### Roofing (Sheeting) Safe Work Method Statement (SWMS)

<table>
<thead>
<tr>
<th>Business Contact:</th>
<th>Phone #:</th>
<th>Principal Contractor (PC):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>PC Address:</td>
</tr>
<tr>
<td>Responsible person (for monitoring SWMS and work):</td>
<td></td>
<td>PC Phone #: Date SWMS provided to PC:</td>
</tr>
<tr>
<td>Signature:</td>
<td>Date:</td>
<td>Job Site Address:</td>
</tr>
<tr>
<td>Contact Phone #:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### This Work Activity Involves the Following Hazardous Work and Environmental Impacts
- [ ] Electrical equipment
- [ ] Elevated levels
- [x] Slips, trips and falls
- [x] Hazardous substances
- [ ] Hot Work
- [x] Hazardous manual tasks
- [x] Outdoor work
- [ ] Remotely &/or isolated work
- [ ] Noise and vibration
- [x] Native vegetation & weeds
- [x] Air quality
- [x] Waste
- [ ] Vehicle movement
- [x] Fuels, oils & chemicals
- [x] Terrestrial fauna
- [x] Waterways & soils
- [ ] Cultural heritage

#### This Work Activity Involves the Following “High-Risk Construction Work” (HRCW - identified in the Job Task column)
- [ ] Confined spaces
- [ ] Mobile plant movement
- [x] Demolition of a load-bearing structure
- [x] Asbestos disturbance
- [ ] Using explosives
- [ ] Diving work
- [ ] Artificial extremes of temperature
- [ ] Tilt-up or pre-cast concrete
- [x] Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services
- [ ] Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse
- [x] Involves a risk of a person falling from 2m or more, including work on telecommunications towers
- [ ] Working at depths greater than 1.5 Metres, including tunnels or mines
- [x] Work in an area that may have a contaminated or flammable atmosphere
- [ ] Work carried out adjacent to a road, railway or shipping lane, traffic corridor
- [x] In or near water or other liquid that involves the risk of drowning

#### Personal Protective Equipment
- Foot Protection
- Hearing Protection
- High Visibility
- Head Protection
- Eye Protection
- Face Protection
- Hand Protection
- Protective Clothing
- Breathing Protection
- Sun Protection
- Safety Harness

- Rings, watches, jewellery that may become entangled must not be worn.
- Long and loose hair must be tied back.
<table>
<thead>
<tr>
<th>LIKELIHOOD</th>
<th>INSIGNIFICANT</th>
<th>MINOR</th>
<th>MODERATE</th>
<th>MAJOR</th>
<th>CATASTrophic</th>
<th>SCORE</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALMOST CERTAIN</td>
<td>3 - HIGH</td>
<td>3 - HIGH</td>
<td>4 - ACUTE</td>
<td>4 - ACUTE</td>
<td>4 - ACUTE</td>
<td>4A - ACUTE</td>
<td>DO NOT PROCEED.</td>
</tr>
<tr>
<td>LIKELY</td>
<td>2 - MODERATE</td>
<td>3 - HIGH</td>
<td>3 - HIGH</td>
<td>4 - ACUTE</td>
<td>4 - ACUTE</td>
<td>4A - MODERATE</td>
<td>Review before commencing work.</td>
</tr>
<tr>
<td>POSSIBLE</td>
<td>1 - LOW</td>
<td>2 - MODERATE</td>
<td>3 - HIGH</td>
<td>4 - ACUTE</td>
<td>4 - ACUTE</td>
<td>2M - MODERATE</td>
<td>Maintain control measures.</td>
</tr>
<tr>
<td>UNLIKELY</td>
<td>1 - LOW</td>
<td>1 - LOW</td>
<td>2 - MODERATE</td>
<td>3 - HIGH</td>
<td>3 - HIGH</td>
<td>1L - LOW</td>
<td>Record and monitor.</td>
</tr>
</tbody>
</table>

