

Working at Heights — Roof Framing & Roof Cover

Kestrel Roofing Pty Ltd · SWMS v2 · Reviewed 14 April 2026 · Next review 14 April 2027 or on any change of method

Project	Hillview Residence, 14 Hillview Crescent, Torquay VIC 3228
Principal contractor	Building Integrity Group — site supervisor Stuart, 0413 078 093
Activity	Install roof trusses, battens, sarking, sheet roofing, flashings and gutters. Ridge height 6.4m, pitch 22 degrees.
Prepared by	D. Whitlock, Kestrel Roofing — in consultation with the roofing crew, 14 April 2026
Consultation	Reviewed with the crew at the roof-stage toolbox talk. Anyone who signs on can raise a change; the SWMS is revised, not worked around.
High-risk construction work	OHS Regulations 2017 (Vic) r.322: risk of a fall more than 2 metres; work on or adjacent to a powered mobile plant lift; structural alterations. Notifiable to the principal contractor before work starts.

RISK ASSESSMENT METHOD

Every step below is scored twice: the risk BEFORE controls (inherent), and the risk that remains once the controls in this SWMS are in place and working (residual). Scoring is likelihood against consequence on the matrix below. Any step assessed Extreme does not proceed. Residual High requires the supervisor to verify the controls on the day, before that step starts.

Likelihood (rows) / Consequence (columns)	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Medium	High	High	Extreme	Extreme
Likely	Medium	Medium	High	High	Extreme
Possible	Low	Medium	High	High	Extreme
Unlikely	Low	Medium	Medium	High	High
Rare	Low	Low	Medium	Medium	High

Extreme	Do not start. The task is redesigned, eliminated or referred back to the principal contractor and the designer before anyone goes near it.
High	Additional controls required. The supervisor verifies the controls are in place on the day, before that step begins, and records it.
Medium	Acceptable with the controls in this SWMS maintained and monitored. Re-assess if the method, the weather or the crew changes.
Low	Managed by the site rules and normal supervision. No further action beyond the controls listed.

HAZARDS, CONTROLS AND RESIDUAL RISK

Task step	Hazard — what can go wrong	Risk	Control measures — highest practicable control first	Residual	Responsible
Set up and access	Fall from the ladder or the open edge while getting onto the roof	High	- Perimeter scaffold erected by a licensed scaffolder and handed over with a green tag before any roof work starts - Scaffold tag checked every morning before anyone gets on it — no tag, no roof - Access by internal stair, or a tied ladder extending 1m past the landing at 4:1 - Scaffold altered only by the scaffold contractor, never by the roofers	Low	Kestrel leading hand · scaffold contractor
Truss placement	Fall through the open frame; truss or bundle collapse during the lift	Extreme	- Crane lift to the lift study; exclusion zone under the load, nobody inside it - Trusses landed on the top plate in bundles and never walked out on - Temporary bracing to the engineer drawing installed before the sling is released - Harness and inertia reel anchored to a rated point once the first four trusses are braced - Dogger directs every lift; the crane operator takes direction from that one person only	Medium	Licensed dogger · crane operator

Task step	Hazard — what can go wrong	Risk	Control measures — highest practicable control first	Residual	Responsible
Battens and sarking	Fall through the roof plane before the deck is closed	High	- Safety mesh laid to AS/NZS 4389 and fixed before sarking goes down - No walking on sarking without the mesh underneath it - Mesh laps and fixings checked by the leading hand at the end of each run	Low	Kestrel leading hand
Sheeting	Fall at the eaves; sheets blown or dropped onto people below	High	- Scaffold edge protection stays up for the whole sheeting operation - Sheets landed in strapped bundles; no loose stacking on a pitched plane - Barricaded and signed exclusion zone below while sheets are being moved - Tools lanyarded or kept in a closed bag at the edge	Low	Kestrel leading hand
Weather	Wind, wet or lightning during roof work	High	- No roof work above 35 km/h wind, in rain, or with lightning within 10 km - Coastal site — forecast checked at the start of every shift and again after lunch - Sheets strapped down and the deck cleared before the crew leaves each day	Medium	Kestrel leading hand
Penetrations	Fall through a skylight or flue opening	High	- Openings covered with fixed ply and marked as soon as they are cut - Covers screwed down, not laid over — and never removed except by the trade doing that work	Low	Kestrel leading hand
Emergency after a fall	Suspension trauma in a harness; delayed rescue	Extreme	- Rescue plan agreed before harness work starts: scaffold is the rescue platform, casualty recovered within 10 minutes - Never work alone in a harness — second person present with a phone at all times - Call 000 first; do not lay a suspended casualty flat	High	Kestrel leading hand · BIG supervisor

