Company:       ABN:       Contact Person:       Ph:         Project/Site:       Site Address:       Principal Contractor:       WMAS (SWMS No.:         Principal Contractor:       ROOF METAL INSTALLATION       Bate Created:       Review Date:         Date Created:       Review Number:       Review Date:         Relevant Australian Standards / Codes of Practice / Legislation:       Safety Data Sheets Required:       Phints Requirement Required:         Plant & Equipment Required:       Plant & Equipment Required:       Plant & Equipment Required:       Plant & Equipment Required:         Verolect Specific Permits Required:       Plant & Equipment Required:       Plant & Equipment Required:       Plant & Equipment Required:         Version:       Yes       Hot Work Permit:       Yes       Confined Space Permit:       Yes         Project Specific Permits Required:       Work on a telecommunication lower       Demolition of load-bearing structure       Plant Requipment Required:         Version:       Or on or near densities 2 metres;       Work on or near energised electrical instatations or services       Work in or near a confined space amane with movement of pewered mobile plant         Version:       Version:       Or on or near oregised electrical instatations or services       Work in or near and mint mabe attractication or plant       Work in an erae with movement of powered mobile plant	CR	TICAL NOTE – Th	is document only	becomes a Safe \	Nor	k Method	Statemer	nt where the 'Hi	gh Risk Con	struction W	ork' section o	of this document is	compl	eted
Principal Contractor:       WMS \ SWMS No.:         Job Task:       ROOF METAL INSTALLATION         Date Created:       Revision Number:         Relevant Australian Standards / Codes of Practice / Legislation:       Revision Number:         Safety Data Sheets Required:       Practice / Legislation:         Prinet & Equired:       Do you require a permit from the Principal Contractor?         Work at Height Permit:       Do you require a permit from the Principal Contractor?         Work at Height Permit:       Ves         Bits & Groupetencies Required:       Do you require a permit from the Principal Contractor?         Work at Height Permit:       Ves         Bits & Groupetencies Required:       Do you require a permit from the Principal Contractor?         Work at Height Permit:       Ves         Bits & Groupetencies Required:       Do you require a permit from the Principal Contractor?         Work on or near chemical, fuel or refrigerant lines       Work on a rear energiad electrical installations or services       Work in or near a contined space altradiation or repare a contaminated or flammande admosphere influe more them contend eleger than 1.5 m or altradiation or onear chemical, fuel or refrigerant lines       Work on or near energiad electrical installations or services       Work in a reas with movement of powered mobile plant         Bits of a precess       Compressed Air Coround Conditions       Work in or near water or other linqid that invo	Compar	ıy:		A	BN:		Co	ontact Person:				Ph:		
Job Task:       ROOF METAL INSTALLATION         Date Created:       Revision Number:       Review Date:         Relevant Australian Standards / Codes of Practice / Legislation:       Safety Data Sheets Required:         Plant & Equipment Required:       Uccenses / Competencies Required:         Uccenses / Competencies Required:       Do you require a permit from the Principal Contractor?         Work at Height Permit:       Yes       Confined Space Permit:       Yes         Pasted as person falling more than 3 metres (note: in one purposed its is 2 metres)       Work on a telecommunication tower       Demolfion of load-bearing structure         Inable of the size metres)       Work on a telecommunication tower       Demolfion of load-bearing structure         Work in or near a shaft or trench deeper than 1.5 m or a larea that may have a containing support for structural a lunnel       Work in or near and confined space         Work in or near shaft or trench deeper than 1.5 m or a lunnel       Work on or near energised electrical installations or services       Work in a area with movement of powered mobile on the max water a containinated or that an tand that may have a containinated or that installations or near water or other liquid that involves risk of compressed Air energised electrical installations or services       Work in a near with movement of powered mobile plant         Work in a reas with antificial extremes of temperature       Work in or near water or other liquid that involves risk of collocitin a podestrine glashinery envine energised electrical in	Project/	′Site:					Si	te Address:						
Date Created:       Revision Number:       Review Date:         Relevant Australian Standards / Codes of Practice / Legislation:	Principa	l Contractor:					W	/MS \ SWMS No.:	:					
