SAFE WORK METHOD STATEMENT (SWMS)

Business name

Document: SWMS-001 Rev 1
Prepared: 9 Nov 2026
Review by: 9 Dec 2026
Highest risk after controls: Medium

1. BUSINESS AND JOB DETAILS

Job	Roof truss installation	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Carpentry

2. HIGH RISK CONSTRUCTION WORK COVERED BY THIS SWMS

YES	Risk of a person falling more than 2 metres		Work on or near chemical, fuel or refrigerant lines
	Work on a telecommunication tower		Work on or near energised electrical installations or services
	Demolition of an element of a structure that is load-bearing or related to its physical integrity		Work in an area that may have a contaminated or flammable atmosphere
	Likely to involve disturbing asbestos		Work involving tilt-up or precast concrete elements
	Structural alterations or repairs that require temporary support to prevent collapse		Work on, in or next to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians
	Work in or near a confined space	**YES**	Work in an area with movement of powered mobile plant
	Work in or near a shaft or trench with an excavated depth greater than 1.5 metres		Work in an area with artificial extremes of temperature
	Work in or near a tunnel		Work in or near water or other liquid that involves a risk of drowning
	Use of explosives		Diving work
	Work on or near pressurised gas distribution mains or piping		

3. JOB STEPS, HAZARDS AND CONTROLS

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
1	Erect perimeter scaffold or edge protection at roof height before trusses go up	Falling from a roof edge Scaffold collapse or fall from scaffold Rules: WHS Regulation 2011, Part 4.4 Falls; WHS Regulation 2011, Part 4.4 Falls, Part 5.1 Plant and r.225 (scaffolds)	**Extreme Likely / Catastrophic**	1.1 Do what you can from the ground or from a scaffold at the gutter line, for example pre-assemble parts on the ground. [Eliminate] 1.2 Install edge protection or guardrails on all open roof edges before work starts. [Isolate] 1.3 Use a perimeter scaffold with handrails and toe boards along the eaves where practical. [Engineering] 1.4 Where guardrails cannot be fitted, use fall restraint on certified roof anchors so workers cannot reach the edge. [Engineering] 1.5 Only workers briefed on this SWMS go on the roof. Stop and review	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				the SWMS if the roof, weather or method changes. [Administrative] 1.6 Use one safe, controlled access point and keep others off the roof. [Administrative] 1.7 Stop roof work in strong wind or rain, and when the roof is wet, icy or covered in dust or frost. [Administrative] 1.8 Have a written emergency and rescue plan, tested before work starts, for any worker using a harness (WHS Regulations r.80). [Administrative] 1.9 Wear a harness clipped to a rated anchor when using restraint or fall arrest, and soft-soled non-slip boots. [PPE] 1.10 Scaffold is built, altered and taken down only by a competent scaffolder, on a firm base with sole boards and ties. [Engineering] 1.11 Fit guardrails, mid rails and toe boards on every working platform. [Engineering] 1.12 Use mobile scaffolds only on firm, level ground with castors locked and outriggers fitted. Never move one with anyone on it. [Engineering] 1.13 Scaffold where a person or object could fall more than 4 metres is built by a licensed scaffolder (High Risk Work Licence). [Administrative] 1.14 Do not use a scaffold over 4 metres until the scaffolder gives a written handover certificate. [Administrative] 1.15 Inspect the scaffold before first use, after any change or bad weather, and at least every 30 days. Record it on the scaffold tag. [Administrative] 1.16 Do not overload platforms. Know the duty rating and keep material stacks over the standards. [Administrative] 1.17 Never remove ties, braces, guardrails or boards. Only the scaffolder alters the scaffold. [Administrative] 1.18 Wear a hard hat and safety boots on and around the scaffold. [PPE]		
2	Lift trusses by crane with a dogman or slinger, keeping everyone clear of the load	Crane and lifting failure Falling tools and materials Contact with overhead power lines Rules: WHS Regulation 2011, Part 4.5 High risk work and Part 5.1 Plant; WHS Regulation 2011, Part 3.2 (falling objects)	**High** **Possible / Major**	2.1 Barricade the lift zone and keep everyone out from under the load. [Isolate] 2.2 Use a crane rated for the load at the radius, set up on firm ground with outrigger pads. [Engineering] 2.3 Check slings, chains, shackles and hooks before use. Remove anything damaged or not tagged. [Engineering] 2.4 Plan the lift: weight, radius, ground, path and landing area. Use a written lift plan for complex lifts. [Administrative] 2.5 Crane operators and doggers or riggers hold the right High Risk Work Licence. [Administrative] 2.6 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 2.7 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 2.8 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 2.9 Tether hand tools when working at height. [Engineering] 2.10 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative] 2.11 Ask the network operator to turn off, move or insulate the lines before work starts. [Eliminate]	**Medium** **Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				2.12 Use non-conductive (fibreglass) ladders near any power lines. [Substitute] 2.13 Mark the safe distance with flags, tape or goal posts and keep all plant and people outside it. [Isolate] 2.14 Keep out of the No Go Zone set by your state and the network operator, or get written approval and a safety observer. In NSW and Qld, untrained people and plant stay at least 3 m from lines on poles up to 132 kV, 6 m up to 330 kV and 8 m above 330 kV. In Victoria the limits differ, and work within 8 m of tower lines needs a spotter and the network operator's permission. [Administrative] 2.15 Use a dedicated spotter whenever plant moves or raises anything near lines. [Administrative] 2.16 Treat all lines as live. If plant touches a line, stay in the cab and keep everyone well away. [Administrative]		
