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	Replace roof tiles	**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 weather, look for overhead power lines and barricade the area below the work	Strong wind and storms Contact with overhead power lines Public entering the work area Falling tools and materials Rules: WHS Regulation 2011, Part 3.2 (falling objects)	**High** **Possible / Major**	1.1 Check the forecast each morning and plan work at height and lifting around the weather. [Eliminate] 1.2 Tie down or weigh down loose sheets, panels, boards and rubbish at the end of each shift. [Engineering] 1.3 Set wind limits for roof work, platforms and cranes, using the manufacturer's limits, and stop when they are reached. [Administrative] 1.4 Stop work and get down in lightning. Wait 30 minutes after the last thunder before going back up. [Administrative] 1.5 Ask the network operator to turn off, move or insulate the lines before	**Medium** **Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				work starts. [Eliminate] 1.6 Use non-conductive (fibreglass) ladders near any power lines. [Substitute] 1.7 Mark the safe distance with flags, tape or goal posts and keep all plant and people outside it. [Isolate] 1.8 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] 1.9 Use a dedicated spotter whenever plant moves or raises anything near lines. [Administrative] 1.10 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 1.11 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 1.12 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 1.13 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative] 1.14 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 1.15 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 1.16 Falling tools and materials: see step 5 for the full controls [Administrative]		
2	Set up scaffold or roof edge protection and a secured ladder for roof access	Falling from a roof edge Falling from a ladder 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**	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]	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				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 Scaffold is built, altered and taken down only by a competent scaffolder, on a firm base with sole boards and ties. [Engineering] 2.14 Fit guardrails, mid rails and toe boards on every working platform. [Engineering] 2.15 Use mobile scaffolds only on firm, level ground with castors locked and outriggers fitted. Never move one with anyone on it. [Engineering] 2.16 Scaffold where a person or object could fall more than 4 metres is built by a licensed scaffolder (High Risk Work Licence). [Administrative] 2.17 Do not use a scaffold over 4 metres until the scaffolder gives a written handover certificate. [Administrative] 2.18 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] 2.19 Do not overload platforms. Know the duty rating and keep material stacks over the standards. [Administrative]		
3	Check for brittle or cracked tiles, skylights and roof sheets from the access point, and plan a walking route	Falling through a fragile roof or skylight Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Possible / Catastrophic**	3.1 Work from underneath or from an EWP so nobody stands on the fragile roof. [Eliminate] 3.2 Cover or guard every skylight and fragile sheet with a fixed, marked cover or mesh before work starts. [Isolate] 3.3 Install safety mesh under new roof sheeting, and use crawl boards or staging to spread the load on fragile surfaces. [Engineering] 3.4 Use fall arrest on rated anchors when working near fragile areas. [Engineering] 3.5 Treat all roof sheets as fragile until a competent person confirms they are not. Old fibre cement and plastic sheets are fragile. [Administrative] 3.6 Put "Fragile roof" signs at every roof access point. [Administrative] 3.7 Never walk on sheets between purlins or along skylights. Stay on boards or staging. [Administrative] 3.8 Wear a full body harness clipped to a rated anchor. [PPE]	**Medium Rare / Catastrophic**	Site supervisor
4	Walk on the tile laps only, clipped to an anchor where there is no edge protection	Falling from height Falling through a fragile roof or skylight Slips and trips Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / Catastrophic**	4.1 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 4.2 Install guardrails or edge protection on all open edges before work starts. [Isolate] 4.3 Use a scaffold, mobile work platform or EWP instead of working off a ladder. [Engineering] 4.4 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering] 4.5 Everyone working at height holds a White Card and has been briefed on this SWMS before going up. [Administrative] 4.6 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] 4.7 Falling through a fragile roof or skylight: see step 3 for the full controls	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Administrative] 4.8 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 4.9 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 4.10 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 4.11 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 4.12 Keep work areas, stairs and access paths well lit. [Administrative]		
5	Lift out broken tiles and stack them or lower them down; never throw them off the roof	Lifting and carrying heavy loads Falling tools and materials Cuts from sharp edges Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks; WHS Regulation 2011, Part 3.2 (falling objects)	**High Likely / Moderate**	5.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 5.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 5.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 5.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 5.5 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 5.6 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 5.7 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 5.8 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 5.9 Tether hand tools when working at height. [Engineering] 5.10 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative] 5.11 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 5.12 Use knives with retractable or self-retracting blades. [Engineering] 5.13 Cut away from your body and keep your other hand clear. [Administrative] 5.14 Put used blades in a blade bin or sharps container. [Administrative] 5.15 Use two people to handle large sheets of metal or glass. [Administrative]	**Medium Unlikely / Major**	Site supervisor