Relevant Australian Standards / Codes of Practice / Legislation:         Safety Data Sheets Required:         Plant & Equipment Required:         Licenses / Competencies Required:         Project Specific Permit:       Ves         Work at Height Permit:       Yes         Work at Height Permit:       Yes         Mork at Height Permit:       Yes         Work at Height Permit:       Yes         Mork in or near as that or trench deeper than 1.5 m or a turnel       Work on or near as shaft or trench deeper than 1.5 m or a turnel       Use of explosives         Work in or near a shaft or trench deeper than 1.5 m or a turnel       Work on or near chemical, fuel or refrigerant lines       Work on or near energised electrical installations or services       Work in an area with movement of powered mobile other traffic coridor in use by traffic other than pedestrines work on in near energised electrical installations or services       Work in an area with movement of powered mobile other traffic coridor in use by traffic other than pedestrines work in a reas with movement of powered mobile powering         PPE Required:       Work in an area with attricial extremes of temperature       Work in or near areas with movement of powered mobile powering       Work in an area with movement of po	Job Tasł	<b>(</b> :	ROOF METAL INS	TALLATION										
Practice / Legislation:         Safety Data Sheets Required:         Project Specific Permit Requirements:       Do you require a permit from the Principal Contractor?         Work at Height Permit:       Yes         Bits & Equipment Requirements:       Do you require a permit from the Principal Contractor?         Work at Height Permit:       Yes         Bits & Gaugeson falling more than 3 metres (note: in some jurisdictions this is 2 metres)       Bits and the principal Contractor?         Work in or near a shaft or trench deeper than 1.5 m or atumed       Biterations or repairs         Work in or near a shaft or trench deeper than 1.5 m or atumed       Use of explosives         Biterations or repairs       Work on or near pressurised gas mains or piping         Work in or near a shaft or trench deeper than 1.5 m or atumed       Use of explosives         Biterations or repairs       Work on or near chemical, fuel or refrigerant lines         Work in or near a shaft or trench deeper than 1.5 m or atumed       Use of explosives         Biterations or repairs       Work on or near chemical, fuel or refrigerant lines         Work in or near a shaft or trench deeper than 1.5 m or atumed       Use of explosives         Biterations or repairs       Work on or near chemical, fuel or refrigerant lines         Work in a reas with antificial extremes of temperature       Work on or near water or other liquid that involves fixed <t< td=""><td>Date Cr</td><td>eated:</td><td></td><td></td><td></td><td></td><td>Re</td><td>evision Number:</td><td></td><td></td><td>Review D</td><td>Date:</td><td></td><td></td></t<>	Date Cr	eated:					Re	evision Number:			Review D	Date:		
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Plant & Equipment Required:         Licenses / Competencies Required:         Project Specific Permit:       Do you require a permit from the Principal Contractor?         Work at Height Permit:       Yes         Risk of a person falling more than 3 metres (note: in some jurisdictions this is 2 metres)       Work on a telecommunication tower         Likely to involve disturbing asbestos       Temporary load-bearing support for structural alterations or repairs       Work in or near a confined space         Work in or near a shaft or trench deeper than 1.5 m or a tunnel       Use of explosives       Work on or near one themical, fuel or refrigerant lines       Work on or near energised electrical installations or services       Work in an area that may have a contaminated or flammable atmosphere         Work in a reas with artificial extremes of temperature       Work in or near one destrinas       Work in or near one work in or near one work in or near away the work in or near away the work in or near away the movement of powered mobile plant         PPE Required:       Image: Ground Conditions       Image: Groun		-												
Licenses / Competencies Required:         Project Specific Permit Requirements: Do you require a permit from the Principal Contractor?         Work at Height Permit:       Yes       Hot Work Permit:       Yes       Excavation/Penetration Permit:       Yes         Image: Instant of a person falling more than 3 metres (note: in some jurisdictions this is 2 metres)       Image: Instant of the person falling more than 3 metres (note: in able some jurisdictions this is 2 metres)       Image: Instant of the person falling more than 3 metres (note: in able some jurisdictions this is 2 metres)       Image: Instant of the person falling more than 3 metres (note: in able some jurisdictions this is 2 metres)       Image: Instant of the person falling more than 3 metres (note: in able some jurisdictions this is 2 metres)       Image: Instant of the person of load-bearing structure         Image: Use of explosives       Image: Instant of the person or near a shaft or trench deeper than 1.5 m or attannel       Use of explosives       Image: Work on or near area that may have a contaminated or flammable atmosphere         Image: Use of the person or near chemical, fuel or refrigerant lines       Work on or near energised electrical installations or services       Work in an area with movement of powered mobile plant         Use of explosives       Image: Use of the person of the person or the refrigerant lines       Work in or near water or other liquid that involves fisk of       Diving Work         Tilt-up or precast concrete elements       Work in or near water or other liquid that involves fisk of       Diving Wo														
