

Safe Work Method Statement

Metal Roofing - removal and reinstallation of metal parapet capping

PCBU:	Robertson's Remedial and Painting Pty Ltd 10/56 Buffalo Road, Gladesville NSW 2111 Phone: (02) 9181 3519 ABN: 16 140 746 247	Site address:	[Insert Site Address Here]
Project Manager:	■ [Insert Project Manager Name Here]	Date SWMS provided to PC:	19-Mar-26
Work activity:	Metal Roofing - removal and reinstallation of metal parapet capping	Principal Contractor (PC):	[Insert Principal Contractor (PC) Here]

High Risk Construction Work (HRCW): ☒ Risk of a person falling more than 2 metres ☐ Likely to involve disturbing asbestos ☐ Work in or near a shaft or trench deeper than 1.5 m or a tunnel ☐ Work on or near chemical, fuel or refrigerant lines ☐ Tilt-up or precast concrete elements ☐ Work on a telecommunication tower ☐ Temporary load-bearing support for structural alterations or repairs ☐ Use of explosives ☐ Work on or near energised electrical installations or services ☐ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians ☐ Demolition of load-bearing structure ☐ Work in or near a confined space ☐ Work on or near pressurised gas mains or piping ☐ Work in an area that may have a contaminated or flammable atmosphere ☐ Work in an area with movement of powered mobile plant ☐ Work in areas with artificial extremes of temperature ☐ Work in or near water or other liquid that involves a risk of drowning ☐ Diving work

Person responsible for ensuring compliance with SWMS:	■ [Insert Supervisor Name Here]	Date SWMS received:	19-Mar-26
What measures are in place to ensure compliance with the SWMS?	Toolbox meetings, SWMS sign off, job observations and supervision review. If issues with the SWMS or new hazards are identified, the supervisor must be notified. When changes are made to SWMS, it will be communicated to all workers.		
Person responsible for reviewing SWMS control measures:	■ [Insert Project Manager Name Here]	Date SWMS received by reviewer:	19-Mar-26
How will the SWMS control measures be reviewed?	The control measures implemented will be reviewed and if necessary, revised annually or if work methods change, the control measures are not effective in controlling the risk, a new hazard/risk is identified or following an incident. The SWMS will be reviewed in consultation with workers and/or others who may be affected by the SWMS. Any changes to the SWMS will be communicated with workers at induction, daily pre-starts and toolbox talks.		
Reviewer's signature:	■ [Insert Project Manager Name Here]	Review date:	19-Mar-26

This SWMS must be kept and be available for inspection until the high-risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to the high-risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.

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PRE-REQUISITES TABLE

Must be in place before starting work			
PPE — All Persons on Site	• Hard hat (AS/NZS 1801) • High-vis clothing (AS/NZS 4602) • Safety boots — non-slip, steel-capped (AS/NZS 2210.3) • Safety glasses (AS/NZS 1337.1) • Cut-resistant gloves — metal handling (AS/NZS 2161.3) • Long sleeves and trousers	Additional PPE	• Full body harness with double lanyard and shock absorber (AS/NZS 1891.1) — where fall arrest or travel restraint required • Hearing protection Class 3+ where power tools in use • P2 respirator where cutting, grinding, or sealant fumes present
Licences / Qualifications	• White Card — all workers (Construction Induction) • Working at Heights training — current (within 2 years) • EWP/Boom Lift Licence (WP class) — if EWP used for access • Scaffolding High Risk Work Licence — if scaffold erected • Task competency — metal roofing/cladding/flashing installation	Permits & Approvals	• Roof access permit — if required by site • Scaffold handover tag (green) — if scaffold used • [Insert any site-specific permits required Here]
Plant & Equipment	• Access system — scaffold, EWP, or travel restraint anchor system (confirmed before work starts) • Power tools — drill, grinder, shears, impact driver (current test tags, AS/NZS 3760) • Exclusion zone barriers and signage • Spill/swarf containment	Hazardous Substances	• SDS on site for all sealants, adhesives, and chemical products before use • Sealant products applied per SDS — ventilation, skin, and eye protection confirmed • Swarf, offcuts, and waste segregated and removed — not left on roof surface or gutters
Consultation	Workers consulted in preparation of this SWMS per NSW WHS Regulation r.299(3) and r.300(2). SWMS reviewed with all workers before work commences — workers sign off before starting.	Legislative Basis	Work Health and Safety Act 2011 (NSW) WHS Regulation 2017 (NSW) rr.291–302 Code of Practice: Managing the Risk of Falls at Workplaces Code of Practice: Construction Work Code of Practice: Hazardous Manual Tasks Code of Practice: Managing Risks of Plant in the Workplace

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Brief Description: Master SWMS for removal and reinstallation of metal parapet capping on commercial and residential buildings. Covers pre-start inspection and exclusion zone setup, roof/parapet access, removal of existing capping, substrate inspection and preparation, installation of cleats/fixings and new capping, joint sealing, and final inspection and clean-up. Applicable HRCW: risk of a person falling more than 2 metres.

