

Safe Work Method Statement (SWMS)

Illustrative Roofing Installation

SWMS No: SAMPLE01-1 Review Date: 11/08/2026

1. Document Metadata

Document #	OCS-ROOF-01	Review #	1
Developed By	OneClickSWMS Assistant	Authorised By	Pending authorisation
Issue Date	15/01/2025	Next Review	15/07/2025

2. Site Management Plan

Applicable	YES
Plan Reference	SMP-2025-ROOF-01
Alignment Notes	Controls align with principal contractor safety management plan revision 3.

3. Site-Specific Conditions

Access	Roof accessed via secured ladder and scaffold platform.
Utilities	Isolate nearby electrical supply lines prior to starting work.
Ground Conditions	Level staging area kept clear for material handling.
Surrounding	Public access below restricted using barrier tape and signage.

4. Organisation Details

Organisation Name	Illustrative Organisation		
ABN		Phone	
PCBU Name	Responsible PCBU to complete	PCBU Email	support@oneclick-swms.com.au

5. Project Details

Project Name	Illustrative Construction Project		
Site Address	Sample site – not for use on a real project		
Start Date		Finish Date	

6. High Risk Construction Work

High Risk Construction Work (HRCW) Activities Identified	
☐ Work involving a risk of a person falling more than 2 metres	☐ Work on or near pressurised gas distribution mains or piping
☐ Work carried out on a telecommunication tower	☐ Work on or near chemical, fuel or refrigerant lines
☐ Work involving demolition of a structure	☐ Work on or near energised electrical installations or services
☐ Work involving disturbance of asbestos	☐ Work in an area that may have a contaminated or flammable atmosphere
☐ Work involving structural alterations that require temporary support	☐ Work involving tilt-up or precast concrete
☐ Work involving confined spaces	☐ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic
☐ Work involving a shaft or trench with an excavated depth greater than 1.5 metres	☐ Work in an area with movement of powered mobile plant
☐ Work involving a tunnel	☐ Work in, over or adjacent to water or other liquid that involves a risk of drowning
☐ Work involving the use of explosives	☐ Work involving diving work

7. Hazardous Substances/Materials

- Silica dust from cutting materials

8. Plant/Equipment

- Portable ladders
- Cordless drills

9. Personal Protective Equipment (PPE)



Hard hat



Safety boots



Hi-vis clothing



Fall arrest harness

Task Breakdown & Risk Assessment

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10. Risk Assessment Matrix

Likelihood x Consequence = Risk Level					
Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	M (11)	H (16)	H (20)	E (23)	E (25)
Likely	M (7)	M (12)	H (17)	H (21)	E (24)
Possible	L (4)	M (8)	M (13)	H (18)	H (22)
Unlikely	L (2)	L (5)	M (9)	M (14)	H (19)
Rare	L (1)	L (3)	L (6)	M (10)	M (15)
Extreme (20-25): Immediate action required High (15-19): Senior management attention Medium (8-14): Management responsibility specified Low (1-7): Manage by routine procedures					

Overall Risk Assessment for Activity

High

11. Task Breakdown & Risk Control

Task/Step	Hazards	Initial Risk	Control Measures	Control Type	Residual Risk	Person Responsible
Set up fall prevention systems and exclusion zones	- Falls from height while installing guardrails - Workers entering exclusion zones beneath lifting areas	H Score: 18/25	- Install edge protection and guardrails prior to accessing roof surface. - Lock out access ladder with signage until controls verified by supervisor.	Engineering	M Score: 8/25	Site Supervisor
Implementation: Supervisor verifies guardrails and signage before authorising roof access. Monitoring: Safety observer checks barriers remain in place every 30 minutes. Review: Review controls at daily pre-start or when site layout changes.						
Install roofing sheets using cordless tools						