Project Specific Permit Requirements:       Do you require a permit from the Principal Contractor?         Work at Height Permit:       Yes       Hot Work Permit:       Yes       Confined Space Permit:       Yes       Excavation/Penetration Permit:       Yes         Image: Project Specific Remit Requirements:       Yes       Hot Work Permit:       Yes       Confined Space Permit:       Yes       Excavation/Penetration Permit:       Yes         Image: Project Specific Remit Requirements:       Yes       Hot Work Nork Permit:       Yes       Confined Space Permit:       Yes       Excavation/Penetration Permit:       Yes         Image: Project Specific Remit Requirements:       Yes       Confined Space Permit:       Yes       Excavation/Penetration Permit:       Yes         Image: Project Specific Remit Required:       Work in a network (note: in some jurisdictions of repairs       Demolition of load-bearing structure       Bernold (note: in some jurisdictions of repairs       Bernold (note: in some jurisdictions of repairs       Bernold (note: in some jurisdictions of repairs       Bernold (note: in some jurisdiction or near near energised electrical installations or services       Bernold (note: in some jurisdiction in use by traffic corridor in use by traffic co														
Yes       Risk of a person falling more than 3 metres (nole: in some jurisdictions this is 2 metres)       Work on a telecommunication tower       Demolition of load-bearing structure         Image: Second		•	-	Do you require a p	berm	nit from th	e Principal	Contractor?						
some jurisdictions this is 2 metres)	Work at	: Height Permit:	Yes	Hot Work Permit:			Yes	Confined Space	Permit:	Yes	Excavation/	Penetration Permit:		Yes
Task/Location Specific Risks:       Ground Conditions       Noise       Water Pollution       Weather         Access & Egress       Compressed Air       Cultural / Heritage Area       Soil Pollution       Obstacles / Buildings         Overhead Obstructions       Quick Cut Saw       Snakes / Vermin       Rotating Machinery       Other (refer to hazard prompt list)         Underground Services       Angle Grinder       Dust       Fatigue       Image: Compressed Air Trees         Pedestrians / Workers       Hot Work / Burns       Significant Trees       Exposure to UV       Image: Compressed Air Trees         Unauthorised Persons       Poor Lighting       Flora & Fauna       Ignitions Sources       Image: Compressed Air Trees	Con	some jurisdictions Likely to involve of Work in or near a a tunnel Work on or near of Tilt-up or precast Work in areas wit	s this is 2 metres) disturbing asbestos shaft or trench deepe chemical, fuel or refrig concrete elements	er than 1.5 m or gerant lines		Temporary alterations Use of expl Work on or Work on, in other traffic Work in or i	load-bearin or repairs losives near energi or adjacent	g support for structu ised electrical instal t to a road, railway, use by traffic other t	lations or servic shipping lane o than pedestrian:	res C s	Work in or nead         Work on or nead         Work in an aread         flammable atm         Work in an aread         plant	ar a confined space ear pressurised gas mai ea that may have a cont nosphere	aminate	ed or
Access & Egress       Compressed Air       Cultural / Heritage Area       Soil Pollution       Obstacles / Buildings         Overhead Obstructions       Quick Cut Saw       Snakes / Vermin       Rotating Machinery       Other (refer to hazard prompt list)         Underground Services       Angle Grinder       Dust       Fatigue       Image: Compressed Air         Pedestrians / Workers       Hot Work / Burns       Significant Trees       Exposure to UV       Image: Compressed Air         Unauthorised Persons       Poor Lighting       Flora & Fauna       Ignitions Sources       Image: Compressed Air									LY			3		
	Access & Egress       Compressed         Overhead Obstructions       Quick Cut Sa         Underground Services       Angle Grinde         Pedestrians / Workers       Hot Work / E         Unauthorised Persons       Poor Lighting		ssed Air It Saw inder ik / Burns hting		Cultu Snake Dust Signif	ıral / Heritaş es / Vermin ficant Trees	-	Soil Pollu Rotating Fatigue Exposure	tion Machinery to UV		Obstacles / Building		npt list)	
				-	s \ s	WMS	Pri	nt Name:			Signature:			

