



RoofSafeSolutions

Safe Work Method Statement

LOWER ROOF WALKWAY

Safe Work Method Statement Queensland
 Activity: Construction of Lower Roof Walkway
 Company: RoofSafe Solutions Pty Ltd
 Project Location: Queensland

The SWMS were made after risk assessments were undertaken and the hierarchy of control was used.

Safe Work Method Statement

Company:	RoofSafe Solutions Pty Ltd	Date Developed:	11/09/2018
ABN:	73 625 908 170		
General Activity Task:	Construction of Lower Roof Walkway		
Developed By:	RoofSafe Solutions Pty Ltd	Monitoring Review by:	Shaun Kirton
Monitoring and Review: <ul style="list-style-type: none"> Visual monitoring of control measures will be undertaken and reviewed if circumstances change. The SWMS will be amended if there is a change in the activity. 			
Consultation: <ul style="list-style-type: none"> Relevant personnel have been consulted in the development of this SWMS. 			
Document Retention: <ul style="list-style-type: none"> A copy of this SWMS will be retained until the high risk construction work has been completed, or if a notifiable incident occurs, for at least 2 years after the incident. 			
Process to Complete this SWMS			
Step 1	Task Activity:	In the correct sequence, identify the High Risk Construction Work for the construction activity to be undertaken	
Step 2	Potential Hazards:	For each of the High Risk Construction Works to be undertaken, list the things that have the potential to cause harm to people	
Step 3	Inherent Risk:	Calculate the current risk (1 – 5) of the hazard prior the introduction of the control measures using the attached Risk Rating Table	
Step 4	Control Measures:	Using the Hierarchy of Controls, list the control measures required to eliminate or minimise the risk of injury from the identified hazard and the manner in which the control measures will be implemented, monitored and reviewed.	
Step 5	Residual Risk:	Calculate the new risk (1 – 5) of the hazard after the introduction of the control measures using the attached Risk Rating Table	

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Activity	Sub Activity	Hazard	Pre Risk Score	Control Measures	Work Method	Monitor & Review	Post Risk Score
General Planning	Arriving on site	specific injuries due to inexperience, inadequate consultation or failure to provide appropriate equipment	1	Induction understand Site rules and SWMS	Ensure all workers will have a site-specific site induction prior to commencement on site. The following will be required to be understood and compliant: PPE requirements, Temporary barriers, Trip and Fall Hazard s and controls, Plant movement and warning onsite.	Monitoring will be carried out visually by the operator and reviewed, discussed and documented if circumstances change	4
	Accessing Site	Fall injury Slips, Trips and Falls	1	Competency	Avoid wet areas; always use pathways, walkways, scaffold platform and stairs; do not take shortcuts when walking on the site or walk area; always use handrails when accessing stairs; always wear issued PPE; be observant – watch out for protruding obstacles.	Monitoring will be carried out visually by the operator and reviewed, discussed and documented if circumstances change	4
	Live Power	Proximity of power lines, Electrocution	1	Adhere to AS/NZS 4576 Cl. 5.4	Ensure when working around or near power lines, that Power Lines must have a clearance of 4m from any metal member; 1.5m from only non-conductive materials such as dry timber or plywood.	Monitoring will be carried out visually by the operator and reviewed, discussed and documented if circumstances change	4
	Weather	Hot & cold illnesses	3	Wear appropriate clothing for climate conditions	When weather is Hot; drink water frequently. In cold climate wear appropriate clothing	Monitoring will be carried out visually by the operator and reviewed, discussed and documented if circumstances change	4
	Environment	Trees/shrubs: Environmental damage	3	In conjunction with PC's Environmental Plan	We will ensure for shrubs/trees protection we consult Site Supervisor	Monitoring will be carried out visually by the operator and reviewed, discussed and documented if circumstances change	4

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General Planning	People accessing the work area	Hit by falling object	1	Exclusion zones, competency	Inform other trades people on site of works being performed at an elevated level and to keep clear. Use assistant to spot and warn others if required when installing or dismantling	Monitoring will be carried out visually by the operator and reviewed, discussed and documented if circumstances change	4
	Manual Handling	Back injury	1	Manual Handling, competency	Use correct manual handling techniques. Check walkway is clear of obstacles; Position yourself close to load; keep back straight when lifting; Avoid bending and twisting to lift; Don't carry more than you can comfortably carry; Rotate tasks regularly; Team lifting for heavy components.	Monitoring will be carried out visually by the operator and reviewed, discussed and documented if circumstances change	4