**HIERARCHY OF CONTROLS**

<table>
<thead>
<tr>
<th>JOB TASK</th>
<th>HAZARDS</th>
<th>RISK</th>
<th>CONTROL MEASURES</th>
</tr>
</thead>
</table>
| **1. Implement a Falls Emergency Rescue Plan** | Personal injury from fall | 4A | Use a spotter:  
- Trained first aid providers must be available  
- A reliable means to contact emergency services is available. |
| **2. Arrival on-site & assess onsite conditions** | Personal injury, property damage &/or environmental incident | 3H | The vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs as necessary)  
- Do not park illegally  
- Identify and obey all safety-related signage (check site entry requirements)  
- Report to Site Supervisor  
- Ensure site-specific induction undertaken  
- Assess mobile phone reception  
- The worksite is exactly as detailed in Terms of Agreement or contract  
- Complete a JSA specifying the control measures for unanticipated hazards. |

**SAMPLE**

- **Fall from height**  
- **Impact injuries**  
- **Fatality**  

**Emergency**  
- Conduct risk assessment using ‘WORKING AT HEIGHTS RISK ASSESSMENT CHECKLIST’ supplied in this SWMS  
- Based on the Risk Assessment for the task always ensure the highest possible level of controls is adopted.  
- More than one of these measures to reduce risk can be used. For example, engineering controls like edge protection can be implemented with administrative controls like training and use of this SWMS, while wearing PPE (non-slip shoes).  
- Where the Risk Assessment has identified high-risk tasks, the ‘buddy’ system may be utilised where a second person's presence required at all times  
- Where serious consequence is probable, Do not expose both people to the hazard simultaneously. The second person should be within sight, but safely removed from the immediate area.
### JOB TASK: Emergency response

**HAZARDS:**
- Injury
- Fatality
- Environmental damage

**RISK:** 4A

**CONTROL MEASURES:**
- **For police, fire or ambulance call ‘000.’**
- Follow site emergency and evacuation procedures
- A communication system is available, e.g. a mobile phone or radio
- Check for dangers to self before helping others
- Maintain control of the area and stabilise the situation
- Apply first aid to the injured worker
- Complete an incident report.
- Refer to your SWMS implementing instructions for further specific emergency responses.

**RESPONSIBLE PERSON:** Supervisors and workers ensure controls followed

### Suspension trauma

**HAZARDS:**
- Document and rehearse post-fall rescue plan
- Whenever a person is wearing a harness, a rescue plan must be in place as suspension trauma can occur to persons who fall and remain in the harness for more than 5 minutes
- The rescue must be able to commence immediately
- The victim must be moved from suspension in stages – if moved too quickly from full suspension into a horizontal position serious injury or death can occur
- If a suspension may last up to 5 minutes – foothold straps or another way of placing weight on legs must be provided
- Workers trained to:
  - Use a sit – type harness with padded legs to allow legs to remain horizontal
  - Move their legs in the harness to push against any footholds
  - Move their legs as high as possible and keep their head as horizontal as possible. Consider the ability for workers to be able to follow these procedures when selecting harnesses
  - Ensure on-site workers are trained and familiar with emergency and evacuation procedures.

### Overall Risk Rating after Controls

**PLANT & EQUIPMENT**

- Electrical tools and leads  
  - Tested and tagged quarterly
- Hand tools - Meet AS/NZS  
  - Regular visual inspection
- Ladders - Meet AS/NZS  
  - Inspected and tagged out if damaged
- Mobile plant - specify  
  - Inspected and tagged out if damaged

**HAZARDOUS SUBSTANCES**

List hazardous substances taken on-site and have the SDS on-site.

- Audits
- Spot Checks
- Reporting systems
- Suitably qualified supervisors for job
- Direct on-site supervision
- Remote site: communication systems/schedule

**SUPERVISORY ARRANGEMENTS**

1.
2.
3.
4.
5.
6.
7.
8.