



SAFE WORK METHOD STATEMENT 0004 (Roof Fallguard) – Part 1
(To be used in conjunction with SWMS 0001 General Site Activities)

Contractor Company Details: BUILDSAFE

Additional information (if required):	
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Principal Contractor:		ABN:	
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Project:		Project/Site Manager:	
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Job Address:	
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Job Description:	
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Activity: Installation / Dismantle of Roof Fallguard

This SWMS has been developed in consultation with Buildsafe installers and:

Name:	Signature:	Job Title:	Date:	SWMS documented by:  Bo Cernja Date: Feb 2018	Page 1 of 14
Grant Edwards		Director (Buildsafe QLD)	Feb 2018		
Peter Horton		Director (Buildsafe Australia)	Feb 2018		
Chris Maddick		Field Operations Officer	Feb 2018		
Steven Gibbs		Compliance Manager	Feb 2018		

Personnel responsible for monitoring and managing activity: Buildsafe Installers/Assistants Name: Contact no:	Overall Risk Rating Level After Controls:	Level 1 Level 2 Level 3	High Medium Low
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Personal Protective Equipment

Safety Footwear and/or Non-Slip Footwear	Hearing Protection (where req.)	High Visibility Clothing	Head Protection (Hard Hat/Sun Hat)	Eye Protection (Safety/UV)	Hand Protection	Personal Fall Restraint system (if required)
						

Day Operations – Normal Requirements:

Safety footwear, hearing protection (where required), high visibility shirt or vest, sun protection (wide brimmed hat and SPF 30+ sunscreen lotion), eye/face protection (goggles/safety glasses/sun glasses), hand protection (gloves) as required, personal fall arrest system if required and head protection (hard hats). Any other site specific PPE requirements (to be supplied by Principal Contractor)

Safety Notes

The SWMS covers general safety aspects associated with the installation and dismantling of Buildsafe proprietary Roof Fallguard system

Main hazards:

- Manual tasks, Gravity, Electricity, Machinery & Equipment, Extreme Temperatures, Noise

Plant/Tools/Equipment required for this activity:	Maintenance Details for this activity:	Materials used for this activity	
<ul style="list-style-type: none"> • Buildsafe Truck • EWP (if applicable) • Cordless Impact Driver • Cordless Drill • Reciprocating Saw • Non powered hand tools 	<ul style="list-style-type: none"> • Prestart weekly checklist for Buildsafe vehicles • Prestart check EWP (if applicable) • 3 monthly testing and tagging of electrical tools and equipment • Inspection of Fallguard components 	<ul style="list-style-type: none"> • Industrial rated ladder, platform ladder and ladder brackets • Fallguard posts • Rail (various lengths) 	<ul style="list-style-type: none"> • Support brackets • Buildsafe proprietary materials

Method of identifying, assessing and managing work health and safety risks

For each potential hazard identified a risk level will be determined by referring to the Risk Matrix below. The Hierarchy of Control will be used to manage the risks identified.

Step 1 Determine Likelihood – What is the possibility that the effect will occur?

Step 2 Determine Consequence - What will be the expected effect?

Step 3 Determine the risk level

Step 4 Hazard Elimination or Risk Control

Risk Matrix	Step 1: Likelihood				
	Certain to occur	Very Likely	Possible	Unlikely	Rare
Step 2: Consequences					
Fatality	1 H	1 H	1 H	2 M	2 M
Permanent disability	1 H	1 H	1 H	2 M	2 M
Lost time injury	1 H	2 M	2 M	3 L	3 L
Medical treatment injury	2 M	2 M	3 L	3 L	3 L
First aid injury	3 L	3 L	3 L	3 L	3 L
Risk Rating: Likelihood / Consequence					Risk Level
This Risk Level 1 hazard has the potential to: <ul style="list-style-type: none"> permanently disable or kill cause major damage to the structure have significant impact on the surrounding population and environment 					Level 1: High Risk
This Risk Level 2 hazard has the potential to: <ul style="list-style-type: none"> temporarily disable or seriously injure cause minor damage to the structure breach the site boundary and pollute local environment 					Level 2: Medium Risk
This Risk Level 3 hazard has the potential to: <ul style="list-style-type: none"> cause minor injury be contained within the site boundary 					Level 3: Low Risk

Hazard Elimination and Risk Control

The risk levels are ranked from highest to lowest using the following control measures.

