

SAFE WORK METHOD STATEMENT
HIGH RISK CONSTRUCTION WORK

PCBU (BUSINESS) DETAILS

Company: Harbour City Roofing Pty Ltd
ABN: 11 222 333 444
Contact: Mick Taylor
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PROJECT & SITE DETAILS

Site Address: 14 Keeler St, Parramatta NSW
Principal: Owner-builder
Responsible: Mick Taylor
State: NSW
Job Ref: Q-2214

HIGH RISK CONSTRUCTION WORK (HRCW) — APPLICABLE CATEGORIES

Reg. 291

High-Risk Construction Work (HRCW) Activities — WHS Regulations, Reg 291

- ☒ 1. Work at height where there is risk of a fall of more than 2 metres
- ☐ 2. Work on telecommunications towers
- ☐ 3. Demolition of load-bearing structure
- ☐ 4. Disturbing or removing asbestos
- ☐ 5. Work in or near pressurised gas distribution mains or piping
- ☐ 6. Work in or near chemical, fuel or refrigerant lines
- ☐ 7. Work in or near energised electrical installations or services
- ☐ 8. Work in areas with artificial extremes of temperature
- ☐ 9. Work in or near bore holes or shafts
- ☐ 10. Work on or near roads or railways used by road or rail traffic
- ☐ 11. Work in areas with movement of powered mobile plant
- ☐ 12. Work in an area where there are artificial extremes of air pressure
- ☐ 13. Work in or near water or other liquid that involves risk of drowning
- ☐ 14. Diving work
- ☐ 15. Work involving concrete or masonry structures (tilt-up or pre-cast)
- ☐ 16. Work in tunnels
- ☐ 17. Work involving structural alterations requiring temporary support
- ☐ 18. Work in confined spaces
- ☐ 19. Work in or near trenches or shafts deeper than 1.5 metres

SCOPE OF WORK

Removal and replacement of the existing tiled roof on a two-storey residential dwelling at 14 Keeler St, Parramatta. Work includes stripping and disposal of existing concrete tiles, inspection and repair of roof battens, installation of sarking, and fixing of new Colorbond steel sheeting including ridge capping, flashings and gutter replacement. Crew of three over approximately two days using a mobile scaffold, roof rails and a materials hoist.

TRAINING, LICENCES & COMPETENCY

- Construction Induction Card (White Card) - CPCWHS1001
- Working at Heights - RIWHS204E
- Experience installing metal roof sheeting and flashings
- First Aid Certificate - HLTAID011 (at least one crew member on site)

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Safety helmet to AS/NZS 1801
- Non-slip safety footwear
- Safety glasses to AS/NZS 1337
- Cut-resistant gloves for sheet handling
- Hi-vis clothing to AS/NZS 4602
- Full body harness with lanyard to AS/NZS 1891.1 where rail protection is not practicable
- Sunscreen and UV protection for exposed roof work

PLANT, EQUIPMENT & MATERIALS

ITEM	PRE-USE CHECK	TEST & TAG
Mobile scaffold with guardrails	Erected by competent person, level and locked castors, guardrails and toeboards fitted, tag current	—
Roof edge protection rails	Installed to manufacturer specification around full work perimeter before roof access, inspected daily	—
Materials hoist	Pre-start inspection, rated capacity confirmed against sheet pack weight, exclusion zone below	—
Power tools (drills, metal shears, saw)	Visual inspection of leads and guards, current test and tag, RCD protection in use	—

Risk Assessment Matrix (5x5) — Likelihood x Consequence

Likelihood ↓	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Medium	High	Very High	Extreme	Extreme
Likely	Low	Medium	High	Very High	Extreme
Possible	Low	Medium	High	High	Very High
Unlikely	Low	Low	Medium	High	High
Rare	Low	Low	Low	Medium	Medium

Low Medium High Very High Extreme

JOB STEPS — HAZARDS, RISKS & CONTROLS

IR = Initial Risk | RR = Residual Risk

No.	Work Activity	Hazards	Initial Risk	Control Measures	Residual Risk	Responsible
1	Site set-up, delivery and exclusion zones	- Public or occupants entering work area - Deliveries crossing footpath - Manual handling of materials	Possible / Major High	[ELIMINATE] Schedule tile and sheet deliveries for crane offload directly to the work zone to remove double handling [ISOLATE] Erect exclusion zone signage and barriers around the dwelling perimeter and drop zones before any roof work starts [ADMIN] Brief occupants on restricted areas and confirm access routes at pre-start toolbox talk [PPE] Hi-vis clothing worn by all crew for the duration of works	Unlikely / Major Medium	Site Supervisor

