

This sample demonstrates the structure, content, and legislative mapping of our SWMS documents. Blue callout boxes show how each section maps to specific WHS legislation and Australian Standards.

# SAFE WORK METHOD STATEMENT

## Roof Tiling — Safe Work Method Statement

■ SWMS required under WHS Regulation 2011, s.299 for high-risk construction work as defined in s.291

<b>Business Name:</b>	ABC Roofing Pty Ltd	<b>ABN:</b>	12 345 678 901
<b>Contact Person:</b>	John Smith	<b>Phone:</b>	0400 123 456
<b>Site Address:</b>	42 Smith Street, Parramatta NSW 2150	<b>Date:</b>	20 March 2026
<b>Document No:</b>	SWMS-ROOF_TIL-001	<b>Revision:</b>	1.0

■ Your business details are automatically pre-filled into every document at purchase

### 1. SCOPE OF WORK

Covers installation and replacement of concrete and terracotta roof tiles including ridge capping, bedding, and pointing on residential and commercial buildings.

**High Risk Construction Work (s.291):** Working At Heights

Regulatory Reference: WHS Reg 2011, Reg 291(1)(a) - Risk of fall of 2m or more

■ Each SWMS identifies the specific high-risk construction work category under WHS Reg 2011 s.291 that triggers the legal requirement for this document

### 2. SITE-SPECIFIC CONSIDERATIONS

The PCBU must assess and document site-specific factors before commencing work. Considerations include but are not limited to:

- Site access and egress routes
- Underground services (gas, water, electrical, telecommunications)
- Overhead power lines and obstructions
- Adjacent activities and interface risks
- Weather conditions and environmental factors
- Emergency routes and assembly points

### 3. TASK STEPS, HAZARDS & CONTROL MEASURES

■ Control measures follow the Hierarchy of Controls per WHS Reg 2011, Reg 36: Elimination → Substitution → Engineering → Administrative → PPE. Risk ratings use a 5x5 matrix aligned with AS/NZS ISO 31000:2009

Step	Task Description	Hazards Identified	Risk	Control Measures	Residual
1	Set up roof access and edge protection	Fall from height during access setup	HIGH	<b>[ENGINEERING]</b> Install temporary edge protection compliant with AS/NZS 4994.1 <b>[ADMINISTRATIVE]</b> Verify competency of workers, conduct toolbox talk on fall prevention <b>[PPE]</b> Full body harness and lanyard compliant with AS/NZS 1891.1	LOW
		Scaffold collapse or instability	MEDIUM	<b>[ENGINEERING]</b> Scaffold erected by licensed scaffolder to AS/NZS 4576 <b>[ADMINISTRATIVE]</b> Scaffold inspection and tagging before each use	LOW
2	Load tiles onto roof using mechanical hoist	Tiles falling from height striking workers below	HIGH	<b>[ENGINEERING]</b> Use tile elevator/mechanical hoist with secure tile carriers <b>[ADMINISTRATIVE]</b> Establish exclusion zone at ground level, use a spotter <b>[PPE]</b> Hard hat compliant with AS/NZS 1801 for all ground-level workers	LOW

Step	Task Description	Hazards Identified	Risk	Control Measures	Residual
		Manual handling injury from lifting heavy tile bundles	HIGH	<p><b>[SUBSTITUTION]</b> Use mechanical hoist to eliminate manual lifting to roof height</p> <p><b>[ADMINISTRATIVE]</b> Limit manual carry to 20 kg per person, two-person lift for heavier loads</p> <p><b>[PPE]</b> Gloves compliant with AS/NZS 2161.1 to improve grip</p>	LOW
3	Strip existing tiles and battens (replacement work)	Fall through deteriorated roof structure	EXTREME	<p><b>[ENGINEERING]</b> Install safety mesh or catch platform beneath work area</p> <p><b>[ADMINISTRATIVE]</b> Inspect structural integrity of roof frame before commencing, mark weak areas</p> <p><b>[PPE]</b> Full body harness with dual lanyards connected to independent anchor points</p>	MEDIUM
		Exposure to dust and debris including potential lead paint	HIGH	<p><b>[ENGINEERING]</b> Dampen dust with water spray during removal</p> <p><b>[ADMINISTRATIVE]</b> Test for lead paint on pre-1970 buildings before stripping</p> <p><b>[PPE]</b> P2 respirator compliant with AS/NZS 1716, safety glasses to AS/NZS 1337.1</p>	LOW

[... 3 more task steps in full document ...]