STEP-BY-STEP SAFE WORK METHOD TABLE

	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
1.1	Pre-start — site inspection and exclusion zone	- Fall — uncontrolled roof/parapet edge access - Falling objects — persons below unprotected - Unsafe conditions — weather, access, substrate - Public exposure — uncontrolled drop zone	High (3)	Engineering: - Exclusion zone barriers erected at full drop zone extent before any worker accesses roof - Fall protection system (edge protection, travel restraint, or fall arrest) confirmed and installed before roof-edge work starts Admin: - Supervisor inspects roof/parapet — condition, access, substrate, overhead services recorded - Weather checked — no work in wind >40 km/h, rain, or storm - SWMS briefing completed — all workers sign on before starting - Rescue plan confirmed — harness rescue procedure briefed where fall arrest used - Signage at all exclusion zone entry points — 'No Unauthorised Access'	Low (1)	- SUP — inspect, confirm fall protection in place, establish exclusion zone, conduct SWMS briefing - WKR — confirm briefed, exclusion zone established before accessing roof	HOLD POINT 1.1 - Fall protection/edge protection confirmed before roof-edge work starts - Exclusion zone established and PC notified - SWMS briefing completed — all workers signed on STOP-WORK TRIGGER - Fall protection not in place before roof access - Exclusion zone cannot be maintained - Unsafe weather develops RISK CODE: CAP-H3

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	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
1.2	Access roof and work area	- Fall — ladder or access system failure - Slip — wet, uneven, or fragile roof surface - Manual handling — tools/materials on access - Dropped tools — persons below	High (3)	Engineering: - Approved access only — fixed ladder, scaffold stair, or EWP (no improvised access) - Harness and lanyard connected to rated anchor before moving within 2m of unprotected edge Admin: - Access point inspected before use — stable, secured, clear 3 points of contact maintained on ladder — tools/materials in bag or hoisted separately - Roof surface checked for fragile sections, wet areas, or loose debris before walking - No work on roof during rain, frost, or wind exceeding safe limit	Low (1)	- WKR — use approved access, connect harness at edge, check roof surface before moving - SUP — confirm access system inspected and harness worn before roof access granted	STOP-WORK TRIGGER - Access system unstable or non-compliant - Roof surface fragile or unsafe underfoot - Harness not connected within 2m of unprotected edge RISK CODE: CAP-H3
1.3	Remove existing parapet cappings	- Fall — overreach or unstable work position - Cuts — sharp metal edges and fixings - Falling materials — sections dropping below - Manual handling — long and awkward sections	High (3)	Engineering: - Work from protected position — harness connected or edge protection in place throughout - Drop sheet or catch system deployed below before removal starts - No throwing or dropping Admin: - Remove in controlled sequence — section by section, near to far from access point - Cut-resistant gloves worn at all times during metal handling - Sections passed down or lowered — not stacked unsecured on roof - Spotter at exclusion zone confirms drop zone clear before each lowering	Medium (2)	- WKR — controlled removal sequence, lower materials, gloves on - SUP — drop zone clear, catch system in place before removal starts	STOP-WORK TRIGGER - Drop zone below not clear - Catch system displaced or absent - Work position unstable — overreach required - Wind preventing material control RISK CODE: CAP-H3

Safe Work Method Statement

	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
1.4	Inspect substrate and prepare surface	- Substrate collapse — deteriorated or weak parapet - Cuts/abrasions — debris and exposed fixings - Dust/swarf inhalation — grinding or debris removal - Unexpected services — embedded conduit or pipe	Medium (2)	Engineering: - Substrate visually assessed for cracking, spalling, rot, or movement before loading - Mechanical extraction or P2 respirator where dust from grinding or removal Admin: - Defective or unstable substrate — stop, report to supervisor, escalate before proceeding - Loose debris removed and contained — not blown or swept off roof edge - Unexpected services identified — stop work, notify PC, confirm safe before continuing - Surface condition recorded — photo evidence where substrate requires attention	Low (1)	- WKR — inspect, report defects, contain debris - SUP — confirm substrate suitable before new fixings installed	HOLD POINT 1.4 - Substrate condition assessed and confirmed suitable for fixing - Defects escalated and resolved before new capping installation STOP-WORK TRIGGER - Substrate unstable or unsuitable for fixing - Unexpected service identified — unconfirmed safe - Structural defect beyond scope RISK CODE: CAP-M2