6	Cut tiles with a grinder fitted with water or dust extraction, wearing a dust mask and glasses	Angle grinder injuries Silica dust from concrete, brick, stone and tiles Loud noise Eye injuries Rules: WHS Regulations, Chapter 8A (Crystalline silica substances and engineered	**Extreme Likely / Catastrophic**	6.1 Use a guarded saw or a different tool where you can. [Substitute] 6.2 Keep the guard on and use the side handle. Never remove the guard. [Engineering] 6.3 Use the right disc for the job, rated for the grinder's speed. Check it for cracks first. [Administrative] 6.4 Only trained people change discs, with the grinder unplugged or the battery out. [Administrative] 6.5 If the job involves engineered stone: do not supply, fabricate or install engineered stone benchtops, panels or slabs (banned since 1 July 2024).	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		stone); WHS Regulation 2011, Part 4.1 Noise		Removing, repairing or making minor changes to existing engineered stone is only allowed with water suppression or on-tool extraction, a fitted respirator, and written notice to the regulator before the work starts. [Eliminate] 6.6 Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. [Substitute] 6.7 Cut outdoors or in a separate area, with other people well away and upwind. [Isolate] 6.8 Use water on the blade or on-tool dust extraction connected to an H-class vacuum. [Engineering] 6.9 Clean up with a vacuum or wet methods. Never dry sweep or use compressed air. [Administrative] 6.10 If the cutting, grinding or drilling is high risk, prepare a silica risk control plan (or include the r.529CA assessment in this SWMS), train workers in silica risks and give them the plan before work starts. [Administrative] 6.11 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitute] 6.12 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 6.13 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 6.14 Limit time on noisy tools and rotate workers. [Administrative] 6.15 Keep exposure below 85 dB(A) over 8 hours. Give hearing tests to workers who often need hearing protection. [Administrative] 6.16 Use tool guards and screens to stop flying particles. [Engineering] 6.17 Use dust extraction and water to keep dust out of the air. [Engineering] 6.18 Keep others out of the area when cutting, grinding or chipping. [Administrative] 6.19 Keep an eye wash station or eye wash bottles on site. [Administrative]		
7	Fit new tiles, then re-bed and re-point ridge capping, taking breaks in heat and sun	Lifting and carrying heavy loads Wet concrete and cement burns Heat stress Sun exposure (UV) Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Likely / Moderate**	7.1 Rotate tasks and take breaks on long lifting jobs. [Administrative] 7.2 Wear gloves for grip and safety boots to protect your feet. [PPE] 7.3 Lifting and carrying heavy loads: see step 5 for the full controls [Administrative] 7.4 Use long-handled tools and pumps to cut down contact. [Engineering] 7.5 Wash concrete off skin straight away with clean water. [Administrative] 7.6 Have clean water and eye wash at the pour. [Administrative] 7.7 Wear waterproof gloves, long sleeves and gumboots with trousers worn over the top. [PPE] 7.8 Schedule heavy work for the cooler part of the day. [Eliminate] 7.9 Provide shade over work and rest areas, and fans or cooling in roof spaces. [Engineering] 7.10 Supply cool drinking water close by and drink a cup every 15 to 20 minutes. [Administrative] 7.11 Take regular rest breaks in the shade, more often as it gets hotter.	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Administrative] 7.12 Plan outdoor work for early morning or late afternoon when UV is lower. [Eliminate] 7.13 Put shade covers over fixed work areas. [Engineering] 7.14 Check the UV index each day. Use sun protection when it is 3 or higher. [Administrative] 7.15 Check your skin regularly and see a doctor about any new or changing spots. [Administrative]		
8	Check the roof for tiles cracked during the work, then clear offcuts and loose tiles from the roof and gutters	Falling through a fragile roof or skylight Poor housekeeping and waste Falling tools and materials Rules: WHS Regulation 2011, Part 4.4 Falls; WHS Regulation 2011, Part 3.2 (falling objects)	**Extreme Possible / Catastrophic**	8.1 Falling through a fragile roof or skylight: see step 3 for the full controls [Administrative] 8.2 Order materials to size and send packaging back where you can. [Eliminate] 8.3 Put skip bins and waste chutes close to the work. [Engineering] 8.4 Clean as you go, and do a full clean up at the end of each day. [Administrative] 8.5 Keep exits, stairs and walkways clear at all times. [Administrative] 8.6 Stack materials neatly on level ground, away from edges. [Administrative] 8.7 Lower materials with a hoist, chute or rope. Never throw or drop anything down. [Administrative] 8.8 Wear a hard hat anywhere objects could fall. [PPE] 8.9 Falling tools and materials: see step 5 for the full controls [Administrative]	**Medium Unlikely / Major**	Site supervisor
9	Take down access equipment last and leave the area below clean for the client	Falling from a ladder Poor housekeeping and waste Rules: WHS Regulation 2011, Part 4.4 Falls	**High Possible / Major**	9.1 Do not stand on the top three rungs of an extension ladder or the top step of a stepladder. [Administrative] 9.2 Check the ladder before each use: feet, rungs, stiles and locks. [Administrative] 9.3 Wear non-slip safety boots with clean soles. [PPE] 9.4 Falling from a ladder: see step 2 for the full controls [Administrative] 9.5 Wear gloves when handling waste. [PPE] 9.6 Poor housekeeping and waste: see step 8 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 Work gloves Safety glasses Sun protection (brim hat, long sleeves, SPF 50+)	Roof access permit Working at heights permit

Required PPE	Permits and plans
P2 dust mask Hard hat Hi-vis shirt or vest Cut-resistant gloves Face shield Hearing protection (earmuffs or plugs) Half-face respirator (P2 or P3 filters) Safety goggles Chemical-resistant gloves (nitrile) Knee pads	

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			
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))			
Hand tools					
Angle grinder		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			

6. TRAINING REQUIRED FOR THIS WORK

- Silica risk training before work starts (WHS Regulations r.529CD)

7. CREW COMPETENCY, TICKETS AND LICENCES

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

8. 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.		

9. 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.

10. REVIEW AND AMENDMENT RECORD

Rev	Date	By	What changed
1	9 Nov 2026		First issue

11. 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