

## Safe Work Method Statement

Work must be carried out in accordance with this SWMS. Keep a copy for the duration of the high-risk construction work (OHS Regulations r329). If it is revised, keep every version. Keeping it longer after any incident is recommended.

|                                                                |                                                                                                                                                                                                                                                                        |
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| SWMS number / version                                          | RR-2026-0002 / v1 · finalised 1 Oct 2026                                                                                                                                                                                                                               |
| Job / PO reference                                             | Q-2041                                                                                                                                                                                                                                                                 |
| Site                                                           | 1 Sample St, Bendigo VIC 3550                                                                                                                                                                                                                                          |
| Start date                                                     | 1 Oct 2026                                                                                                                                                                                                                                                             |
| Work description                                               | Replace roof sheeting and gutters on a two-storey house built in the 1970s. Scissor lift on the driveway.                                                                                                                                                              |
| Principal contractor                                           | Sample Builders Pty Ltd                                                                                                                                                                                                                                                |
| Date given to principal contractor                             |                                                                                                                                                                                                                                                                        |
| Person responsible for implementing, monitoring and compliance | Joe Citizen · 0491 570 006                                                                                                                                                                                                                                             |
| Person responsible for reviewing control measures              | Joe Citizen                                                                                                                                                                                                                                                            |
| Jurisdiction                                                   | Victoria. Occupational Health and Safety Act 2004 and OHS Regulations 2017. Regulator: WorkSafe Victoria.<br>Regulation version applied: Occupational Health and Safety Regulations 2017, authorised version 017, amendments as at 29 July 2026 (checked 27 Sep 2026). |

### High-risk construction work

☒ Work where there is a risk of a person falling more than 2 m

☒ Work involving the removal or likely disturbance of asbestos

☒ Work at workplaces where there is any movement of powered mobile plant

Considered, not applicable:

- |                                                                                                                   |                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Work on telecommunications towers                                                        | <input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines                                   |
| <input type="checkbox"/> Work involving demolition                                                                | <input type="checkbox"/> Work on or near energised electrical installations or services                        |
| <input type="checkbox"/> Work involving structural alterations that require temporary support to prevent collapse | <input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere                  |
| <input type="checkbox"/> Work involving a confined space                                                          | <input type="checkbox"/> Work involving tilt-up or precast concrete                                            |
| <input type="checkbox"/> Work involving a trench or shaft if the excavated depth is more than 1.5 m               | <input type="checkbox"/> Work on or adjacent to roadways or railways used by road or rail traffic              |
| <input type="checkbox"/> Work involving a tunnel                                                                  | <input type="checkbox"/> Work in an area with artificial extremes of temperature                               |
| <input type="checkbox"/> Work involving the use of explosives                                                     | <input type="checkbox"/> Work in, over or adjacent to water or other liquids where there is a risk of drowning |
| <input type="checkbox"/> Work on or near pressurised gas distribution mains or piping                             | <input type="checkbox"/> Work involving diving                                                                 |

### Work steps

1. Set up edge protection or scaffold around the roof edges
2. Set up safe access to the roof (scaffold stair or secured ladder)
3. Lift new sheets to the roof with a hoist or crane
4. Remove old sheeting and fixings, lowering waste to the skip
5. Install new sheeting, gutters, flashings and fixings
6. Clean up offcuts and swarf, then remove edge protection

## Hazards, risks and controls

| Activity                                           | Hazards and risks                                                                                                                                                                                                      | Control measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Work at height up to 6 m                           | <ul style="list-style-type: none"> <li>- Fall from an edge, opening, ladder or scaffold</li> <li>- Fall through brittle roofing, skylights or penetrations</li> <li>- Falling objects striking people below</li> </ul> | <ul style="list-style-type: none"> <li>- Isolate: Edge protection (guardrail, mid-rail and toe-board) installed on all open edges before work starts</li> <li>- Engineer: Skylights, penetrations and brittle roofing covered or meshed before access</li> <li>- Admin: Exclusion zone below the work area; tools and materials secured against falling</li> <li>- Admin: Stop work in high wind, rain, or when surfaces are wet or icy</li> <li>- PPE: Non-slip footwear; hard hats for anyone below the work area</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Work that may disturb asbestos-containing material | <ul style="list-style-type: none"> <li>- Breathing in asbestos fibres</li> <li>- Spreading contamination to other areas or people</li> </ul>                                                                           | <ul style="list-style-type: none"> <li>- Eliminate: Change the work method so suspected asbestos isn't disturbed, where possible</li> <li>- Admin: Asbestos register checked, or suspect material sampled and tested, before work starts</li> <li>- Admin: Removal by a licensed removalist: Class A for any friable asbestos; Class A or B for more than 10 m2 of non-friable</li> <li>- Engineer: Wet methods and hand tools only; no power tools, high-pressure water or compressed air on asbestos</li> <li>- Isolate: Work area sealed off and signed; plastic sheeting under the work</li> <li>- Admin: Asbestos waste double-bagged, labelled and disposed of at a licensed facility</li> <li>- PPE: P2 respirator (minimum) and disposable coveralls, removed and bagged before leaving the area</li> </ul> <p>Note: Victoria: an asbestos control plan prepared under OHS Regulations r272 is taken to be the SWMS for asbestos work, and complying with it is compliance with the SWMS for airborne asbestos fibres (r327(3)).</p> |
| Work around moving powered mobile plant            | <ul style="list-style-type: none"> <li>- Being struck or crushed by moving plant</li> <li>- Plant rollover</li> <li>- Plant contacting overhead powerlines</li> </ul>                                                  | <ul style="list-style-type: none"> <li>- Isolate: People separated from plant with exclusion zones and physical barriers</li> <li>- Admin: Spotter when plant moves near people; agreed hand signals or radios</li> <li>- Admin: Competent operators, with high-risk work licences where required; daily pre-start checks</li> <li>- Engineer: Reversing alarms, cameras and seatbelts working; rollover protection fitted</li> <li>- Admin: Overhead powerlines identified; plant kept outside the network operator's approach distances</li> <li>- PPE: Hi-vis clothing</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## Other hazards and controls

