**Safe Work Method Statement**

**Form 007.2**

**Safe Work Method Statement (Part 1)**

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| **Job: ROOFING MAINTENANCE, REPAIRS, INSTALLATION AND/OR**  **REPLACEMENT** | | **Document Reference** |
| **Department:**  **Section:**  **Work Area: Roof of amenities buildings, stalls, storage sheds, etc.** | | **No:** |
| **Revision Date:**  **Manager’s Approval:**  **Manager’s Name:** |
| **Key Safety Plant / Equipment / (including P.P.E.)** | | **Safety Checks / Hazardous Substances** |
| * Fall prevention system/s * Materials fixing equipment * PPE – sun protection/broad-brimmed hat, non-slip footwear, gloves, goggles, mask, hi-visibility workwear. | | * Identification of appropriate area for access/egress to roof * Physical inspection of work area * Identification of all live services in proximity * Physical inspection of roof condition/structure * Physical assessment of roofing materials to be hoisted * Establish height at which work to be undertaken (<2m or >2m). |
| **Codes of Practice Legislation: Applicable to Work? Y/N**  **If Yes, state:**   * National Code of Practice for the Prevention of falls in General Construction (Australian Government). | | **External Considerations**   * Compliance with relevant Statutory/regulatory guidelines including SafeWork NSW “Safe Work on Roofs” Code of Practice. |
| **Person/s required to carry out work** | **Duties & Responsibilities** | **Qualifications / Experience / Training required to complete work** |
| Club Secretary/Racecourse Manager | Assess condition of roof  Provide work supervision | WHS training |

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| **SAFE WORK METHOD STATEMENT (PART 2)** | | **Document Reference:** | |
| **Job: ROOFING MAINTENANCE, REPAIRS, INSTALLATION AND/OR**  **REPLACEMENT** | | **No:** | |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | | **Key Safety Controls & Associated Procedures** |
| Assess work area | Slips, trips, falls | | Ensure access & egress to work area is clear. Remove any obstructions. |
| Identify appropriate location for access | Ground slope/instability, contact | | Ensure access structures are founded on level, non-slip, solid ground and not located in driveways or doorways where a vehicle or person could contact the structure. |
| Identification and isolation of live services | Electrocution, mains rupture | | Ensure that any ladders or fall prevention devices are well clear of overhead power lines.  If necessary, any adjacent services must be isolated and tagged-out by licensed contractors prior to starting work. |
| Establish working height | Fall from height | | Application of physical fall prevention measures will be required when working at heights >2m as the likelihood of serious injury or death increases with the height from which a person falls. |
| Assess and control work risk (Hierarchy of Control) | Risk may not be entirely eliminated. Level 5 control may be used if no reasonably practicable control measure (Levels 1 – 4) has been identified. | | Hierarchy of Control measures are as follows:   * Level 1: Work from ground or solid construction. * Level 2: Undertake work using a passive fall prevention device such as temporary work platforms, perimeter scaffolding, perimeter guard rail, roof safety mesh, barriers, perimeter screens, etc. * Level 3: Undertake work using a work positioning system such as industrial rope access system. * Level 4: Undertake work using a full injury minimisation system such as catch platform or fall arrest system (e.g. safety harness). * Level 5: Undertake the work from ladders. |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | | **Key Safety Controls & Associated Procedures** |
| Implement fall control measures | If working at a height of <2m | | Use trestle scaffold or step platform in lieu of stepladder. If using a portable ladder, DO NOT:   * Over-reach (worker’s belt buckle should remain within the ladder stiles throughout work). * Use any power equipment or tools specifically designed to be used with two hands. * Carry out works such as welding or oxy cutting. * Use tools requiring use of both hands, dynamic movement or leverage force e.g. pinch-bar. * Work above other people or allow other persons on the ladder at the same time. |
| If working at a height of >2m | | Level 1 – 4 measures should be deployed if reasonably practicable. Otherwise, Level 5 control (ladder) may be used complying with those measures detailed above in working from heights <2m, plus:   * Place single & extension ladders at a slope of 4:1. * Ensure ladders are secured at the top & bottom. * Where possible, ladders being used as access should be set-up at right angles to the work surface. |
| Roof condition assessment | Structural failure/ fragile roofs | | All roof surfaces should be treated as fragile until a competent person has confirmed they are not. If doubts persist, appropriate control measures should be implemented (as above) to avoid working from the roof itself.  The roof area should also be carefully inspected and assessed for other potential hazards such as unprotected edges, skylights, holes or vents, trip hazards (e.g. roof components and protrusions) and condition (i.e. wetness/slipperiness).  Work should not be undertaken if any of these hazards persist or appropriate risk reduction strategies have not been implemented. |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | | **Key Safety Controls & Associated Procedures** |
| Unloading and/or storage of roofing materials | Manual handling (strains, lacerations, etc.) | | Use mechanical lifting equipment if practicable, such as tile elevator or hoist.  Ensure workers are trained in correct manual handling techniques/procedures.  Provide all necessary PPE (safety gloves, etc.) |
| Working on roof | Fall from height | | Apply all appropriate control measures as per the Hierarchy of Control (above).  If roof pitch >15 degrees, professional advice should be sought from a suitably-qualified person or the works undertaken by a qualified contractor.  PPE – non-slip safety footwear designed for use on a roof to be worn. Gloves to be used. Hi-Visibility workwear to be worn at all times.  Exclusion zone to be established beneath work area.  2nd person/work supervisor to be present at all times. |
| UV exposure/heat stress | | SPF50+ sunscreen to be worn whilst working and re-applied every two hours.  Broad brimmed hat or “legionnaire” style cap to be worn.  Shaded rest areas & cool potable water to be provided.  Schedule tasks for cooler part of the day if possible.  Use mechanical aids if working in roof cavity (e.g. fans) |
| Cuts, lacerations, punctures | | PPE – safety glasses/goggles and gloves to be worn if cutting or grinding material.  Correct cutting blades to be used as per manufacturer’s recommendations. |
| Inhalation of fumes | | PPE – full face mask to be worn if cutting or grinding material. |
| Hazardous substances | | PPE – safety goggles, mask and gloves to be worn if working with chemicals or applying surface treatment.  MSDS – to be obtained from manufacturer before work and all safety recommendations to be followed. |
| Structural failure of roof | | Ensure that work is staged with materials not stockpiled in one area of the roof – i.e. uniformly distributed load and not (high) point load. |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | | **Key Safety Controls & Associated Procedures** |
| Clean-up of site | Manual handling, cuts, lacerations, punctures | | Workers to be trained in correct manual handling procedures.  PPE – all appropriate PPE to be worn at all times.  All material to be correctly disposed-of including offcuts.  Plant & equipment to be correctly stored.  Site to be restored to pre-work condition.  Services to be re-connected/re-commissioned if necessary. |