Control measures should be considered and implemented in the following order with Level 1 the highest level of protection and level 3 the lowest:

Risk Rating Level	Preference of Control	Hierarchy of Control	Example of Control Measures to implement
Level 1	Highest level of protection	<ul style="list-style-type: none"> Eliminate the hazard 	<ul style="list-style-type: none"> The most effective control involves elimination the hazard and associated risk. e.g. eliminating the risk of fall from height by working from the ground
Level 2	Acceptable level of protection if Level 1 is not reasonably practicable	<ul style="list-style-type: none"> Substitute the hazard with a safer option Isolate the hazard from people Reduce the risk through engineering controls 	<ul style="list-style-type: none"> Use a different, less dangerous piece of equipment or replace chemicals with safer materials. Separate noisy equipment by soundproofing or install guard rails to exposed edges and hole in floors Add machine guarding or use trolleys or hoists to move heavy loads
Level 3	Lowest level of protection and should only be used as a last resort or in conjunction with other levels of control	<ul style="list-style-type: none"> Reduce exposure to the hazard using administrative actions Use personal protective equipment 	<ul style="list-style-type: none"> Establish work methods or safe work procedures for tasks or erect signage to warn people of the hazard Limit the exposure to the hazard by implementing PPE such as; gloves, protective eyewear, UV protection and train people in their use.

Procedure (in steps):	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.					
Arrival on site / Parking truck	Collisions with vehicles/ pedestrians	1 H	<ol style="list-style-type: none"> 1. Access site as per principal contractor's sign posted traffic management. 2. Observe site "No Go Zones". 3. Use Hazard lights as per site requirements if applicable. 4. Ensure access around site is confined to designated road ways if applicable. 5. Buildsafe assistant to spot when reversing or when blind spots are evident on site. 6. Witches hats are recommended if in high trafficable areas – parked on roads. 	3 L	Buildsafe: <ul style="list-style-type: none"> • Installer • Assistant Installer • Truck Driver
Site planning	Untrained and Inexperienced workers on site	1 H	<ol style="list-style-type: none"> 1. Report to site office on arrival if applicable. 2. Installers / assistants may have to complete a site specific induction before work commences if applicable. 3. Installer to provide General Construction Inductions Cards upon arrival if requested and applicable. 4. Any other high risk work licenses are to be provided if requested and applicable. 	3 L	Buildsafe: <ul style="list-style-type: none"> • Installer • Assistant Installer • Site Supervisor (PC) • Truck Driver
General planning	No consultation and poor planning leading to non-compliant set up	1 H	<ol style="list-style-type: none"> 1. Ensure adequate consultation with relevant Buildsafe Supervisors / Sales staff and with Principal contractor / builder is completed prior to the commencement of installation through reading paper work. 2. Ensure Paper work is accurate in respect to equipment required to install system safely (ladder required, EWP available, if harness is required etc.) 3. Ensure brackets selected are suitable for install. 4. Ensure structure is at right stage for Fallguard to be installed. 	3 L	Buildsafe: <ul style="list-style-type: none"> • Installer • Assistant Installer • Sales staff • Site Supervisor (PC)

Procedure (in steps):	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.					
Preparation of site	Slips, Trips and Falls	1 H	<ol style="list-style-type: none"> 1. Prior to commencing of works an assessment of additional hazards not contained in this SWMS is to be performed. 2. Items assessed may include location of electrical hazards, site conditions, as well as the identification of any additional site-specific hazards not addressed in this SWMS. 3. Control measures for any additional hazards are to be documented (prior to starting works) by using the area in Part 2 of the SWMS or on a separate Pre-start risk assessment/safety analysis sheet. 4. Ensure area is clear of debris and ongoing housekeeping is maintained throughout install as per contractor's plan if applicable. 	3 L	Buildsafe: <ul style="list-style-type: none"> Installer Assistant Installer Truck Driver
	Structural Failure	1 H	<ol style="list-style-type: none"> 1. Inspect all structures where Roof Fallguard is to be installed, making sure all Rafters, Rafter tails, Brick Walls, structures etc. are adequately fitted and secured. 2. If not structurally secure, inform site supervisor and Buildsafe sales staff of problem and DO NOT install Fallguard components to structure until safe to do so. 	3 L	Buildsafe: <ul style="list-style-type: none"> Installer Assistant Installer Site Supervisor (PC)

Procedure (in steps):	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.					
Preparation of site (cont'd)	Electrocution through exposure to power lines	1 H	<ol style="list-style-type: none"> 1. Conduct visual inspection for the presence of overhead power lines including domestic service and lead in power lines. 2. If the works, including unloading, erection or proposed purpose of use of completed system encroaches the “NO GO / EXCLUSION ZONE” DO NOT COMMENCE WORK. Advise your supervisor or the office who will contact the principal contractor. 3. The principal contractor must then put in place control measures and obtain relevant permit from power supplier prior to works commencing. 4. Permit and conditions for works must be sighted, read and familiarised by Buildsafe site personnel. Site Specific SWMS must be created once Permit is obtained in order for work to commence. <p><u>NO GO / EXCLUSION ZONES</u></p> <p>VICTORIA Domestic/low voltage power lines – Less than 4.6m horizontally and 5m vertically Industrial/high voltage power lines – Less than 8m all round</p> <p>QUEENSLAND Domestic/low voltage power – Less than 3m all round Industrial/high voltage power lines – Less than 6m all round</p> <p>NSW Any work within 4m of ALL power lines need referral to the network operator for any special conditions which need to be complied with.</p>	3 L	Buildsafe: <ul style="list-style-type: none"> Installer Assistant Installer Supervisor Truck Driver Site Supervisor (PC)
	Falling Objects Striking others	1 H	<ol style="list-style-type: none"> 1. Inform other trades people on site of works being performed at an elevated level and to maintain safe distances. 2. Use an installation assistant to spot if required when installing and dismantling roof Fallguard. 	3 L	Buildsafe: <ul style="list-style-type: none"> Installer Assistant Installer