3	Fix trusses from a stable platform, not by walking the top plates	Falling from height Falling through a floor opening or void Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Likely / Catastrophic**	3.1 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 3.2 Install guardrails or edge protection on all open edges before work starts. [Isolate] 3.3 Use a scaffold, mobile work platform or EWP instead of working off a ladder. [Engineering] 3.4 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering] 3.5 Everyone working at height holds a White Card and has been briefed on this SWMS before going up. [Administrative] 3.6 Have a written emergency and rescue plan, tested before work starts, so a worker hanging in a harness can be brought down within minutes (WHS Regulations r.80). [Administrative] 3.7 Wear a full body harness with a shock-absorbing lanyard, clipped on at all times when using fall arrest. [PPE] 3.8 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate] 3.9 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate] 3.10 Install stairs early and fit temporary handrails as soon as they go in. [Engineering] 3.11 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative] 3.12 Inspect covers and barriers daily and after other trades have been through. [Administrative] 3.13 Keep lighting good enough to see openings, especially on lower floors and in the evening. [Administrative] 3.14 Use a harness clipped to a rated anchor when working right next to an open void. [PPE]	**Medium Rare / Catastrophic**	Site supervisor
4	Install temporary bracing as each truss goes in	Structural collapse during alterations Strong wind and storms	**High Possible / Major**	4.1 Get an engineer to check before removing any wall, beam, post or bracing that may be load-bearing. [Eliminate] 4.2 Keep everyone clear of the area under and next to the work. [Isolate]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				4.3 Install temporary props, needles or shoring as designed before removing any support. [Engineering] 4.4 Follow the engineer's sequence. Do not change it without approval. [Administrative] 4.5 Check props daily. Do not remove them until the permanent support is in and approved. [Administrative] 4.6 Install temporary support to the engineer's or temporary works design before any load bearing element is altered. [Administrative] 4.7 Wear a hard hat and safety boots. [PPE] 4.8 Check the forecast each morning and plan work at height and lifting around the weather. [Eliminate] 4.9 Tie down or weigh down loose sheets, panels, boards and rubbish at the end of each shift. [Engineering] 4.10 Set wind limits for roof work, platforms and cranes, using the manufacturer's limits, and stop when they are reached. [Administrative] 4.11 Stop work and get down in lightning. Wait 30 minutes after the last thunder before going back up. [Administrative] 4.12 Check scaffold, fencing and edge protection after strong wind before anyone uses them. [Administrative] 4.13 Do not carry large sheets on roofs in wind. [Administrative] 4.14 Wear a hard hat with a chin strap at height in windy conditions. [PPE]		
5	Fix tie-downs and permanent bracing with nail guns	Nail gun injuries Loud noise Eye injuries Rules: WHS Regulation 2011, Part 4.1 Noise	**High** **Possible / Major**	5.1 Use a nail gun with a sequential (single shot) trigger, not a contact or bump trigger. [Substitute] 5.2 Disconnect the air or battery before clearing jams, adjusting or moving between work areas. [Engineering] 5.3 Keep your free hand at least 30 cm from the nailing point. [Administrative] 5.4 Never point the gun at anyone or carry it with your finger on the trigger. [Administrative] 5.5 Train new users before they use a nail gun, and check for pipes, cables and metal behind the surface. [Administrative] 5.6 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitute] 5.7 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 5.8 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 5.9 Limit time on noisy tools and rotate workers. [Administrative] 5.10 If you have to shout to be heard 1 metre away, wear hearing protection. [Administrative] 5.11 Keep exposure below 85 dB(A) over 8 hours. Give hearing tests to workers who often need hearing protection. [Administrative] 5.12 Use tool guards and screens to stop flying particles. [Engineering] 5.13 Use dust extraction and water to keep dust out of the air. [Engineering] 5.14 Keep others out of the area when cutting, grinding or chipping. [Administrative]	**Medium** **Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				5.15 Keep an eye wash station or eye wash bottles on site. [Administrative] 5.16 Wear safety glasses at all times, goggles for dust and chemicals, and a face shield for grinding. [PPE]		
6	Clear offcuts and check bracing before handing over to the roofer	Poor housekeeping and waste Falling tools and materials Rules: WHS Regulation 2011, Part 3.2 (falling objects)	**High** **Possible / Major**	6.1 Order materials to size and send packaging back where you can. [Eliminate] 6.2 Put skip bins and waste chutes close to the work. [Engineering] 6.3 Clean as you go, and do a full clean up at the end of each day. [Administrative] 6.4 Keep exits, stairs and walkways clear at all times. [Administrative] 6.5 Stack materials neatly on level ground, away from edges. [Administrative] 6.6 Wear gloves when handling waste. [PPE] 6.7 Lower materials with a hoist, chute or rope. Never throw or drop anything down. [Administrative] 6.8 Wear a hard hat anywhere objects could fall. [PPE] 6.9 Falling tools and materials: see step 2 for the full controls [Administrative]	**Medium** **Unlikely / Major**	Site supervisor

