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	Commercial flat roof solar installation	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Solar

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	**YES**	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	Install edge protection and guard skylights	Falling from a roof edge Falling through a fragile roof or skylight Falling through a floor opening or void Rules: WHS Regulation 2011, Part 4.4 Falls	**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 Have a written emergency and rescue plan, tested before work starts, for any worker using a harness (WHS Regulations r.80). [Administrative] 1.8 Work from underneath or from an EWP so nobody stands on the fragile roof. [Eliminate] 1.9 Cover or guard every skylight and fragile sheet with a fixed, marked cover or mesh before work starts. [Isolate] 1.10 Install safety mesh under new roof sheeting, and use crawl boards or staging to spread the load on fragile surfaces. [Engineering] 1.11 Use fall arrest on rated anchors when working near fragile areas. [Engineering] 1.12 Treat all roof sheets as fragile until a competent person confirms they are not. Old fibre cement and plastic sheets are fragile. [Administrative] 1.13 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate] 1.14 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate] 1.15 Install stairs early and fit temporary handrails as soon as they go in. [Engineering] 1.16 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative] 1.17 Inspect covers and barriers daily and after other trades have been through. [Administrative]		
2	Crane panels onto the roof with an exclusion zone below	Crane and lifting failure Falling tools and materials Public entering the work area 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 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 2.12 Give pedestrians a safe, marked path around the work, with ramps	**Medium** **Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				for prams and wheelchairs. [Isolate] 2.13 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 2.14 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative] 2.15 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative]		
3	Spread loads so the roof is not overloaded	Structural collapse during alterations	**High Unlikely / Catastrophic**	3.1 Get an engineer to check before removing any wall, beam, post or bracing that may be load-bearing. [Eliminate] 3.2 Keep everyone clear of the area under and next to the work. [Isolate] 3.3 Install temporary props, needles or shoring as designed before removing any support. [Engineering] 3.4 Follow the engineer's sequence. Do not change it without approval. [Administrative] 3.5 Check props daily. Do not remove them until the permanent support is in and approved. [Administrative] 3.6 Install temporary support to the engineer's or temporary works design before any load bearing element is altered. [Administrative] 3.7 Wear a hard hat and safety boots. [PPE]	**Medium Rare / Catastrophic**	Site supervisor
4	Fit frames and panels	Lifting and carrying heavy loads Strong wind and storms 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 Check the forecast each morning and plan work at height and lifting around the weather. [Eliminate] 4.7 Tie down or weigh down loose sheets, panels, boards and rubbish at the end of each shift. [Engineering] 4.8 Set wind limits for roof work, platforms and cranes, using the manufacturer's limits, and stop when they are reached. [Administrative] 4.9 Stop work and get down in lightning. Wait 30 minutes after the last thunder before going back up. [Administrative] 4.10 Check scaffold, fencing and edge protection after strong wind before anyone uses them. [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.	**Medium Unlikely / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Administrative]		
5	Cable and connect, treating DC as live	Electric shock from live wiring Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	5.1 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] 5.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 5.3 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] 5.4 Only licensed electricians do electrical work. [Administrative] 5.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 5.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Administrative] 5.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE]	**Medium Rare / Catastrophic**	Site supervisor
6	Test, commission and clear the roof	Heat stress Poor housekeeping and waste	**High Possible / Major**	6.1 Schedule heavy work for the cooler part of the day. [Eliminate] 6.2 Provide shade over work and rest areas, and fans or cooling in roof spaces. [Engineering] 6.3 Supply cool drinking water close by and drink a cup every 15 to 20 minutes. [Administrative] 6.4 Take regular rest breaks in the shade, more often as it gets hotter. [Administrative] 6.5 Let new and returning workers build up to full work in the heat over about a week. [Administrative] 6.6 Watch each other for dizziness, headache, confusion or stopping sweating. Stop work, cool down and get help. [Administrative] 6.7 Have a hot weather plan, including when work stops. [Administrative] 6.8 Wear light, loose, long-sleeved clothing, a hat or brim, and sunscreen. [PPE] 6.9 Order materials to size and send packaging back where you can. [Eliminate] 6.10 Put skip bins and waste chutes close to the work. [Engineering] 6.11 Clean as you go, and do a full clean up at the end of each day. [Administrative] 6.12 Keep exits, stairs and walkways clear at all times. [Administrative] 6.13 Stack materials neatly on level ground, away from edges. [Administrative] 6.14 Wear gloves when handling waste. [PPE]	**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 Hi-vis shirt or vest Cut-resistant gloves Sun protection (brim hat, long sleeves, SPF 50+) Work gloves Safety glasses Insulated electrical gloves Arc-rated clothing and face shield	Roof access permit Working at heights permit Lift plan Electrical isolation permit

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			
Materials hoist	High Risk Work Licence HM for a materials hoist	Pre-start check each shift; periodic inspection to the manufacturer			
Power drill		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Electrical test equipment		Check leads and probes before use; prove the voltage tester on a known live source or proving unit before and after each test for dead; calibrate at the maker's interval			
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