

Precision Installations ABN 17155740551 Suite 41 / 124 - 130 Auburn Street, Wollongong, NSW, 2500		Revision #1	Job Date: 26th August 2022
		Created: 26th August 2022	Last Update: 26th August 2022
Authorised Representative:	Glen Fitzgerald - Ph:0420995605	This SWMS has been developed by: Glen Fitzgerald With consultation from onsite personnel and the responsible person for SWMS implementation, monitoring and review: Glen Fitzgerald	
WHS Representative:	Glen Fitzgerald - Ph:0420995605		
Work Activity / Task: Roof Inspection and Repairs			
Location: 2 Bowen Crescent, Melbourne			
Description: Inspect roof for water leaks			
Review of Control Measures	The control measures for high risk work will be implemented by the workers undertaking the work who have had the opportunity to have input into the control measures and have been trained in the SWMS. The supervisor of the workers will periodically check that the control measures are being followed and determine if a review of the controls is required. A review may also be initiated at the request of an elected Health and Safety Representative. The implementation of the control measures may also be monitored by the completion of the Site Safety Checklist. Any non compliance at this stage will also initiate a review of the controls.		
Relevant WHS Act:		Occupational Health and Safety Act 2004 (Vic)	
Relevant WHS Regulations:		Occupational Health and Safety Regulations 2017 (Vic)	

Task / Job Requirements:

PPE Requirements	
 <input checked="" type="checkbox"/>	 <input checked="" type="checkbox"/>
 <input checked="" type="checkbox"/>	 <input checked="" type="checkbox"/>
 <input checked="" type="checkbox"/>	 <input checked="" type="checkbox"/>
 <input checked="" type="checkbox"/>	 <input checked="" type="checkbox"/>
 <input checked="" type="checkbox"/>	 <input checked="" type="checkbox"/>
 <input checked="" type="checkbox"/>	 <input checked="" type="checkbox"/>
Permit To Work Requirements	
This job does not require any permits be obtained before commencing work.	
Equipment Requirements	
Equipment used on this Job / Task has been verified to be in good working order and is authorised for use on the job site at 2 Bowen Crescent, Melbourne . Compliance documentation and pre start checks can be obtained through the responsible person Glen Fitzgerald .	
Training Requirements	
Personnel Responsibilities	All workers must read and adhere to all safety procedures and Codes of Conduct in place for this site. All staff are to be pro-active regarding safety and report any near misses or safety risks to a Precision Installations Supervisor. In addition workers must read and understand the site safety rules as well as the requirements and processes outlined in this Safe Work Method Statement.

High Risk Works Check List:

Risk of a person falling more than 2 metres	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
Likely to involve disturbing asbestos	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
Working on or near shaft or trench deeper than 1.5m or a tunnel	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
Work on or near chemical, fuel or refrigerant lines	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
Tilt-up or precast concrete elements	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
Work in areas with artificial extremes of temperature	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
Work on telecommunications tower	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
Temporary load bearing support for structural alteration or repairs	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
Use of explosives	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
Work on or near energised electrical installations or services	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
Work on/in/adjacent to roadway, railway, shipping line or other traffic corridor in use by traffic other than pedestrians	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
Work in or near water or other liquid that involves a risk of drowning	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
Demolition of load bearing structure	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
Work on or near a confined space	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
Work on or near pressurised gas mains or piping	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
Work in an area that may have contaminated or flammable atmosphere	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
Diving Work	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
Work in an area with movement of powered mobile plant	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>