Safe Work Method Statement

	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
1.5	Install cleats, fixings and new cappings	- Fall — overreach during fixing - Cuts — sharp metal edges and swarf - Wind uplift — unsecured long sections - Tool injury — drill, driver, or grinder - Manual handling — long/heavy capping sections	High (3)	Engineering: - Work from protected position — harness connected or edge protection in place throughout - Long sections held by two workers or secured before releasing - Tool lanyards fitted to all hand-held power tools at height Admin: - Cleat spacing and fixing type confirmed against specification before installation - Cut-resistant gloves worn during all metal handling and cutting - Swarf and offcuts contained immediately — not left on roof surface - No work during wind exceeding safe limit for material control - Fixings torqued/driven per specification — not over-driven	Medium (2)	- WKR — fix to specification, contain swarf, gloves on, tool lanyards fitted - SUP — confirm fixing layout correct before full run installed	HOLD POINT 1.5 - Cleat/fixing layout confirmed before full installation proceeds - Work position protected throughout installation STOP-WORK TRIGGER - Work position unprotected — edge within reach - Wind preventing section control - Fixing substrate not holding — pulling out or cracking RISK CODE: CAP-H3
1.6	Seal joints and complete installation	- Chemical exposure — sealant fumes and skin contact - Slip — wet sealant on roof surface - Incomplete weatherproofing — defective seal	Low (1)	Engineering: - Sealant applied per SDS — ventilation confirmed, skin/eye protection in place Admin: - SDS reviewed for sealant product before use - Joint continuity checked — no gaps, bridging, or dry joints - Excess sealant removed — not allowed to cure on roof surface or gutters - Offcuts and waste collected before moving to next section	Low (1)	- WKR — apply sealant per SDS, check joint continuity, remove excess - SUP — confirm all joints sealed and offcuts/waste collected before sign-off	STOP-WORK TRIGGER - Sealant SDS not on site - Joint continuity cannot be achieved — substrate or fit-up issue RISK CODE: CAP-L1

Safe Work Method Statement

	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
1.7	Final inspection and clean-up	- Falling objects — tools, offcuts, or debris on roof - Slips/trips — swarf and offcuts underfoot - Incomplete works — defect missed before handover	Low (1)	Engineering: - All offcuts, swarf, tools, and materials removed from roof before barriers taken down Admin: - Supervisor inspects completed works — fixing, sealing, alignment, weatherproofing - Roof gutters and surfaces checked — clear of swarf and debris - Exclusion zone maintained until all materials removed from roof - PC notified — area clear, works complete, barriers removed - Defects recorded and rectified before handover	Low (1)	- WKR — collect all waste, clear roof surface - SUP — final inspection and sign-off before barrier removal	HOLD POINT 1.7 - Final inspection completed — fixings, sealing, alignment confirmed - Roof clear of all tools, offcuts, and debris before barriers removed STOP-WORK TRIGGER - Defect found — fixing or sealing not to standard - Debris on roof not contained before barriers removed RISK CODE: CAP-L1

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	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
	Emergency response	- Medical emergency on site - Fire or chemical spill - Worker incapacitated at height — scaffold, EWP, rope access - Building evacuation required	High (3)	Admin: - Site Emergency Plan communicated at induction and toolbox talk after being updated — emergency contacts displayed at site entry — call 000 for any serious injury or emergency — supervisor directs responders (site address available) - Assembly Point identified and communicated at induction — muster procedure: supervisor conducts headcount and confirms all workers accounted for - WAH Rescue Plan documented and practised — rescue equipment on site (rope rescue kit for rope access, EWP rescue procedure) - Chemical Spill: spill response equipment available where chemicals are decanted — minimum capacity 110% of largest container — drains protected and waste contained for disposal - Fire: activate alarm, evacuate, call 000 — do not fight fire beyond incipient stage — fire extinguisher locations identified at induction - Incident reporting: incidents, injuries, near-misses, and hazards notified to PM's WhatsApp work group — notifiable incidents reported to SafeWork NSW per WHS Act s.38	Low (1)	- SUP — confirm emergency plan posted, rescue equipment on site, assembly point established - WKR — confirm emergency contacts and assembly point at each induction	STOP-WORK TRIGGER - Any emergency — all work ceases until area declared safe by supervisor - No restart without toolbox talk on incident and any changed controls RISK CODE: SYS-H3

