

Site Address : _____ Builder / Owner: _____

Contractor : _____ ABN : _____

Sub-Contractor : _____ Ph : _____ Fax : _____

Person Responsible : _____ Signed : _____ Date : ___ / ___ / ___

SWMS 1 Refer: NSW O.H.& S. Act 2000, O.H.& S. Regulations 2001 and to relevant WorkCover Codes of Practice for Additional Information,
Standard activities Safe Work on Roofs – Part 2 for Residential Buildings, Electrical Practices for Construction Work
 Refer: ACT O.H.& S. Act 1989, O.H.& S. (General)Regulation 2007,O.H.& S. (Manual Handling) Regulation 1997, (Certification of Plant Users & Operators) Regulation 2000 Dangerous Substances Act 2004,Scaffolding and Lifts Act 1912 and Regulation 1950, Building Construction Industry Improvement Act 2005, Building Code off Australia 2008.

ACTIVITY	HAZARD	RISK	Control Measures or Safe Job Procedures	Calculated RISK
1. Working on a roof	Fall from the edge or through the roof	—	1. CONTROL MEASURES ARE REQUIRED AT ANY HEIGTH WHERE THERE IS A RISK OF FALLING such as Scaffolding (a securely fenced work platform) or secure perimeter screens, fencing, handrails or other forms of physical restraints that are capable of arresting the fall of a person. 2. Keep the soles of shoes clean. 3. Use two pairs of shoes in damp conditions – place a pair for walking on the ground at the base of the ladder, e.g. gumboots for muddy conditions and roofing shoes for ladder and roof (ladder must be tied off). 4. Erect ladder on a level and solid base away from overhead obstructions 5. Place ladder bases one metre out from the wall for every four metres in height and a minimum height of 1metre above the level of the roof access point. 6. Secure ladder with a gutter guard /ladder brackets and tie off. 7. Always maintain a minimum three point contact when climbing a ladder i.e. both hands and one foot – do not carry tools in your hands when climbing. 8. Use two pairs of shoes in damp conditions – place a pair for walking on the ground at the base 9. Do not stand on metal fascia, fixing brackets are weak or may not be secured correctly. Consider nailing an extra batten across the top of the rafter ends to place your foot. 10. For extra long rafter runs, greater than 9 metres, additional precautions may be required in the event of a slip and fall. Consider the use of a safety harness. 11. Do not over stretch the string line when marking out bottom course – it may break causing overbalance. 12. Replace frayed or damaged string lines. 13. Use extra caution on steel roof battens that twist when walked on. 14. Beware of overbalancing on loose battens when walking near edge. 15. Provide a minimum batten length of 2 rafter spacing’s. 16. Select timber battens which are not overly knotty, or cut out knots. 17. Roof surface to be dry – avoid wet weather when laying tiles. 18. Use cutting tray or similar, e.g. carpet, to capture dust and debris. 19. Keep the roof area clean and free of trip hazards.	

ROOF TILING - SAFE WORK METHOD STATEMENT No 2

RISK RATING = 1 High risk / 2 Medium Risk / 3 Low Risk

SWMS 2
Standard activities Refer: **O.H.& S. Act 2000, O.H.& S. Regulations 2001 and to relevant WorkCover Codes of Practice for Additional Information**
 Safe Work on Roofs – Part 2 for Residential Buildings, Electrical Practices for Construction Work
Refer: ACT O.H.& S. Act 1989, O.H.& S. (General)Regulation 2007,O.H.& S. (Manual Handling) Regulation 1997, (Certification of Plant Users & Operators) Regulation 2000 Dangerous Substances Act 2004,Scaffolding and Lifts Act 1912 and Regulation 1950, Building Construction Industry Improvement Act 2005, Building Code off Australia 2008.

