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| **NOTE:** Work must be performed in accordance with this SWMS. This SWMS must be kept and be available for inspection until the high-risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to the high-risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident. |
| (**PCBU Name, ABN, Office Address and Phone)** | **Principal Contractor (PC)** | (Name, ABN, Office Address) |
| **Works Manager:** Contact phone: |  | **Date SWMS provided to PC:** |  |
| **Work activity:** | **Roof tiling** | **Workplace location:** |  |
| **High risk construction work:**  | **X** Risk of a person falling more than 2 metres | ⬜ Work on a telecommunication tower | ⬜ Demolition of load-bearing structure |
| ⬜ Likely to involve disturbing asbestos | ⬜ Temporary load-bearing support for structural alterations or repairs | ⬜ Work in or near a confined space |
| ⬜ Work in or near a shaft or trench deeper than 1.5 m or a tunnel | ⬜ Use of explosives | ⬜ Work on or near pressurised gas mains or piping |
| ⬜ Work on or near chemical, fuel or refrigerant lines | ⬜ Work on or near energised electrical installations or services | ⬜ Work in an area that may have a contaminated or flammable atmosphere |
| ⬜ Tilt-up or precast concrete elements |  ⬜ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians | ⬜ Work in an area with movement of powered mobile plant |
| ⬜ Work in areas with artificial extremes of temperature | ⬜ Work in or near water or other liquid that involves a risk of drowning | ⬜ Diving work |
| **Have workers been consulted about the SWMS?**Note: Consultation with Health and Safety Representatives (HSRs) should be undertaken where there is an HSR at a workplace | ⬜ YES ⬜ NO  |
| **Person/s responsible for ensuring compliance with SWMS:** |  | **Date SWMS received:** |  |
| **What measures are in place to ensure compliance with the SWMS?** |  |
| **Person responsible for reviewing SWMS control measures:** |  | **Date SWMS received by reviewer:** |  |
| **How will the SWMS control measures be reviewed?** |  |
| **Review date:** |  | **Reviewer’s signature:** |  |

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| **What are the tasks involved?**  | **What are the hazards and risks?** | **What are the control measures?** |
| **List the work tasks in a logical order.** | **Identify the hazards and risks that may cause harm to workers or the public.**  | **Describe what will be done to control the risk. What will you do to make the activity as safe as possible?**  |
| **Setting Up** | Fall from heightFalling objectsManual Handling – Musculoskeletal injuriesElectrical shockInjury to others | Consult other trades working in area of tiling activityCoordinate all barricading/exclusion zone with other trades/site managementUse mechanical aids where practicableLift only within own capacity, use two person lifts if requiredWherever practicable, battery powered tools shall be usedAll electrical tools will be inspected and tagged and used in RCD protected supply |
| **Working near electrical assets****Using electrical equipment** | Electric Shock | Ensure that set up of tile elevator and other works is not within NO GO Zone – If a VESI Permit to Work is issued comply with all requirementsUse battery powered tools if practicableEnsure that all electrical equipment is tested, tagged and in dateInspect all electrical equipment before use, isolate any damaged equipmentOnly use electrical equipment that is plugged into RCD protected supplyIf environment is wet, suspend electrical leads on insulated hooks/ stands |
| **Accessing roof** | Fall from height | Roof to have perimeter fall protection such as guardrail or other passive fall protection. Identify an access opening to install a ladder to access the roofInstall and secure a ladder at the top using a gutter bracket or tied off. Ensure the foot of the ladder is secured from movementensure that the ladder extends at least 900mm past set off point and is set at a 1:4 angle |
| **Batten Fixing****marking out on roof****loading battens****Cutting battens** | Fall from heightManual Handling – Musculoskeletal injuriesUse of tools and equipment- Cuts, lacerations, noise, projectiles | Fall prevention for batten fixing is managed by:1. If truss spacing is 600mm or less, then batten spacing can be 900mm or less
2. If truss spacing is greater than 600mm then batten spacing must be no more than 450mm
3. If point 1 or 2 can’t be achieved, then internal fall prevention such as safety mesh must be installed

Batten lengths will be handled individually if raised or moved by hand – never handle multiple lengths of battensAll tools and equipment should be used only by competent person or under supervision of a competent person and in accordance with any safe procedure for the tool or equipment being usedWear hearing and eye protection when using saws or nail gunsDo not bump fire nail guns |
| **Set up and use of tile elevator** | Falling objects from height when elevator loaded or in use. | * Exclude/barricade access to beside/underneath elevator from other persons
* Never stand or work under an operating elevator
* Use two persons to locate elevator into position, secure the elevator at the top to prevent movement
* Keep hands and other body parts clear of pinch or shear points
* Ensure testing, tagging and in date
* Do not remove any guarding
* Report any equipment faults
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| **Tiling** | Fall from heightFalling objectsManual Handling – Musculoskeletal injuriesDustEye injuries | * Tiles to be raised using mechanical means
* Do not carry excessive number of tiles when walking on a roof
* Ground area will be barricaded to prevent person walking under tiling operations
* Dust masks to be worn when cutting tiles
* Safety glasses to be worn when cutting tiles

Care to be taken to avoid pinch points of machinery and tiling process |
| **Ridging** | Fall from heightFalling objectsManual Handling – Musculoskeletal injuriesDustEye injuries | * Ridges to be raised using mechanical means.
* Do not carry excessive number of tiles when walking on a roof
* Dust masks to be worn when cutting tiles
* Safety glasses to be worn when cutting ridges
* Ground area will be barricaded to prevent person walking under tiling operations.
* Care shall be taken to avoid pinch points of machinery and tiling process

Wherever practical cement shall be raised and transported by mechanical means. |
| **Roof Clean up** | Fall from heightFalling objects | * Clean as you go, remove tools and equipment which is not required from roof working zone
* Tools shall be stored securely

Items shall be lowered rather than dropped from roofs. |
| **Site Clean up** | Manual handling – Musculoskeletal injuriesTrips and falls on debris | * Use wheelbarrows to remove debris.
* Site clean-up will be undertaken daily to prevent debris build up
* Place debris in dedicated waste zone or remove from site as is applicable

Use correct manual handling techniques, only lift, push or pull to the extent worker deems appropriate to their own capacity. |
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| **Name of Worker/s**  | **Worker signature/s** |
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| **Date SWMS received by workers** |  |

PLEASE NOTE: *It may be necessary to use more than one page to complete an adequate safe work method statement (SWMS).*