## 4. PPE REQUIREMENTS

■ Every PPE item references the specific Australian Standard it must comply with — not just generic PPE categories

PPE Item	Australian Standard	Required
Full body harness + lanyard	AS/NZS 1891.1	Yes
Hard hat	AS/NZS 1801	Yes
Safety footwear (non-slip)	AS/NZS 2210.3	Yes
Safety glasses	AS/NZS 1337.1	Yes
Gloves	AS/NZS 2161.1	Yes
P2 respirator (when cutting or stripping)	AS/NZS 1716	Yes

## 5. REQUIRED LICENCES & COMPETENCIES

Workers must hold all licences and competencies required by the WHS Regulations for the high risk construction work described in this SWMS. *[Enter specific licence requirements]*

## 6. TOOLS, EQUIPMENT & PLANT

- Scaffold
- Tile elevator/mechanical hoist
- Tile cutter
- Roof ladder
- Crawler boards
- Mortar mixer
- Ridge brackets

All equipment must be inspected before use. Defective equipment must not be used.

## 7. LEGISLATIVE REFERENCES

■ This section auto-populates with your state's specific WHS/OHS legislation. NSW shown here — Victoria references OHS Act 2004 Reg 327 instead. All 8 states and territories are supported.

**Work Health and Safety Act 2011 (NSW)**

**Work Health and Safety Regulation 2017 (NSW)**

SWMS required under: s.299

Regulator: SafeWork NSW

- WHS Reg 2011, Reg 291(1)(a) - Risk of fall of 2m or more

**Applicable Australian Standards:**

- AS/NZS 4576 — Guidelines for scaffolding safety

- AS/NZS 1891.1 — Industrial fall-arrest systems and devices
- AS/NZS 4994.1 — Temporary edge protection
- AS/NZS 1801 — Occupational protective helmets
- AS/NZS 2210.3 — Safety, protective and occupational footwear

## 8. EMERGENCY PROCEDURES

<b>Emergency Services:</b>	000
<b>Site Supervisor:</b>	[Enter name and phone]
<b>First Aid Officer:</b>	[Enter name and phone]
<b>Nearest Hospital:</b>	[Enter hospital name and address]

In the event of an emergency: Stop work immediately. Secure the area. Call 000 if required. Administer first aid. Notify site supervisor. Do not resume work until authorised.

## 9. WORKER SIGN-OFF

■ Satisfies WHS Reg 2011 s.299(c) — workers must be able to access the SWMS and confirm understanding before high-risk construction work commences

I have read, understood, and agree to comply with this Safe Work Method Statement. I understand the hazards and control measures and will follow the procedures outlined.

Name (Print)	Signature	Date	Company

## 10. MONITORING & REVIEW PROCEDURES

Control measures outlined in this SWMS must be monitored to ensure they remain effective. The following monitoring arrangements apply:

<b>Monitoring Responsibility:</b>	Site Supervisor / PCBU representative
<b>Monitoring Frequency:</b>	Before each shift, during work activities, at completion
<b>Review Triggers:</b>	Incident, near-miss, change in conditions, new worker, change in scope
<b>Worker Consultation:</b>	Toolbox talk before commencing HRCW; workers to report issues immediately

## 11. REVIEW LOG

Review Date	Reviewed By	Changes Made	Approved By
20 March 2026	John Smith	Initial issue	John Smith

■ Record-keeping obligation under WHS Regulation s.303 — SWMS must be retained until work is completed, or 2 years after a notifiable incident

**RECORD KEEPING:** Under WHS Regulation s.303, this SWMS must be kept until the work is completed. If a notifiable incident occurs, the SWMS must be retained for at least 2 years from the date of the incident.

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