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# Step 1

Consequences	
5 – Severe	Potential to be fatal. Permanent disability. Destruction of property or plant.
<b>4</b> – Major	Serious injury. Long term disability. Major damage to plant, property or environment.
<b>3</b> – Moderate	Potential for injury resulting in medical attention. Damage to plant, property or environment.
<b>2</b> – Minor	Injury requiring First Aid treatment and / or short term discomfort.
<b>1</b> – Negligible	Cause a near miss, needs to be reported

### Step 2

Potential	Potential					
A – Almost Certain	This event is expected to occur in most circumstances					
<b>B</b> – Likely	The event will probably occur in most circumstances					
<b>C</b> – Possible	The event might occur at some time					
<b>D</b> – Unlikely	The event could occur at some time					
E - Rare	The event may occur only in exceptional circumstances					

# Step 3

	Consequences				
Potential	<b>1</b> – Negligible	<b>2</b> – Minor	<b>3</b> – Moderate	<b>4</b> – Major	5 – Severe
A - Almost Certain	M (9)	S (15)	S (19)	Н (24)	H (25)
<b>B</b> - Likely	L (7)	M (11)	S (18)	S (21)	H (23)
<b>C</b> - Possible	L (5)	L (6)	M (13)	S (17)	H (22)
<b>D</b> -Unlikely	L (3)	L (4)	M (10)	M (14)	S (20)
<b>E</b> - Rare	VL (1)	L (2)	M (8)	M (12)	S (16)

#### Legend <sub>Ris</sub>

Risk Rating	
High	Re-plan and/or re-design activity. If this is not possible, complete a seperate Hazard Assessment prior to completing the SWMS
Significant	Activity Must be reviewed by a Senior Management representative and have identified risk controls built into the SWMS
Medium	Some action may be required, management to determine and document requirements within SWMS and monitor
Low	Minimal risk, monitor where work changes
Very Low	Minimal risk, monitor where work changes

Hierarchy of Controls (HoC)*					
Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Elimination	Substitution	Isolation	Engineering	Administration	PPE

	WORK		atement \ Safe Work Method Statement	HoC		
Job Step	Potential Hazard	Risk Rating	Control	Applied from 1-6	Residual Risk	Person Responsible to Implement Controls
Break the job into steps	What can cause harm at each step High risk work is to be kept to its own cell	S (17)	Describe the control measures and how they will be used	5	M (8)	EXAMPLE
Preparation	Slips, trips, falls Punctures		Ensure access & egress of site is clear Work area to be kept clear of trip hazards at all times Mark any protrusions			[insert responsible person]
Unload & Store materials	Manual handling		Only workers trained in correct manual handling techniques to complete task			[insert responsible person]
Identification of live services	Electrocution		Obtain certification from site supervisor & provider that all live services are isolated & tagged out before commencement of tasks and visually checked by site supervisor			[insert responsible person]
	Fall from height		Edge protection to be in place before commencement Ensure suitable fall restraints in place before commencing work Only workers trained in working at heights to complete task Safety footwear designed for use on a roof to be worn PPE- gloves to be used			[insert responsible person]
Access & egress to roof	Manual handling		Only workers trained in correct manual handling techniques to complete task			[insert responsible person]
	UV rays Heat stress		PPE-hi visibility long clothing to be worn at all times, UV cream to be worn whilst on site working and reapplied every two hours Broad brimmed hats to be worn Shaded rest areas and cool potable water to be provided			[insert responsible person]
Lifting of roofing sheets into place on roof	Fall from heights		Edge protection to be in place before commencement Ensure suitable fall restraints in place before commencing work Only workers trained in working at heights to complete task Safety footwear designed for use on a			[insert responsible person]

		roof to be worn	
Lifting of roofing sheets into place on roof cont.	UV rays Heat stress Wind lift	PPE-hi visibility long clothing to be worn at all times, UV cream to be worn whilst on site working and reapplied every two hours Broad brimmed hats to be worn Shaded rest areas and cool potable water to be provided Stop work when wind lift is too great to allow safe work	[insert responsible person]
	Cuts, lacerations, punctures Manual handling	Appropriate PPE to be worn at all times Only workers trained in correct manual handling techniques to complete task	[insert responsible person]
	Fall from height	Edge protection to be in place before commencement Ensure suitable fall restraints in place before commencing work Only workers trained in working at heights to complete task Safety footwear designed for use on a roof to be worn	[insert responsible person]
Roof penetrations	UV rays Heat stress	PPE-hi visibility long clothing to be worn at all times, UV cream to be worn whilst on site working and reapplied every two hours Broad brimmed hats to be worn Shaded rest areas and cool potable water to be provided	[insert responsible person]
	Fumes and burning roof material Hazardous substance	PPE - goggles or full face mask to be worn when cutting roof material Obtain an MSDS from the manufacturer, supplier or site supervisor before working with chemicals and follow all outlined safety recommendations	[insert responsible person]
	Cuts, lacerations, punctures Foreign body in eye Manual handling	Appropriate PPE to be worn at all times e.g. Gloves, glasses/goggles Correct cutting blades and correct use of blades as per roof material manufacturer's safety recommendations Only workers trained in correct manual handling techniques to complete task	[insert responsible person]