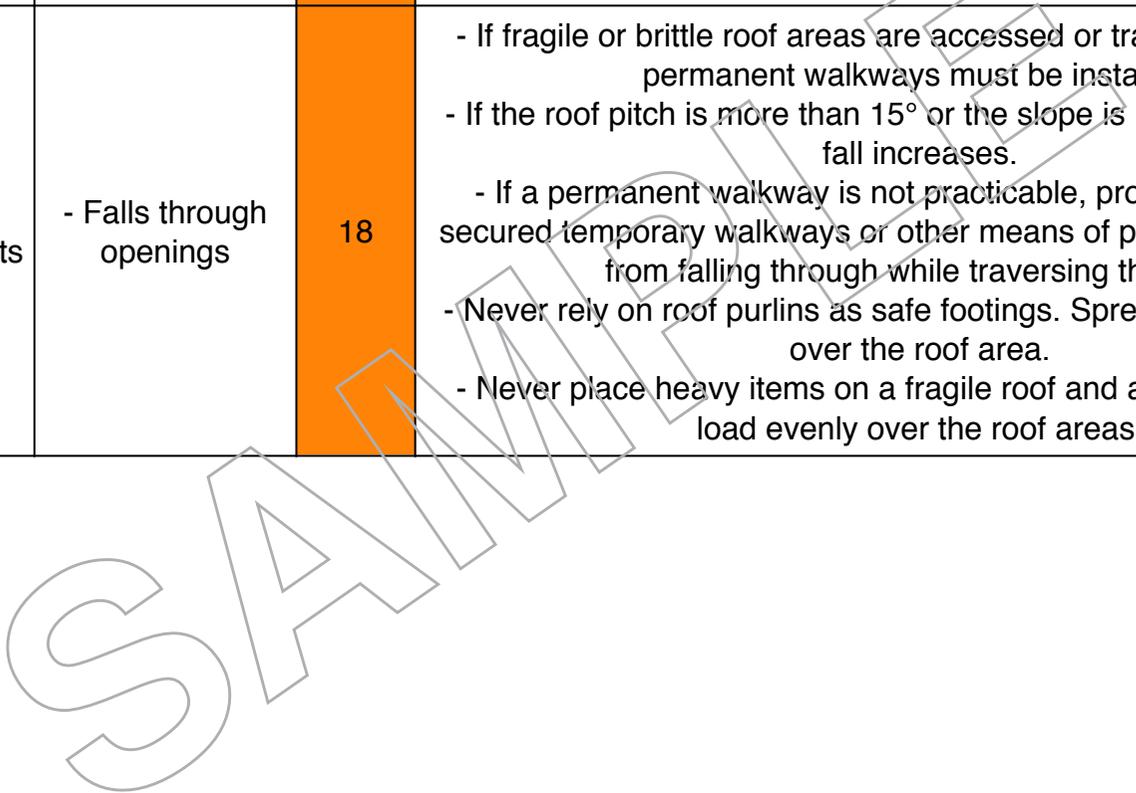
Job Breakdown:

HIERARCHY OF CONTROLS					
Most Effective					Least Effective
Item	Step Description	Potential Hazards	Risk Class	Controls	Residual Risk
1	General precautions	<ul style="list-style-type: none"> - Falling objects - Electrical hazards - Slips and falls 	18	<p>To prevent objects falling off working surfaces, provide edge protection.</p> <p>To prevent access to areas where objects may fall, barricades may be used.</p> <p>Before commencing working, make sure that electric wires and de-energized, insulated with matting, and identified with "tiger tails"</p> <p>Use footwear having flexible soles, and a non-slip sole pattern. Be very careful when working on mossy, wet or steep roofs.</p> <p>On sites where falling objects may occur, wearing head protection is recommended.</p> <p>Always maintain a safe distance from electric catenary wires. Make sure of maintaining a good footing at all times.</p>	1
2	Use of ladders	<ul style="list-style-type: none"> - Falls - Falling materials or tools 	18	<p>For access only, use extension or single ladders, except where the work to be carried out is of the nature that the equipment or material used does not cause loss of balance, or restrict the movement; the trunk remains centred on the ladder, and equipment can be used with one hand.</p> <p>Use only industrial ladders and have 3 points of contact always. Stand the ladder on a firm, stable surface, and secure it against movement.</p>	1