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CCVS TABLE

Task	Critical Control	Who Checks	How Often	What They Look For
Fall protection — roof-edge work (Step 1.1)	Edge protection, travel restraint, or fall arrest system confirmed installed and inspected before any worker accesses within 2m of unprotected parapet edge	Supervisor	Before work starts each day; after any change to access system or work position	Fall protection system inspected and signed; anchor points rated and certified; harness condition checked; exclusion zone in place and intact
Exclusion zone — drop zone below work area (Steps 1.1–1.7)	Physical exclusion zone maintained at full drop zone extent throughout work; catch system in place during removal and material handling	Supervisor / Spotter	Confirmed before work starts; monitored continuously	Barriers intact at drop zone boundary; signage in place; spotter at ground level during material removal; no persons in drop zone
Substrate assessment before new fixing (Step 1.4)	Competent person inspects and confirms substrate suitable for new fixings before installation commences	Supervisor	Before new fixings installed; re-check if substrate condition changes	Inspection record or photo evidence on site; defects rectified or escalated; no work proceeding on unsuitable substrate
Material control — wind and dropped objects (Steps 1.3, 1.5)	All sections held or secured before release; gin wheel or equivalent used for lowering; no components released in wind above safe limit	Supervisor	Confirmed before removal and installation phases; monitored during work	Gin wheel or rope-and-bucket in place during removal; tool lanyards on all power tools; wind speed checked; no materials loose on roof edge
Final inspection before handover (Step 1.7)	Supervisor inspects completed works and confirms roof clear before exclusion zone barriers removed and area returned to PC	Supervisor	On completion of works	All fixings confirmed per specification; all joints sealed and continuous; roof surface and gutters clear of swarf and debris; PC notified of completion

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RISK RATING MATRIX — Consequence × Likelihood					
Risk Level	Description of Consequence or Impact	Consequence	Unlikely (1)	Possible (2)	Almost Certain (3)
HIGH	Actual/Potential fatality, disability or irreversible damage. Major structural failure. Off-site environmental discharge not contained, significant long-term environmental harm.	Major (3)	Medium (3)	High (6)	High (9)
MEDIUM	Actual/Potential temporary disability, MTI or LTI. Structural failure/damage, >1-day outage. On-site environmental discharge contained, minor remediation, short-term harm.	Moderate (2)	Low (2)	Medium (4)	High (6)
LOW	Incident requiring first aid. Environmental discharge immediately contained, minor clean-up, no short-term environmental harm.	Minor (1)	Low (1)	Low (2)	Medium (3)
Level	Likelihood / Probability				
Almost Certain (3)	Occurs frequently; >66% chance of occurring				
Possible (2)	Could happen occasionally; >33% but <66% chance of occurring				
Unlikely (1)	May occur only in exceptional circumstances; <33% chance of occurring				
Class / Ranking	Description / Requirements				
High 6, 9	STOP immediately. Implement controls. Controls recorded on a SWMS.				
Medium 3, 4	Planned control. Controls recorded on a SWMS.				
Low 1, 2	Managed via routine procedure.				
Note — WHS Act s.18 "reasonably practicable": Requires consideration of the likelihood of the risk, degree of harm, knowledge of the hazard, availability and suitability of controls, and cost vs. risk. If you cannot show how that decision was made, the action becomes harder to defend after an incident.					

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WORKER SWMS INDUCTION SIGN-OFF			
Date:	Name:	Signature:	I confirm I have read and understood this SWMS. I will verify that critical controls are in place prior to commencing high-risk tasks and will suspend work if controls are not established.
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If work methods, site conditions, or hazards change — stop, complete this table, re-brief all workers, obtain new sign-offs. Required under WHS Regulation r.300(3).

SWMS AMENDMENTS						
Under WHS Act s18, "reasonably practicable" requires consideration of likelihood of risk, degree of harm, what the person knows about the hazard, availability and suitability of controls, cost vs risk. If you cannot show how that decision was made, the action becomes harder to defend after an incident.						
Date	Work Activity / Task	Hazard / Risk	Risk Rating (Pre)	Controls — Hierarchy of Control	Risk Rating (Post)	Responsible

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