ACTIVITY	HAZARD	RISK	Control Measures or Safe Job Procedures	Calculated RISK
2. Use of Equipment And PPE			20. Major hazard exists on thin terra cotta tiles. 21. Do not lay fractured tiles “singers”. 22. Always walk on the tile lap, never on the centre of the tile. 23. Extreme caution on green (uncured) concrete tiles. 24. Extra caution on greasy, damp or dewy valley irons also watch for silicon wiped off fingers by plumber etc. 25. Where practical use valley irons with rolled edges.	
	Lifting tiles	—	1. Do not carry too many tiles, 4 - 5 on average is recommended. 2. Use correct bending techniques at all times when lifting. 3. Where possible use a tile trolley for straight runs greater than 15 metres.	
	Operate elevator	—	1. Use two or more tilers to position an elevator. 2. Do not stand in the fall zone, or fall arch of the elevator. 3. Tie off the elevator after positioning. 4. Where practical use two or more tilers to pull up the elevator to roof level – avoid putting weight on metal fascia when doing so. Consider nailing an extra batten across the top of the rafter ends to place your foot on. 5. Check elevator drive belt is enclosed by safety guard/s.	
	Exposure to Ultra Violet(UV) Rays	—	1. Wear approved UV resistant clothing and sunglasses and a hat (seek advice from Cancer Council or Equiv organization)and apply sunscreen before and during daily work routine, PPE	
	Using a hand saw	—	1. Check that all handsaws are in good working order and that blades are sharp with no teeth missing.	
	Use of nail gun	—	1. Isolate area of work when using nail gun. Ensure consultation with any other tradesmen on site. 2. Keep fingers and hands away from the nail fixing location. 3. Use piston type nail gun. 4. Wear approved eye and hearing protection when operating nail gun.	
	Unsecured equipment on the roof	—	1. Stabilize the mortar bucket by placing a soft lead sheet, or similar, under the bucket’s base to stop it from sliding off the roof. 2. Secure any other tools within a nail bag and tool belt.	

SWMS 3 Refer O.H.& S. Act 2000, O.H.& S. Regulations 2001 and to relevant WorkCover Codes of Practice for Additional Information
Standard activities Safe Work on Roofs – Part 2 for Residential Buildings, Electrical Practices for Construction Work
Refer: ACT O.H.& S. Act 1989, O.H.& S. (General)Regulation 2007,O.H.& S. (Manual Handling) Regulation 1997, (Certification of Plant Users & Operators) Regulation 2000 Dangerous Substances Act 2004,Scaffolding and Lifts Act 1912 and Regulation 1950, Building Construction Industry Improvement Act 2005, Building Code off Australia 2008.

ACTIVITY	HAZARD	RISK	Control Measures or Safe Job Procedures	Calculated RISK
3. Finishing off Roof	Removal of tile pieces from the roof	—	1. Establish a number of clearly marked areas around the dwelling to remove broken and cut tiles. 2. Consult with other trades to ensure isolation of worksite below while tiling is in progress. 3. Prevent entry to areas where tile debris are being lowered. 4. For large jobs or areas where public safety is a concern, use a rubbish/rubble chute. 5. Place signs (as per the relevant Code of Practice) around the dwelling to warn others that roof tiling is in progress.	
	Sweeping down dusty tiles	—	1. When sweeping, always keep your feet positioned in the clean (previously swept) area away from the dust. 2. Keep roof areas clean and free of trip hazards – particularly tile pieces. 3. When cleaning roof plumbing beware of slipping on the bottom tile course.	
	Carry Mortar	—	1. Do not carry excessive loads of mortar. 2. Use correct techniques when lifting bedding, or pointing mortar.	
	Use flexible pointing material	—	1. Consult manufacturers Material Safety Data Sheet and wear recommended protective equipment – fumes and contact with skin are an issue. 2. Avoid contact with cement.	
4. Other Roofing Procedures	Erecting a ladder near power lines etc.	—	1. When erecting metal ladders take note of any overhead power lines near the work and ensure a minimum distance of 4.0 metres is maintained. 2. Where power lines are in close proximity to the work area (e.g. extension to existing dwelling) cover with tiger tails, however if less than 4 metres power must be turned off as tiger tails are not insulators. 3. Avoid working in high winds near overhead power lines.	
	Working on roof framing temporary propping	—	1. Check that supporting brickwork is in place – temporary propping is not an acceptable form of structural support for roof framing.	
	Working near voids between framing	—	1. Provide minimum batten length of 2 rafter spacing's. 2. Install safety mesh or approved safety sarking for rafters spacings greater than 600 mm. 3. Install safety net over stair wells	

SWMS 4
Power lines / temporary props / voids / power tools
Refer O.H.& S. Act 2000, O.H.& S. Regulations 2001 and to relevant WorkCover Codes of Practice for Additional Information
 Safe Work on Roofs – Part 2 for Residential Buildings, Electrical Practices for Construction Work
Refer: ACT O.H.& S. Act 1989, O.H.& S. (General)Regulation 2007,O.H.& S. (Manual Handling) Regulation 1997, (Certification of Plant Users & Operators) Regulation 2000 Dangerous Substances Act 2004,Scaffolding and Lifts Act 1912 and Regulation 1950, Building Construction Industry Improvement Act 2005, Building Code off Australia 2008.