3	Use of scissor lifts	<ul style="list-style-type: none"> - Overloading Accidental movement - Overturning - Persons falling 	18	<p>Make sure that the total load in the bucket of the unit, including personnel, tools and equipment and materials does not exceed the safe working load of the unit.</p> <p>Make sure the unit cannot move when platform is extended, by checking the operations of outriggers, stops, brakes, etc.</p> <p>Always lower the platform, even when moving the unit for short distances only.</p> <p>When working at heights, persons must not lean out over the rails of the platform.</p> <p>Always park scissor lifts as close to building as possible (not more than 100mm from the roof being accessed), when preparing to step from ladder to roof.</p> <p>Raise the platform until floor of the platform is level with the roof.</p> <p>If fitted, depress "Dead man" button to prevent movement of machine.</p> <p>Prevent any unauthorised movement or operation of the machine while in use for accessing the roof by placing sign on the bottom control panel.</p> <p>Do not exceed the safe working load of the scissor lift.</p> <p>If brakes and stops fail to prevent all movement, do not use the unit.</p> <p>Never travel with a raised platform. Always keep body inside platform.</p> <p>Keep the edges of the platform as close as possible to the roof being accessed.</p> <p>Avoid a step up or a step down.</p> <p>Place a "DO NOT USE" tag on the controls to prevent unauthorised movement of the machine.</p>	3
4	Use of elevating platforms	<ul style="list-style-type: none"> - Overloading of platform - Persons falling 	18	<p>Make sure that total load in the bucket of the EWP does not exceed the safe working limits of the unit. This must include personnel tools, equipment, and materials.</p> <p>All persons in the EWP bucket must wear appropriate safety harness to prevent them from falling to the ground or on to any part of the EWP or the truck.</p> <p>Raise the platform until the floor of the platform is level with the roof.</p> <p>Mobile scaffolds must have their wheels locked before any person is allowed to climb on to the scaffolding.</p> <p>If fitted, depress "Dead man" button to prevent movement of machine.</p> <p>Prevent any unauthorised movement or operation of the machine while in use for accessing the roof by placing sign on the bottom control panel.</p> <p>Never exceed the safe working load of the EWP.</p> <p>Never use belt type harnesses, parachute type harnesses are preferred.</p> <p>Position the bucket such that the gate faces the roof. All scaffolding must be marked SWL</p> <p>Place a "DO NOT USE" tag on the controls to prevent unauthorised movement of the machine.</p>	3

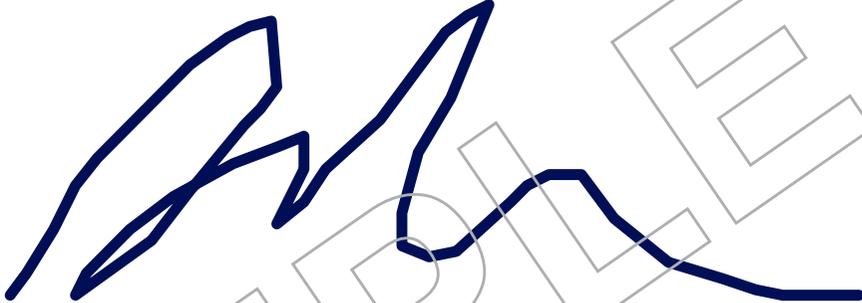
5	Safety Harnesses and Fall Arrest Devices	<ul style="list-style-type: none"> - Falling from Heights - Suspension trauma - Failure of components - Incorrect use and fitting 	18	<ul style="list-style-type: none"> - Where there is a likelihood of a person falling more than 2m, a fall arrest harness must be worn. - In the event of a fall, suitable equipment to rescue a person must be available within a short period for minimising the risk of suspension trauma. <ul style="list-style-type: none"> - Call fire & rescue 000 - Fall arrest harnesses must comply with the Australian Standards AS 1891.1 Industrial fall-arrest systems and devices-Safety belts and harnesses. - Before being allowed to use the harness, all persons must receive instructions and training in the correct use of the harness. - Under work position, make sure adequate fall clearance is available. <ul style="list-style-type: none"> - All persons on site must be instructed in procedures for rescue. - Never use faulty or out-of-date equipment. - For safety in use, harnesses must be properly fitted. 	3
6	Edge Protection	<ul style="list-style-type: none"> - Persons falling - Falling objects 	18	<p>To prevent persons falling, edge protection must be erected around the perimeter of the work. This must comprise a mid-rail and a guardrail designed to withstand any reasonable force, which is expected to fall against it.</p> <p>Risk of persons being injured from falls is increased where –</p> <ul style="list-style-type: none"> • Potentially slippery roof materials or conditions (e.g., highly glazed, wet, mossy, etc.) are present • Roof pitch is greater than 250 (1 in 2 slope) • Brittle or fragile roof materials are present <ul style="list-style-type: none"> • The area to which the person may fall presents a hazard (e.g., hard surfaces, starter bars, building materials, trenches, pipework, etc.). <p>Edge protection should conform to the requirements stated by the Authority.</p> <p>Where objects can fall onto people in the adjoining areas such as residences, streets, etc., catch platforms or hoardings must be used, along with perimeter screening.</p> <p>Guardrail must be minimum 900mm high with toe board and mid-rail.</p> <p>Only a competent person should erect an edge protection system and this must be used according to the instructions of the manufacturer.</p>	3