Risk key: risk = likelihood x consequence on a 5 x 5 matrix. Low, Medium, High, Extreme. Work must not start while the risk after controls is high or above. Controls are listed in order of the hierarchy of control: Eliminate, Substitute, Isolate, Engineering, Administrative, PPE.

4. PPE AND PERMITS

Required PPE	Permits and plans
Steel cap boots Safety harness and lanyard Hard hat Safety glasses Hearing protection (earmuffs or plugs) Work gloves Hi-vis shirt or vest Sun protection (brim hat, long sleeves, SPF 50+) Safety goggles Face shield	Roof access permit Working at heights permit Lift plan

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Crane (Franna or mobile)	HRWL for the crane class (e.g. C2, CN, C6), plus Dogging licence (DG) where slinging needs judgement or the load is out of the operator's view	Pre-start check each shift; routine, annual and major inspections to the manufacturer and AS 2550; mobile cranes over 10 t are registered as an item of plant			

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Fixed scaffold	Scaffolding HRWL (SB, SI or SA) to erect, alter or dismantle where a fall of more than 4 m is possible	Over 4 m: not used until a competent person gives a written handover certificate (WHS Regulations r.225(2)); inspected before use after any incident, alteration or repair and at least every 30 days (r.225(3))			
Nail gun					
Platform ladder		Check before each use to the manufacturer and AS/NZS 1892; tag out damaged ladders			
Hand tools					

6. CREW COMPETENCY, TICKETS AND LICENCES

Crew listed at sign-on below, with ticket and licence numbers.

7. EMERGENCY ARRANGEMENTS

Emergency number	000	**First aid kit**	In the work vehicle
Fire extinguisher	In the work vehicle	**Alarm and evacuation**	Shout for help and stop work. Make the area safe and go to the assembly point. Call the emergency number and send someone to meet the ambulance.
Reporting incidents	Notify the regulator immediately of any notifiable incident and preserve the site.		

8. IMPLEMENTING, MONITORING AND REVIEWING THE CONTROLS

How they are put in place	Controls are set up before the work starts. The person responsible explains this SWMS to every worker before they start, and workers sign to confirm they understand it.	**How they are monitored**	The person responsible checks the controls are in place before work starts each day and during the work, and talks to the workers about any problems. Stop work and review this SWMS if the work changes, the controls are not working, after any incident, or if a worker raises a concern.
When it is reviewed	Reviewed when the work or site changes, after any incident, if a control is not working, or if a worker or health and safety representative asks.		

Legal basis: Work Health and Safety Regulations 2011, Part 6.3 (Victoria: OHS Regulations 2017). A SWMS must be prepared before any high risk construction work starts. It must list the high risk work, the hazards and risks, the control measures, and how those controls will be put in place, monitored and reviewed. It must be easy for the workers to read and understand.

Keep this SWMS, and every revised version, until the high risk construction work is finished, where workers and inspectors can see it on site. If a notifiable incident happens during the work, keep it for at least 2 years after the incident.

9. REVIEW AND AMENDMENT RECORD

Rev	Date	By	What changed
1	9 Nov 2026		First issue

10. SIGN-OFF

	Name	Signature	Date	
Prepared by				
Person responsible (supervisor)				
Principal contractor review				Accepted for use: Yes / No

By signing below, each worker confirms they were consulted on and have read and understood this SWMS, and will follow it. If the work cannot be done as this SWMS says, stop as soon as it is safe and do not restart until the SWMS is reviewed.

Name	Role / company	Tickets / licences	Inducted	Signature	Date

Name	Role / company	Tickets / licences	Inducted	Signature	Date