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Installation	Installing brackets	Slipping on roof surface	1	Competency	<p>Ensure footwear is clean before accessing roof to minimize chance of slipping</p> <p>If roof is wet, consider the risks and delay the installation until the roof surface is safe to continue the installation</p>	Monitoring will be carried out visually by the operator and reviewed, discussed and documented if circumstances change	4
Installation	Installing brackets	<p>Fall from heights</p> <p>Fall through rafters</p>	1	Competency	<p>Install brackets standing on roof with relevant fall restraint techniques in place (Fall restraint systems cannot be used for truss installations)</p> <p>If no battens are fixed to rafters, ensure that you stand on bottom cord of trusses to install brackets</p> <p>If brackets cannot be installed safely by standing on roof / truss chords then use a secured ladder to install brackets</p> <p>When walking on battened roofs only, tread with your weight spread over rafters / trusses to ensure battens don't snap creating a fall hazard</p>	Monitoring will be carried out visually by the operator and reviewed, discussed and documented if circumstances change	4
	Installing planks	Plant failure	1	Competency	<p>Inspect all components before installing them. Use relevant procedures if product is damaged / unsatisfactory for installing</p> <p>Ensure brackets are spaced no more than 3.0m apart</p> <p>Ensure all planks have at least 200mm overlap onto each bracket</p> <p>Tighten all plank tabs</p>	Monitoring will be carried out visually by the operator and reviewed, discussed and documented if circumstances change	4

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Installation	Installing planks	Fall from heights Fall through rafters	1	Competency	Truss installation: Installers to stand on bottom cords of truss when lifting or installing planks Do not access platforms on roof that does not have fall guard installed Plank steps, corner clamps and posts to be installed whilst standing on roof with fall restraint procedures in place or standing on bottom cord of rafters	Monitoring will be carried out visually by the operator and reviewed, discussed and documented if circumstances change	4
	Installing rail	Plant failure	1	Competency	Ensure all posts on spigots are tightened prior to installing rail Ensure all rails (including where platform steps up) are between 900mm and 1100mm height from the platform Ensure rail overlap on internal corners is between 50mm-90mm Ensure all external overlap of corners is not more than 500mm Ensure all rail is secured and continuously tied throughout the installation	Monitoring will be carried out visually by the operator and reviewed, discussed and documented if circumstances change	4

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Installation	Installing Rail	Falling objects	1	Competency	<p>Refer to "People accessing work area" on Page 4</p> <p>When leaning rails up against structure, ensure they are secured and will not slip / fall over</p> <p>If rails cannot be secured, lie them down and pass rail up one at a time</p>	Monitoring will be carried out visually by the operator and reviewed, discussed and documented if circumstances change	4
	Installing rail	Fall from heights	1	Competency	<p>Fit all corner sections of rail to posts while standing on roof with fall restraint procedures in place or standing on bottom cord of rafters</p> <p>Secure top rail into place on closest post's allotment, then proceed to place rail in remaining post allotments, securing them in place as proceeding. Continue in this fashion until rail is complete</p> <p>Always install rail to next bay remaining behind previously secured rail</p> <p>Any "stop ends" required to close off end of platform runs must be installed while standing on roof or standing on bottom cord of rafters</p>	Monitoring will be carried out visually by the operator and reviewed, discussed and documented if circumstances change	4

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Activity	Sub Activity	Hazard	Pre Risk Score	Control Measures	Work Method	Monitor & Review	Post Risk Score
Dismantle	Dismantle of Lower Roof Walkway	All hazards included above	1	Competency	Position truck as close to working area as possible to minimize manual handling distances. Inform all trades people on site of intention to work in area. Dismantle system in reverse order to installing using all control measures above for all hazards. When dismantling ensure equipment is passed down not thrown.	Monitoring will be carried out visually by the operator and reviewed, discussed and documented if circumstances change	4

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HOW TO USE THIS RISK TABLE	RISK RATING CALCULATOR	Likelihood				Risk Rating	Prioritisation
Step 1: Identify potential hazards.	Consequence	Very likely	Likely	Unlikely	Very Unlikely	1 or 2	Action to rectify must be done immediately
	What injury/damage could it cause?	Could happen anytime	Could happen sometimes	Could happen, but only rarely	Could happen, but probably never will		
Step 2: Decide what the possible Consequence could be.	Death or permanent disability	1	1	2	3	3, 4 or 5	Consider control measure as necessary
Step 3: Decide How Likely? it is to happen	Long term illness or serious injury	1	2	3	4		
Step 4: Line up your choices in the table to get a number	Medical attention & several days off work	2	3	4	5		
Step 5: Use the Priority table (far right side) to guide your next steps	First aid needed	3	4	5	5		

Trade Contractor's Name:	RoofSafe Solutions Pty Ltd	
Address & Contact Details:	36 Dulwich Street, Loganholme QLD 4129	
ABN:	73 625 908 170	
Period of Time Work Method Statement operates:	Current from: 11/09/2018	Review date: 11/09/2019