	Fall from height Struck by falling objects	Edge protection to be in place before commencement Ensure suitable fall restraints in place before commencing work Only workers trained in working at heights to complete task Safety footwear designed for use on a roof to be worn Exclusion zone to be set up below working area	[insert responsible person]
Pipe work & flashing	UV rays Heat stress	PPE-hi visibility long clothing to be worn at all times, UV cream to be worn whilst on site working and reapplied every two hours Broad brimmed hats to be worn Shaded rest areas and cool potable water to be provided	[insert responsible person]
	Fumes and burning roof material Hazardous substance	PPE - goggles or full face mask to be worn when cutting roof material Obtain an MSDS from the manufacturer, supplier or site supervisor before working with chemicals and follow all outlined safety recommendations	[insert responsible person]
	Cuts, lacerations, punctures Foreign body in eye Manual handling	Appropriate PPE to be worn at all times e.g. glasses / goggles, gloves Correct cutting blades and correct use of blades as per roof material manufacturer's safety recommendations Only workers trained in correct manual handling techniques to complete task	[insert responsible person]
Clean up of site	Manual handling Ergonomics Cuts, lacerations, punctures Foreign body in eye	Only workers trained in correct manual handling techniques to complete task Regular breaks scheduled for postural changes All appropriate PPE to be worn at all times	[insert responsible person]
(continue to modify \ insert information)			

Rescue / Retrieval Planning:	Rescue / Retrieval Planning:									
Are the following hazards identified?	Select		Action:							
Work over Water	Yes 🗌	No 🗌								
Work at Height	Yes 🗌	No 🗌	If YES, a Retrieval / Rescue Plan(s) must be developed. This can be included as an							
Restricted Access	Yes 🗌	No 🗌	attachment or included as a Job Step within the WMS \ SWMS and the method to be used communicated to the workers involved.							
Confined Space Entry	Yes 🗌	No 🗌								
Elevated Work on structures (e.g. Enclosed scaffolds and roof work)	Yes 🗌	No 🗌	If No, No additional retrieval / rescue planning documentation are required.							

Emergency Resources /	Emergency Resources / Contact Details							
Nearest Muster Point:		Nearest Fire Extin	guishers:					
Nearest Spill Kit:		Nearest First Aid Kit:						
Contact Person:		Phone No:			Radio Channel No:			

Management / Worker R	Management / Worker Review							
Review No:	1	2	3	4	5			
Name:								
Position:								
Date:								
Comments / Actions:								

<ul> <li>Have you considered the site specific hazards?</li> <li>lay of the land</li> <li>obstacles (buildings, workers, excavations, plant)</li> <li>changes to site conditions</li> <li>other contractors' work in progress</li> <li>weather conditions (wind, rain, heat, cold etc)</li> </ul>	<ul> <li>Have you considered job specific details?</li> <li>different material</li> <li>different chemicals</li> <li>different equipment</li> </ul> Any other factor that may make affect the risks associated with performing this task?	<ol> <li>IN PREPARING A WORK METHOD STATEMENT \SAFE WORK METHOD STATEMENT YOU MUST:</li> <li>Break the activity into basic steps</li> <li>Consider any site specific potential hazards</li> <li>Using the risk matrix, assess the risk of the identified hazard and rate accordingly</li> <li>List the controls to be implemented to reduce the likelihood of the risk causing an unwanted event</li> </ol>	<ol> <li>Apply HoC – For each control in the WMS \ SWMS</li> <li>Note: HoC levels 1-5 must be considered before level 6 for all Work at Height activities.</li> <li>Review the residual risk to ensure controls are adequate to safely perform the work.</li> <li>Assign a person(s) responsible to ensure that the assigned controls are implemented.</li> </ol>
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#### WORKERS INVOLVED IN JOB TASK

We, the undersigned, confirm that we have been consulted regarding the above SMWS and that its content is clearly understood. We also confirm that our required qualification(s) etc. to undertake this activity, is\are current and that we are competent to complete the work safely and without risk to our own health or the health and safety of others. We clearly understand that the control(s) in this WMS \ SWMS must be applied as documented, otherwise work is to cease immediately, and we will ensure that the work area is made safe, as far as reasonably practicable.

Print Name:	Company:	Signature:	Date:

I, the undersigned Supervisor, confirm that I have checked all qualifications provided and verify that they are applicable and current. I have also ensured that all inductions have taken place and that all tools and equipment are properly maintained and safe to use. I have issued all relevant permits and have ensured to the best of my ability that the work area is safe and that the work will not damage any property or injure any persons.

Supervisor Name \_\_\_\_\_