7	Steep roofs	- Slips and falls	18	<p>A ladder may be placed on the roof to allow a person to climb the steep roof safely. Make sure the ladder is secure on the roof before attempting to climb on it.</p> <p>Consider using a fall arrest system where the work is of a longer duration.</p> <p>Make sure the ladder is attached securely to the roof. Make sure there is adequate foothold. Provide edge protection.</p>	3
8	Brittle, fragile roofs & Sky Lights	- Falls through openings	18	<ul style="list-style-type: none"> - If fragile or brittle roof areas are accessed or traversed regularly, permanent walkways must be installed. - If the roof pitch is more than 15° or the slope is 1 in 4, the risk of a fall increases. - If a permanent walkway is not practicable, provide adequately secured temporary walkways or other means of preventing a person from falling through while traversing the roof. - Never rely on roof purlins as safe footings. Spread the load evenly over the roof area. - Never place heavy items on a fragile roof and always spread the load evenly over the roof areas. 	3



SWMS Acknowledgement:

This SWMS has been developed through consultation with our workers and has been read and signed by all workers involved with this activity

Name	Role	Signature	Date
Glen Fitzgerald	Worker		26th August 2022

SAMPLE

Appendices: Risk Matrix

	Minor	Serious	Severe	Major	Catastrophic
Almost Certain	Class: 10 Moderate	Class: 16 High	Class: 20 Extreme	Class: 23 Extreme	Class: 25 Extreme
Likely	Class: 7 Moderate	Class: 12 Serious	Class: 17 High	Class: 21 Extreme	Class: 24 Extreme
Possible	Class: 5 Moderate	Class: 6 Moderate	Class: 13 Serious	Class: 18 High	Class: 22 Extreme
Unlikely	Class: 2 Low	Class: 4 Low	Class: 9 Moderate	Class: 14 Serious	Class: 19 High
Rare	Class: 1 Low	Class: 3 Low	Class: 8 Moderate	Class: 11 Moderate	Class: 15 Serious

Likelihood			Consequence		
Value	Classification	Description	Value	Classification	Description
1	Rare	Unlikely to occur (less than 5% chance)	1	Minor	First Aid Injury (FAI). Minimal impact on health & safety which can be resolved by daily procedures & pre-start.
2	Unlikely	Could occur (5-25% chance)	2	Serious	Medical Treated Injury (MTI). Treatment required by physician or medical personnel (not a First-aider).
3	Possible	May occur at some time (25-50% chance)	3	Severe	Lost Time Injury (LTI). Injury sustained to employee who is unable to work following day or perform usual duties.
4	Likely	Will probably occur (50-75% chance)	4	Major	Single fatality or hospitalisation. Permanent disability or long term illness/injury.

5	Almost Certain	Very likely to happen (over 75% chance)	5	Catastrophic	Multiple fatalities or permanent debilitating injuries
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Appendices: Hazard Identification

Step 4
Use of elevating platforms

