SafetyDocs by SafetyCulture

Company Name:
Company Address:
ABN/NZBN:

ROOFING - TILED SAFE WORK METHOD STATEMENT (SWMS)

Business Contact: Phone #:	Principal Contractor (PC):
Responsible person *(for monitoring SWMS and work):*	PC Address:
Signature: Date:	PC Phone #: Date SWMS provided to PC:
Contact Phone #:	Job Site Address:

SITE MANAGEMENT PLAN	Is the work associated with a Construction Project? ☐ **Yes** ☐ **No**	*If yes* – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH-RISK CONSTRUCTION WORK" (HRCW - *IDENTIFIED IN THE JOB TASK COLUMN*)

☐ Confined spaces	☐ Mobile plant movement	☐ Demolition of a load-bearing structure	☒ Asbestos disturbance
☐ Using explosives	☐ Diving work	☐ Artificial extremes of temperature	☐ Tilt-up or pre-cast concrete

☒ 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

☒ Involves a risk of a person falling from 2m or more, including work on telecommunications towers ☐ Work in a ceiling space (W.A. Only)

☐ Working at depths greater than 1.5 metres, including tunnels or mines	☐ 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	☐ In or near water or other liquid that involves the risk of drowning

WORKING WITH A RISK OF A FALL OVER 2 METRES. Select the fall from height 'hierarchy of control level' considered when establishing controls:

☐ L 1: Work on the ground or solid construction	☐ L 4: Use a fall arrest system e.g., safety harness, catch platforms
☐ L 2: Use a passive fall restraint system e.g., guard rails, scaffolding, EWP	☐ L 5: Implement administrative controls e.g., signage, or instruction
☐ L 3: Use a work positioning system e.g., travel restraint, rope access	☐ Other?

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). Please describe why it is not reasonably practicable to use higher-order control measures. E.g. The job is less than 5 minutes on a ladder.

SAMPLE

JOB TASK	HAZARDS	IR	CONTROL MEASURES *INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS*	RR	RESPONSIBLE PERSON
	Electrocution	4A	• Locate and maintain awareness aware of any power lines when handling components • Locate and maintain awareness aware of any extension leads while handling components • Do not use metallic, wire-reinforced or conductive ladders around live electrical equipment.	2M	
	Falling objects	3H	• Groundworkers to wear hard hats and proper PPE • Carry tools and materials in a tool belt or have them passed to you.	2M	
9. HRCW Tile elevator set-up following manufacturer s' instructions	Hit by falling objects	3H	• Always check for overhead obstructions, e.g. branches, before raising machine • Check machine for loose parts • Always use two people to set-up and raise machine • Ensure machine fixed securely to support structure at the top of the run • Erect a safety barrier to prohibit access through the underside of the machine.	2M	**Supervisor** and **workers** to ensure control measures followed
	Crush injuries	3H	• Keep hands clear of hinges when opening machine to full length • Ensure hinge/support stand retainer clips/pins are in place & secure before raising machine • Wheels locked.	2M	

10. HRCW Install tiles following manufacturer s' instructions	• Fall from height
	• Suspension trauma
	• Impact injuries
	• Fatality
		4A	• Distribute tiles evenly across roof. Reposition tile elevator as needed – do not travel across roof unnecessarily. Limit number of tiles per stack
			• Do not walk in the middle of battens between rafters. Only walk on intersections of battens and rafters
			• Do not walk on valley irons
			• Always monitor roof condition for holes; weak spots (avoid skylights, plastic sheeting.)
			• Do not rush, run or play around
			• Use deliberate motion
			• Do not work with back to the edge of the roof if within two metres of the roof edge
			• Keep work area clear of trip hazards
			• Never lunge for dropped objects (maintain balance at all times)
			  ⚠ *Use fall restraint/arrest as required*
			• Ensure fall restraint/arrest systems are in place before starting work
			• Inspect harness components before use, use and maintain as per manufacturer's instructions and it's designed purpose
			• If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures
			• Ensure the correct harness size for weight and height of the operator (use manufacturer sizing chart). It is possible to slide out of a harness that is too big
			• Follow manufacturer's instructions for fitting and use. The operator must ensure:
			  ○ Physically fit and able to withstand possible fall
				2M	**Supervisors** to check all controls in place and followed
					
					Workers to follow controls and make supervisor aware of any issues

SAMPLE

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JOB TASK	HAZARDS	IR	CONTROL MEASURES *INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS*	RR	RESPONSIBLE PERSON
	Heat stress	3H	• Ensure that workers can recognise heat stress symptoms: • Mild heat stress: ○ Tired/weak ○ Muscle cramps ○ Feeling sick or vomiting • Severe heat stress: ○ Headache ○ Rapid pulse ○ Profuse sweating ○ Irritability or confusion ○ Blurred vision • More severe sympto can include loss of consciousness • Light clothing that still provides adequate protection • Providing extra rest breaks in a cool area • Ensure adequate drinking water supplied. Relevant workers should be encouraged to drink a cup of water (about 200 mL) every 15 to 20 minutes when working in hot environments.	2M	
11. **HRCW** Working with powered & non-powered tools	• Electrocution • Injury • Fire • Asphyxiation	4A	• Use tools only for the purpose specified by the manufacturer • Wear PPE as recommended by the manufacturer • Pre-inspect and operate tools following the manufacturer's instructions. If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures • Tool operations manual is available, read and understood • Fire protection equipment accessible • Use mechanical ventilation as required • Electrical: ○ All electric power tools and leads are Tested, Tagged and are current ○ Use electrical sockets protected by RCD (safety-switches) or use portable RCD devices ○ Switchboards have appropriately rated circuit breaker ○ Always ensure that the tool is switched off and power isolated before a pre-start check, adjusting, changing set-ups or repairing ○ Do not overload power outlets • Diesel/petrol-powered tools - Do not run a diesel/petrol-powered tools inside a building (e.g. shed), or where ventilation is limited.	2M	**Supervisors** to check all controls in place and followed **Workers** to follow controls and make supervisor aware of any issues
11. Hazardous chemical use, e.g. silicone, cleaning solutions	Contact with hazardous chemicals	3H	• Follow directions of use for *(specify the chemicals)* • Consult SDS for the product • Use PPE as per the SDS - *specify* • Use with adequate ventilation • Chemical resistant gloves for prolonged exposure ⚠ *DO NOT:* × *Eat or drink when handling chemicals*	2M	**Supervisor** and **workers** to ensure control measures followed

SAMPLE