Task/Step	Hazards	Initial Risk	Control Measures	Control Type	Residual Risk	Person Responsible
- Trips on loose materials while working near roof edge - Cuts from sheet metal handling in windy conditions	 Score: 16/25	- Maintain housekeeping, keeping fasteners and offcuts in buckets at waist height. - Use mechanical sheet lifter and team lifting techniques during windy conditions.	Administrative	 Score: 7/25	Leading Hand	
Implementation: Leading hand allocates two-person lift teams and enforces housekeeping before each sheet lift. Monitoring: Supervisor monitors wind speeds and pauses work above safe thresholds. Review: Reassess when wind exceeds forecast or tooling setup changes.						
Secure roofing fixings and seal penetrations	- Falls due to overreaching beyond guardrails - Exposure to sealant fumes in confined sections	 Score: 12/25	- Use adjustable work platforms to eliminate overreaching and maintain three points of contact. - Provide respirators when working in enclosed spaces and ensure cross ventilation.	Engineering	 Score: 5/25	Installer
Implementation: Installer adjusts platform height per roof bay and sets up local extraction fans. Monitoring: Supervisor inspects work positioning every 20 minutes; HSE rep samples air quality as required. Review: Review controls when sealant type changes or incident occurs.						

Additional Information & Sign-Off

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12. Training & Qualifications

- Working at heights awareness
- Emergency rescue drills for fall arrest

13. Inspections, Testing & Monitoring

Pre-start Checks	Inspect anchor points, ladder stability, and exclusion zones before commencing roof work.
During Work	Supervisor to check harnesses, guardrails, and weather conditions every 30 minutes.
Post-completion	Confirm all temporary controls removed and roof left free of loose materials.

14. Permits, Approvals & Certificates

Permits Required: • Working at heights permit approved by principal contractor	Certificates/Licenses Required: • Harness inspection certificate (within 6 months)
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15. Relevant Legislation & Emergency Planning

Applicable Legislation, Standards & Codes of Practice

Legislation:

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2017 (NSW)
- Workers Compensation Act 1987 (NSW)
- Construction Safety Act 1912 (NSW)

Standards:

- AS/NZS ISO 45001:2018 - Occupational health and safety management systems
- AS/NZS 4801:2001 - Occupational health and safety management systems
- AS/NZS 1576:2019 - Scaffolding general requirements
- AS/NZS 1891.4:2009 - Industrial fall-arrest systems and devices

Codes of Practice:

- SafeWork NSW Code of Practice: Construction Work 2019
- SafeWork NSW Code of Practice: Managing the Risk of Falls at Workplaces 2019
- SafeWork NSW Code of Practice: Hazardous Manual Tasks 2019
- SafeWork NSW Code of Practice: Work Health and Safety Consultation, Cooperation and Coordination 2019

Emergency Planning & Response: Emergency equipment must be supplied, kept in good working order, and be readily accessible. At least one qualified first aider, familiar with rescue and emergency response protocols for the site, should be present at all times. The first aid kit needs to be suitable for the project's activities and include a minimum of 500ml of saline solution for eye injuries.

Emergency Management: Adhere to the organization's Emergency Response Plan, located in the "Emergency Management" section of the HSE Management Plan. Dial 000 (or 112 from mobile phones) in case of an emergency.

Injury / Incident Reporting: Report all incidents and injuries to site contact immediately. Document incidents or injuries using the incident/injury report form.

Environmental Spills: Follow the Environmental Management Procedure. A small, general spill kit must always be available. A 2.5kg ABE fire extinguisher must always be available in vehicles on site.

16. SWMS Sign-Off

Person responsible for monitoring and compliance with this SWMS

Name	Responsible PCBU to complete	Position	PCBU
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Signature			
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Date	
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By signing this document, you acknowledge that you have read this SWMS in the presence of a supervisor and understand the procedures and safety requirements. We confirm we have been instructed in the SWMS process and understand our role in this process. We agree with the residual risk levels and control measures required to perform the tasks based on the identified tasks and hazards, and therefore recommend the task for the appropriate approval. By signing, and acknowledging this SWMS, you understand and accept that:

The WHS Policy, relevant Risk Assessments, SWMSs and SWPs for this task have been reviewed, explained and are clearly understood by me.

I shall only carry out work for which I am equipped and competent and advised my supervisor of any individual needs.

I will comply with all relevant Risk Control Measures, otherwise work must stop immediately.

I will be vigilant regarding hazards and the suitability of the identified Risk Control Measures; and

I understand that I am authorised and expected to safely stop work and immediately notify my supervisor if a task carries an unacceptable level of risk.

Use the fields below if signing off on a paper-based SWMS.