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 roof edge protection	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Scaffolding

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	Plan the system to suit the roof pitch and gutter height	Falling from a roof edge 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] 1.2 Install edge protection or guardrails on all open roof edges before work starts. [Isolate] 1.3 Falling from a roof edge: see step 2 for the full controls [Administrative]	**Medium Rare / Catastrophic**	Site supervisor
2	Install from a EWP or scaffold, or harnessed to an anchor	Falling from a roof edge EWP tip-over or crush Falling from height	**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	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		Rules: WHS Regulation 2011, Part 4.4 Falls; WHS Regulation 2011, Part 4.5 High risk 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 Check the ground before setting up. Use outriggers and spreader pads, and keep clear of trenches, pits and slopes. [Engineering] 2.9 Use a platform with tilt alarm and secondary guarding (anti-entrapment) where there is an overhead crush risk. [Engineering] 2.10 Hold a High Risk Work Licence (WP) for boom-type EWPs with a boom of 11 metres or more. Under 11 metres and scissor lifts: trained and assessed (for example EWPA Yellow Card). [Administrative] 2.11 Do a pre-start check each day. Keep a trained person on the ground who can lower the platform in an emergency. [Administrative] 2.12 Have a written emergency and rescue plan, tested before work starts, for a worker stuck in the platform or hanging in a harness (WHS Regulations r.80). [Administrative] 2.13 Never exceed the safe working load, climb on the rails or use a ladder in the basket. [Administrative] 2.14 In boom-type platforms, wear a harness clipped to the basket anchor point. [PPE] 2.15 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 2.16 Install guardrails or edge protection on all open edges before work starts. [Isolate] 2.17 Use a scaffold, mobile work platform or EWP instead of working off a ladder. [Engineering] 2.18 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering] 2.19 Everyone working at height holds a White Card and has been briefed on this SWMS before going up. [Administrative] 2.20 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]		
3	Fix brackets into sound structure	Structural collapse during alterations Injury from power tools	**High Unlikely / Catastrophic**	3.1 Get an engineer to check before removing any wall, beam, post or bracing that may be load-bearing. [Eliminate] 3.2 Keep everyone clear of the area under and next to the work. [Isolate] 3.3 Install temporary props, needles or shoring as designed before removing any support. [Engineering] 3.4 Follow the engineer's sequence. Do not change it without approval. [Administrative]	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				3.5 Check props daily. Do not remove them until the permanent support is in and approved. [Administrative] 3.6 Install temporary support to the engineer's or temporary works design before any load bearing element is altered. [Administrative] 3.7 Wear a hard hat and safety boots. [PPE] 3.8 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 3.9 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 3.10 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 3.11 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 3.12 No loose clothing, jewellery or long hair near spinning parts. [Administrative] 3.13 Wear safety glasses and hearing protection. Do not wear loose gloves on drills or other rotating tools. [PPE]		
4	Fit rails and mesh, keeping tools tethered	Falling tools and materials Lifting and carrying heavy loads Rules: WHS Regulation 2011, Part 3.2 (falling objects); WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Possible / Major**	4.1 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 4.2 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 4.3 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 4.4 Tether hand tools when working at height. [Engineering] 4.5 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative] 4.6 Lower materials with a hoist, chute or rope. Never throw or drop anything down. [Administrative] 4.7 Wear a hard hat anywhere objects could fall. [PPE] 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 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 4.11 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 4.12 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 4.13 Rotate tasks and take breaks on long lifting jobs. [Administrative] 4.14 Wear gloves for grip and safety boots to protect your feet. [PPE]	**Medium Unlikely / Major**	Site supervisor
5	Inspect and hand over before roof work starts	Falling from a roof edge Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / Catastrophic**	5.1 Stop roof work in strong wind or rain, and when the roof is wet, icy or covered in dust or frost. [Administrative] 5.2 Wear a harness clipped to a rated anchor when using restraint or fall arrest, and soft-soled non-slip boots. [PPE] 5.3 Falling from a roof edge: see step 2 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 Work gloves Sun protection (brim hat, long sleeves, SPF 50+) Hi-vis shirt or vest Safety glasses Hearing protection (earmuffs or plugs)	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))			
Boom lift (EWP)	HRWL WP for boom-type EWPs with a boom of 11 m or more. Under 11 m: trained and assessed (e.g. EWPA Yellow Card)	Operator pre-start check each shift; routine and annual inspections to the manufacturer and AS 2550.10, with a major inspection at 10 years			
Hand tools					
Power drill		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			

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