ACTIVITY	HAZARD	RISK	Control Measures or Safe Job Procedures	Calculated RISK
	Use of power tools	—	1. Regularly check and tag extension leads and tools. 2. Extension leads to be secured or hooked minimum of 2 m above the ground. 3. Do not connect several extension leads together (in series). Get one long extension lead of the correct duty for the length. 4. Earth leakage cut out switches must be fitted to all extension leads at source (i.e. where they plug in). 5. Use approved covers to keep water out of plugs. 6. Wear approved eye and hearing protection when operating power tools.	
	Lift rolls of Sarking	—	1. Use lighter, more manoeuvrable, 30 metre rolls instead of 60 metre rolls. 2. Use mechanical aids or two workers to lift rolls	
	Laying sarking	—	1. Avoid sarking in windy conditions. 2. Extra caution required when cutting the mitre at a hip on the bottom course 3. Beware of “Parachute Effect” – wind lifts sarking and framing causing temporary props to fall out.	
	Removal of tiles from roof	—	1. Establish a number of clearly marked areas around the dwelling to lower tiles in a controlled fashion. 2. Prevent entry to areas where tile debris are being lowered. 3. For large jobs or areas where public safety is a concern, use a rubbish/rubble chute. 4. Place signs (as per the relevant Code of Practice) around the dwelling to warn others that roof tiling is in progress.	
	Climb ladders	—	1. Erect ladder on a level and solid base away from overhead obstructions. 2. Place ladder base 1 metre out from the wall for every four metres in height and a minimum height of 1metre above the level of the roof access point. 3. Secure ladder with a gutter guard or ladder bracket and tie off. 4. Always maintain a minimum three point contact when climbing a ladder i.e. both hands and one foot, do not carry tools in your hands when climbing. 5. Use two pairs of shoes in damp conditions – place a pair for walking on the ground at the base of the ladder, e.g. gumboots for muddy conditions and roofing shoes for ladder and roof.	

**SWMS 5
Training / Environmental
/ Emergency Procedures /
Power lines**

Refer O.H.& S. Act 2000, O.H.& S. Regulations 2001 and to relevant WorkCover Codes of Practice for Additional Information
Safe Work on Roofs – Part 2 for Residential Buildings, Electrical Practices for Construction Work
**Refer: ACT O.H.& S. Act 1989, O.H.& S. (General)Regulation 2007,O.H.& S. (Manual Handling) Regulation 1997, (Certification of
Plant Users & Operators) Regulation 2000 Dangerous Substances Act 2004,Scaffolding and Lifts Act 1912 and Regulation 1950,
Building Construction Industry Improvement Act 2005, Building Code off Australia 2008.**

ACTIVITY	HAZARD	RISK	Control Measures or Safe Job Procedures	Calculated RISK
	Worker unskilled in a procedure		1. check that all workers are trained in the particular activity they are to commence; 2. Recognise the activity requiring training and implement training prior to commencement of activity.	
	Environmental control	—	1. Refer to site requirements. 2. Use all aids available to keep noise levels of Tile elevators, nail guns and other equipment to an acceptable and legal level. 3. All waste to be left in designated piles (not allowing waste to wash into gutters or drains).	
	EMERGENCY	—	1. All workers must be informed of a meeting point in the event of an emergency. 2. All workers must be aware of a designated worker/supervisor to report an emergency to immediately. 3. All workers must be aware of all emergency procedures on site.	
	Power line Isolation	—	1. ALL WORKERS MUST BE INFORMED THAT TIGER TAILS ARE NOT AN INSULTAION. 2. TIGER TAILS ARE USED TO IDENTIFY AN ELECTRICAL HAZARD ONLY. 3. Power must be disconnected if working within 4 metres of electrical cables 4. If in doubt workers must stop work until all safety requirements have been installed.	

ROOF TILING - SAFE WORK METHOD STATEMENT (Part 2)

Site Address : _____ Builder / Owner: _____

Contractor : _____ ABN : _____

Sub-Contractor : _____ Ph : _____ Fax : _____

Person Responsible : _____ Signed : _____ Date : __ / __ / __

SWMS (PART 2) **NOTES : Refer O.H.& S. Act 2000, O.H.& S. Regulations 2001 and to relevant WorkCover Codes of Practice for Additional Information**
 Safe Work on Roofs – Part 2 for Residential Buildings, Electrical Practices for Construction Work

Name	Qualifications and Experience :	Duties and Responsibilities :	Any Training Required to Complete Work ?