PPE, PLANT AND COMPETENCY

PPE	- Hard hat to AS/NZS 1801 - Hi-vis to AS/NZS 4602.1 - Safety footwear to AS/NZS 2210.3 - Eye protection to AS/NZS 1337.1 - Full body harness and lanyard to AS/NZS 1891.1, inspected before each use and 6-monthly by a competent person
Plant and equipment	- Franna crane, hired with operator — current plant registration and log book - Perimeter scaffold, hired and tagged, erected by a licensed scaffolder - Nail guns, drop saw, roll formers — pre-start checked daily - Leads and tools tested and tagged to AS/NZS 3012
Competency held	- Construction induction card (White Card) — all persons - Working at Heights unit of competency — all roof crew - Dogging licence (DG) for the truss lift - EWP licence where a boom lift is used - Kestrel crew inducted through Site Pass and signed onto this SWMS before starting

STANDARDS, LEGISLATION AND GUIDANCE THIS SWMS IS BUILT ON

OHS Act 2004 (Vic)	The duty. Sections 21 and 23 — a safe workplace for employees and for anyone else affected by the work.
OHS Regulations 2017 (Vic)	Part 3.3 Prevention of falls; Part 5.1 Construction — SWMS required for high-risk construction work before it starts.
Compliance Code: Prevention of falls in general construction	WorkSafe Victoria. The control hierarchy applied above — eliminate, then passive fall prevention (scaffold, mesh), then work positioning, then fall arrest.
AS/NZS 1891.1 to 1891.4	Industrial fall-arrest systems and devices. Harness and lanyard selection, anchorage strength, inspection intervals and the rescue requirement.
AS/NZS 1576.1 and AS/NZS 4576	Scaffolding — general requirements and guidelines. Green-tag handover, daily inspection, and who may alter a scaffold.
AS/NZS 4389	Roof safety mesh. Mesh specification, lap and fixing requirements used at the battens and sarking step.
AS/NZS 1892.1	Portable ladders. The 4:1 pitch, tie-off, and the 1m extension past the landing.
AS 1418.1 and AS 2550.1	Cranes, hoists and winches — design and safe use. Applied to the truss lift and the exclusion zone.

AS/NZS 3012	Electrical installations — construction and demolition sites. Test and tag interval for tools and leads used on the roof.
-------------	---

EMERGENCY AND INCIDENT RESPONSE

Stop the work and make the area safe. Assembly point is the front verge opposite the site shed; first aid kit is in the site shed. For a fall or a suspended casualty, call 000 immediately and recover the person using the scaffold as the rescue platform — do not wait for the ambulance to do the recovery. Every incident and near miss goes to the Building Integrity supervisor the same day. Notifiable incidents: preserve the scene and call WorkSafe on 13 23 60 before anything is moved.

REVIEW AND SIGN-ON

This SWMS is reviewed if the method changes, if the plant changes, after any incident or near miss involving this work, and at least annually. A revised version is re-signed by everyone before they return to the task — the previous version does not carry over. Sign-on is recorded electronically in Site Pass at induction and at /s/demo, and the signed register is held against the job.

This is a sample document created to demonstrate the Site Pass system. It is not a safe work method statement for any real project and must not be used as one. On a live Building Integrity site the contractor doing the work writes and signs their own SWMS; Site Pass reviews and approves it, holds the signed register, and stops anyone who has not signed on.