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	Install a skylight	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Roofing

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		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	Set up roof access and edge protection, and protect the room below from falling debris	Falling from a roof edge Falling from a ladder Falling tools and materials Rules: WHS Regulation 2011, Part 4.4 Falls; WHS Regulation 2011, Part 3.2 (falling objects)	**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 Unlikely / Major**	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 Have a written emergency and rescue plan, tested before work starts, for any worker using a harness (WHS Regulations r.80). [Administrative] 1.8 Use a platform ladder, mobile scaffold or EWP for longer jobs instead of a straight ladder. [Substitute] 1.9 Use industrial-rated ladders (AS/NZS 1892, 120 kg or more) in good condition. Remove any damaged ladder from site. [Engineering] 1.10 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Engineering] 1.11 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 1.12 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative] 1.13 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 1.14 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 1.15 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 1.16 Tether hand tools when working at height. [Engineering] 1.17 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative]		
2	Mark out the opening, checking for cables, pipes and roof framing in the ceiling space	Electric shock from live wiring Heat stress Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	2.1 Isolate the power before any work. Do not do live work except in the limited cases the WHS Regulations allow (r.157; in Qld, the Electrical Safety Regulation 2013). [Eliminate] 2.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 2.3 Test before you touch: prove dead at the point of work with a voltage tester, proving the tester on a known live source before and after (AS/NZS 4836). [Engineering] 2.4 Only licensed electricians do electrical work. [Administrative] 2.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 2.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Administrative] 2.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE] 2.8 Schedule heavy work for the cooler part of the day. [Eliminate] 2.9 Provide shade over work and rest areas, and fans or cooling in roof spaces. [Engineering] 2.10 Supply cool drinking water close by and drink a cup every 15 to 20 minutes. [Administrative] 2.11 Take regular rest breaks in the shade, more often as it gets hotter. [Administrative] 2.12 Let new and returning workers build up to full work in the heat over	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				about a week. [Administrative] 2.13 Watch each other for dizziness, headache, confusion or stopping sweating. Stop work, cool down and get help. [Administrative] 2.14 Have a hot weather plan, including when work stops. [Administrative] 2.15 Wear light, loose, long-sleeved clothing, a hat or brim, and sunscreen. [PPE]		
3	Cut the roof and ceiling opening, then cover or guard the hole straight away	Falling through a floor opening or void Saw cuts and kickback General dust Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Possible / Catastrophic**	3.1 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate] 3.2 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate] 3.3 Install stairs early and fit temporary handrails as soon as they go in. [Engineering] 3.4 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative] 3.5 Inspect covers and barriers daily and after other trades have been through. [Administrative] 3.6 Keep blade guards fitted and working, and use the riving knife on table saws. [Engineering] 3.7 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Engineering] 3.8 Use a sharp, undamaged blade made for the material. [Administrative] 3.9 Stand to one side of the blade line, out of the kickback path. [Administrative] 3.10 Let the blade stop fully before reaching in or putting the saw down. [Administrative] 3.11 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Substitute] 3.12 Seal off the work area with plastic sheeting in occupied buildings. [Isolate] 3.13 Use tools with dust extraction and a vacuum for clean up. [Engineering] 3.14 Lightly mist the area with water to keep dust down, away from anything electrical. [Engineering] 3.15 Never dry sweep or blow dust off with compressed air. [Administrative]	**Medium Unlikely / Major**	Site supervisor
4	Fit the skylight frame and flashing, carrying the glass unit with two people	Lifting and carrying heavy loads Glass handling and breakage Cuts from sharp edges Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Likely / Moderate**	4.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 4.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 4.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 4.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 4.5 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 4.6 Use suction lifters, glass trolleys or a glazing robot for large panes.	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Engineering] 4.7 Store glass upright on racks and secure it. Never lay it flat or lean it loosely. [Engineering] 4.8 Use two or more people for large panes, and clear the carry route first. [Administrative] 4.9 Mark new glass with tape or stickers so nobody walks into it. [Administrative] 4.10 Clean up broken glass straight away into a marked container. [Administrative] 4.11 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 4.12 Use knives with retractable or self-retracting blades. [Engineering] 4.13 Cut away from your body and keep your other hand clear. [Administrative] 4.14 Put used blades in a blade bin or sharps container. [Administrative] 4.15 Use two people to handle large sheets of metal or glass. [Administrative]		
5	Install the light shaft and patch the ceiling	Falling from a ladder General dust Injury from power tools Rules: WHS Regulation 2011, Part 4.4 Falls	**High** **Possible / Major**	5.1 Do not stand on the top three rungs of an extension ladder or the top step of a stepladder. [Administrative] 5.2 Check the ladder before each use: feet, rungs, stiles and locks. [Administrative] 5.3 Wear non-slip safety boots with clean soles. [PPE] 5.4 Falling from a ladder: see step 1 for the full controls [Administrative] 5.5 Wear a dust mask and safety glasses. [PPE] 5.6 General dust: see step 3 for the full controls [Administrative] 5.7 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 5.8 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 5.9 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 5.10 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 5.11 No loose clothing, jewellery or long hair near spinning parts. [Administrative]	**Medium** **Unlikely / Major**	Site supervisor
6	Seal and water test, then clean up and remove access	Poor housekeeping and waste Slips and trips	**Medium** **Likely / Minor**	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 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 6.8 Run leads and hoses overhead on hooks or stands, or along walls, not	**Low** **Unlikely / Minor**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				across walkways. [Engineering] 6.9 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 6.10 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 6.11 Keep work areas, stairs and access paths well lit. [Administrative] 6.12 Wear safety boots with good grip, laced up. [PPE]		

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 Cut-resistant gloves Safety glasses P2 dust mask Sun protection (brim hat, long sleeves, SPF 50+) Hard hat Hearing protection (earmuffs or plugs) Work gloves	Roof access permit Working at heights permit

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Extension ladder		Check before each use to the manufacturer and AS/NZS 1892; tag out damaged ladders			
Mobile scaffold	Scaffolding HRWL (SB or higher) to erect, alter or dismantle where a person or object could fall more than 4 m	Check before each use to the manufacturer. Over 4 m: written handover certificate before first use (WHS Regulations r.225(2)), then inspected before use after any incident, alteration or repair and at least every 30 days (r.225(3))			
Power drill		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Circular saw		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
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