Plant / Equipment :	Maintenance Checks :

Read and Signed by All Employees on Site :

Site Address : lot 147 Smith Street SEVEN HILLS Builder / Owner: Barry Brown
 Contractor : ABCD ROOFING Pty Ltd ABN : XXX XXX XXX
 Sub-Contractor : JONES & SMITH Ph : 0418 XXX XXX Fax : 02)XXXX XXXX
 Person Responsible : GARY SMITH Signed : G SMITH Date : 10 / 10/ 2007

SWMS 1 Refer **O.H.& S. Act 2000, O.H.& S. Regulations 2001 and to relevant WorkCover Codes of Practice for Additional Information**
Standard activities Safe Work on Roofs – Part 2 for Residential Buildings, Electrical Practices for Construction Work
Refer: ACT O.H.& S. Act 1989, O.H.& S. (General)Regulation 2007,O.H.& S. (Manual Handling) Regulation 1997, (Certification of Plant Users & Operators) Regulation 2000 Dangerous Substances Act 2004,Scaffolding and Lifts Act 1912 and Regulation 1950, Building Construction Industry Improvement Act 2005, Building Code off Australia 2008.

ACTIVITY	HAZARD	RISK	Control Measures or Safe Job Procedures	Calculated RISK
<p>1. Working on a roof</p>	<p>Fall from the edge or through the roof</p>	<p><u>1</u></p>	<p>1. CONTROL MEASURES ARE REQUIRED AT ANY HEIGHT WHERE THERE IS A RISK OF FALLING such as Scaffolding (a securely fenced work platform) or secure perimeter screens, fencing, handrails or other forms of physical restraints that are capable of arresting the fall of a person. 2. Keep the soles of shoes clean. 3. Use two pairs of shoes in damp conditions – place a pair for walking on the ground at the base of the ladder, e.g. gumboots for muddy conditions and roofing shoes for ladder and roof (ladder must be tied off). 4. Erect ladder on a level and solid base away from overhead obstructions 5. Place ladder bases one metre out from the wall for every four metres in height and a minimum height of 1metre above the level of the roof access point. 6. Secure ladder with a gutter guard /ladder brackets and tie off. 7. Always maintain a minimum three point contact when climbing a ladder i.e. both hands and one foot – do not carry tools in your hands when climbing. 8. Use two pairs of shoes in damp conditions – place a pair for walking on the ground at the base 9. Do not stand on metal fascia, fixing brackets are weak or may not be secured correctly. Consider nailing an extra batten across the top of the rafter ends to place your foot. 10. For extra long rafter runs, greater than 9 metres, additional precautions may be required in the event of a slip and fall. Consider the use of a safety harness. 11. Do not over stretch the string line when marking out bottom course – it may break causing overbalance. 12. Replace frayed or damaged string lines. 13. Use extra caution on steel roof battens that twist when walked on. 14. Beware of overbalancing on loose battens when walking near edge. 15. Provide a minimum batten length of 2 rafter spacing’s. 16. Select timber battens which are not overly knotty, or cut out knots. 17. Roof surface to be dry – avoid wet weather when laying tiles. 18. Use cutting tray or similar, e.g. carpet, to capture dust and debris. 19. Keep the roof area clean and free of trip hazards.</p>	<p><u>2</u></p>

SAMPLE ONLY

ROOF TILING - SAFE WORK METHOD STATEMENT (Part 2)

Site Address : lot 147 Smith Street SEVEN HILLS Builder / ~~Owner~~: BARRY BROWN
 Contractor : ABCD ROOFING Pty Ltd ABN : XXX XXX XXX
 Sub-Contractor : JONES & SMITH Ph : 0418 XXX XXX Fax : 02)XXXX XXXX
 Person Responsible : GARY SMITH Signed : G SMITH Date : 10 / 10/ 2007

SWMS (PART 2) NOTES : Refer O.H.& S. Act 2000, O.H.& S. Regulations 2001 and to relevant WorkCover Codes of Practice for Additional Information
 Safe Work on Roofs – Part 2 for Residential Buildings, Electrical Practices for Construction Work

Name	Qualifications and Experience :	Duties and Responsibilities :	Any Training Required to Complete Work ?
<i>K. Jones</i>	<i>Roof tiler / Slater 30 years</i>	<i>Supervisor / Hazard Control Measures</i>	<i>N/A</i>
<i>G. Smith</i>	<i>Roof Tiler 5 years</i>	<i>General activities</i>	<i>Working on Steep work</i>
SAMPLE			
ONLY			

Plant / Equipment : Tile Elevator Maintenance Checks : Weekly - 9 / 7 / 2007

Read and Signed by All Employees on Site :
Keith Jones *Keith Jones* **Garry Smith** *G. Smith*