, and do a full clean up at the end of each day. [Administrative] 6.4 Keep exits, stairs and walkways clear at all times. [Administrative] 6.5 Stack materials neatly on level ground, away from edges.	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Administrative] 6.6 Wear gloves when handling waste. [PPE] 6.7 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 6.8 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 6.9 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 6.10 Tether hand tools when working at height. [Engineering] 6.11 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative] 6.12 Lower materials with a hoist, chute or rope. Never throw or drop anything down. [Administrative] 6.13 Wear a hard hat anywhere objects could fall. [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 Safety harness and lanyard Work gloves Safety glasses Sun protection (brim hat, long sleeves, SPF 50+) Hard hat Half-face respirator (P2 or P3 filters) Overalls Cut-resistant gloves Chemical-resistant gloves (nitrile) Safety goggles Welding gloves Face shield	Roof access permit Working at heights permit Hot work permit

5. PLANT AND EQUIPMENT

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

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