2	Install roof edge protection and access	- Fall from height over 2 metres during installation - Falling tools or components	Possible / Catastrophic Very High	[ENGINEERING] Install perimeter guardrail system from mobile scaffold or EWP so installers are never exposed to an unprotected edge [ENGINEERING] Mobile scaffold erected to manufacturer specification with guardrails and internal ladder access [ADMIN] Edge protection inspected and signed off by competent person before roof access is permitted [PPE] Harness with short lanyard worn and anchored where any rail section is incomplete	Rare / Catastrophic Medium	Leading Hand
3	Strip existing tiles and dispose to skip	- Fall from height - Falling tiles striking persons below - Manual handling and repetitive strain - Silica dust from broken tiles	Possible / Catastrophic Very High	[ISOLATE] No-go zone maintained below active strip area, spotter positioned at ground level [ENGINEERING] Tile chute used from roof edge directly into skip to eliminate throwing of tiles [ADMIN] Two-person lifts for tile stacks over 20 kg, regular task rotation [PPE] P2 masks worn when cutting or breaking tiles, gloves for all tile handling	Unlikely / Major Medium	Leading Hand
4	Inspect and repair battens, install sarking	- Fall through fragile or degraded roof structure - Stepping through ceiling between battens	Possible / Catastrophic Very High	[ADMIN] Roof structure inspected from access point before load is applied, damaged battens flagged and replaced first [ENGINEERING] Crawl boards used across battens until sarking and new battens confirmed sound [ADMIN] Work positioned over structural members at all times, no stepping between battens	Rare / Catastrophic Medium	Site Supervisor
5	Hoist, lay and fix new Colorbond sheeting	- Sheets caught by wind during handling - Cuts from sheet edges - Fall from height at leading edge - Heat stress on exposed roof	Possible / Major High	[ADMIN] Sheet laying suspended when wind exceeds 30 km/h, forecast checked at pre-start [ENGINEERING] Materials hoist used to raise sheet packs, sheets fed and fixed progressively from protected area [ADMIN] Leading edge work faces away from unprotected edges, fixing follows immediately behind laying [PPE] Cut-resistant gloves for all sheet handling, regular hydration breaks scheduled in hot weather	Unlikely / Major Medium	Leading Hand
6	Flashings, guttering, clean-up and demobilisation	- Fall from height during edge work - Metal offcuts and screws left on site - Removal of edge protection	Possible / Major High	[ADMIN] Flashing and gutter work completed from scaffold, not from roof edge where practicable [ADMIN] Magnetic sweep of ground areas for fasteners and offcuts before handover [ADMIN] Edge protection removed last, by competent person, after all roof work is complete [PPE] Gloves worn for all sheet metal offcut handling	Unlikely / Minor Low	Site Supervisor

EMERGENCY PROCEDURES & CONTACTS

EVACUATION & INCIDENT RESPONSE

- In the event of a fall: do not move the casualty unless in immediate danger, call 000, control the scene and administer first aid within training
- Suspension trauma: if a worker is suspended in a harness, begin rescue immediately using the scaffold or EWP, do not wait for emergency services
- Severe weather: cease roof work, secure loose sheets and materials, descend via scaffold access
- Electric shock from contact with concealed cabling: isolate power at the main switchboard before touching casualty, call 000

EMERGENCY CONTACTS

Emergency Services	000
SafeWork NSW	13 10 50
Site Supervisor - Mick Taylor	0400 123 456
Poisons Information	13 11 26

COMMUNICATION & CONSULTATION

- Pre-start toolbox talk held each morning covering the day's tasks, weather and any changed conditions
- All workers consulted on this SWMS before signing on and may propose changes at any time
- Work ceases immediately if any worker identifies an uncontrolled risk
- Changes to work method must be approved by the supervisor and this SWMS updated before proceeding

ENVIRONMENTAL CONDITIONS & SITE CONSIDERATIONS

- Work suspended during rain, frost on sheeting, or wind above 30 km/h
- UV exposure managed with scheduled breaks and PPE
- Neighbouring properties protected from debris with catch sheeting where required
- Tile waste segregated to skip for recycling where facility available

LEGISLATION & STANDARDS (NSW)

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2017 (NSW), Part 6.3 - High Risk Construction Work
- Code of Practice: Managing the risk of falls at workplaces (SafeWork NSW)
- AS/NZS 1891.1 - Industrial fall-arrest systems and devices
- AS/NZS 4994 - Temporary edge protection

TOOLBOX TALK — PRE-START BRIEFING

"Alright team, quick word before we get up there. Job is a full strip and re-sheet, two days, and the number one risk is exactly what you think it is - the edge. Nobody gets on that roof until the rails are up and signed off, and if you find a gap in the protection you harness up, no exceptions. Watch your footing on the battens - over the members, never between them. Tiles go down the chute, not over the side. If the wind picks up and sheets start acting like sails, we stop, simple as that. Keep the water up, watch your mate, and if anything looks off you sing out and we sort it before anyone gets hurt. All good? Sign on and let's get into it."

SWMS REVIEW & MONITORING

REVIEW TRIGGERS — This SWMS will be reviewed if:

- An incident or near miss occurs
- A control measure fails
- Scope of work changes
- New worker joins
- 12 months pass since last review

WORKER SIGN-OFF

By signing, each worker confirms they have read, understood & agree to comply with this SWMS

NAME	ROLE / TRADE	LICENCE NO.	SIGNATURE	DATE

PREPARED BY:

NameMick TaylorSignatureDate08/08/2026

DOCUMENT REVIEW HISTORY

REV	DATE	DESCRIPTION	REVIEWED BY
1	08/08/2026	Initial issue	Mick Taylor