Everyday hazards on this job that aren't high-risk construction work.

| Hazard                                                                                                                                               | Hazards and risks                                                                                                                                                                                                                                                                                                             | Control measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <p>Hazardous manual tasks (lifting, carrying, awkward postures)</p> <p>Guidance: Model Code of Practice: Hazardous manual tasks</p>                  | <ul style="list-style-type: none"> <li>- Lifting, carrying, pushing or pulling heavy or awkward loads (e.g. sheets, bags, pavers, pipes)</li> <li>- Repetitive movements and sustained awkward postures (overhead work, kneeling, bending)</li> <li>- Musculoskeletal injuries: strains, sprains and back injuries</li> </ul> | <ul style="list-style-type: none"> <li>- Engineer: Mechanical aids used for heavy or awkward items: trolleys, sheet lifters, vacuum lifters or hoists</li> <li>- Engineer: Work set up at a comfortable height where possible (trestles, benches) to reduce bending and overhead work</li> <li>- Admin: Team lift for long, heavy or awkward items, with the route planned and cleared before carrying</li> <li>- Admin: Tasks rotated and breaks taken during repetitive work</li> <li>- Admin: Workers shown safe handling methods for the loads on this job</li> <li>- PPE: Gloves suited to the material being handled</li> </ul>                                                                                |
| <p>Sun (UV) and heat</p> <p>Guidance: Safe Work Australia guides: Managing the risks of working in heat; Exposure to solar ultraviolet radiation</p> | <ul style="list-style-type: none"> <li>- UV radiation: sunburn, skin cancer and eye damage</li> <li>- Heat illness: heat exhaustion and heat stroke</li> <li>- Dehydration and fatigue in hot conditions</li> </ul>                                                                                                           | <ul style="list-style-type: none"> <li>- Isolate: Shade provided over fixed work areas, and a shaded rest area</li> <li>- Admin: Daily forecast and UV index checked; heavy work planned for cooler parts of the day</li> <li>- Admin: Cool drinking water available at the work area; workers drink regularly</li> <li>- Admin: Regular rest breaks in the shade, more often in extreme heat; new workers eased in gradually</li> <li>- Admin: Workers know the signs of heat illness and what to do, and check on each other</li> <li>- PPE: Sun protection: hat or hard-hat brim and neck flap, long-sleeved shirt, sunglasses or tinted safety glasses, and SPF 50+ sunscreen reapplied every 2 hours</li> </ul> |

## Licences and tickets

| Held by                      | Licence or ticket                                        | State | Number and dates                                |
|------------------------------|----------------------------------------------------------|-------|-------------------------------------------------|
| Ridgeline Roofing & Plumbing | Builder licence or registration                          | VIC   | Licence number DB-U 30771 · expires 31 Mar 2027 |
| Joe Citizen                  | Plumbing or gasfitting licence                           | VIC   | Licence number PL 44821 · expires 30 June 2027  |
| Sam Nguyen                   | High-risk work licence - Boom-type EWP 11 m or more (WP) | VIC   | Licence number WP 0098812 · expires 21 Oct 2026 |

## PPE, emergency and review

|                       |                                                                                                                                                                                                               |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PPE required          | Hard hat, Hi-vis clothing, Safety boots, Sun protection (hat, sunscreen), P2 respirator (fit-tested), Disposable coveralls (Type 5/6), Disposable gloves, General work gloves, Long sleeves and long trousers |
| First aider           | Joe Citizen                                                                                                                                                                                                   |
| Nearest hospital      | Bendigo Hospital, Barnard St                                                                                                                                                                                  |
| Emergency number      | 000                                                                                                                                                                                                           |
| Monitoring and review | Supervisor checks controls at the start of each shift and whenever conditions change. The SWMS is reviewed and re-signed if the work method, site conditions or crew change, or after any incident.           |
| Consultation          | Workers carrying out the work were consulted in preparing this SWMS.                                                                                                                                          |

## Worker sign-on

| Name        | Signature                                                                           | Date and time       |
|-------------|-------------------------------------------------------------------------------------|---------------------|
| Joe Citizen |  | 1 Oct 2026, 4:53 am |
| Sam Nguyen  |  | 1 Oct 2026, 4:53 am |
|             |                                                                                     |                     |



## Law versions applied by Gate Ready

Scan for the regulation versions used to prepare this SWMS. Gate Ready is a drafting tool; the business named above is responsible for this SWMS.