Procedure (in steps):	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.					
Unloading and loading of transport (truck)	Manual Handling injuries	1 H	<ol style="list-style-type: none"> 1. Correct manual handling techniques are to be used (<i>refer SWMS 0001 General Site Activities - Correct manual handling techniques</i>). 2. Position truck as close to work area, to minimise manual handling. 3. Gloves may need to be worn when handling equipment, tools or material that may be of extreme temperatures or contain sharp or dangerous edges. 	3 L	Buildsafe: <ul style="list-style-type: none"> • Installer • Assistant Installer • Truck Driver
	Falling objects	1 H	<ol style="list-style-type: none"> 1. Head protection (hard hats) must be worn at all times when working on site and around the truck with the exception of Temporary Fence workers. 	3 L	Buildsafe: <ul style="list-style-type: none"> • Installer • Assistant Installer



Procedure (in steps):	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.					
Installing Bracket/ Clamp/ Dropper/ Ground Up/ Face Plate Setups	Falling from structure	1 H	<p>Installation of setups to be done from one of the following means where applicable and reasonably practicable:</p> <p>Hierarchy of Controls</p> <ol style="list-style-type: none"> 1. Scaffold <ol style="list-style-type: none"> a) Only trained and competent personnel should alter/relocate scaffold. b) Scaffold/mobile to be complete with full deck, handrail, and handover certificate before use. 2. EWP <ol style="list-style-type: none"> a) Only trained and competent personnel are to operate the EWP. b) Ensure EWP is adequate for the terrain; keep clear of any potholes, open excavations, powerlines, retaining walls etc. c) Ensure safety harness is present and worn when using boom type EWP. 3. Harness <ol style="list-style-type: none"> a) Only trained and competent Installers to use and attach harnesses and anchor points where required. b) Safe access to roof must be present in order to set up and use harness. 4. Ladders <p>Ladders used for access, will have a check performed to ensure the ladder provided is:</p> <ol style="list-style-type: none"> a) Rated industrial standard and in good condition b) On a level and solid base c) Footed to prevent movement if applicable d) Extends a minimum of 1m above the area being accessed e) Placed at a ratio of 4:1 from the structure f) When using a ladder three (3) points of contact must be maintained at all times g) A gutter guard or proprietary non slip ladder bracket (i.e. Laddermate) must be used at all times to secure the ladder and prevent ladder movement. 	3 L	Buildsafe: <ul style="list-style-type: none"> • Installer • Assistant Installer • EWP Operator (where EWP being used)



Procedure (in steps):	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.					
	Incorrect use of harness (if used)	1 H	<ol style="list-style-type: none"> 1. A fall restraint system CANNOT be used on truss / pre roof installations of fallguard. 2. Inspect safety harness, adjustable lanyard and all components prior to use. DO NOT USE LANYARD OR HARNESS IF COMPONENTS ARE FRAYED, WORN OR TORN. 3. Installers must be trained and competent in establishing belay / tether points. The system must be attached to structurally capable structure. 	3 L	Buildsafe: <ul style="list-style-type: none"> Installer Assistant Installer
	Ground up slipping and falling, striking others	1 H	<ol style="list-style-type: none"> 1. Install ground up with a minimum of 2 people per set up, ensuring the set-up is stable until installed. 	3 L	Buildsafe: <ul style="list-style-type: none"> Installer Assistant Installer
	Fallguard system failure due to incorrect installation of Setups	1 H	<ol style="list-style-type: none"> 1. Inspect all components before installing them, using Buildsafe "lock out" procedures if damaged/unsatisfactory for installing. 2. Screws used for fixing brackets must be an approved satisfactory brand only. 3. Ensure all screws are correctly fixed for all brackets that utilize screws as per installation, use and installation manual. 4. Ensure all clamp systems are tight and secure as per installation, use and limitation manual specifications. 5. Ensure all ground up set ups are installed as per installation, use and limitation manual specifications. 6. Ensure all bracket/ground up setups are spaced as per installation manual. 7. Ensure all L bolts on posts and brackets are tight as per correct install, use and limitation manuals. 	3 L	Buildsafe: <ul style="list-style-type: none"> Installer Assistant Installer

Procedure (in steps):	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.					
Installing rail	Falls from heights from unprotected edges and in between rafters.	1 H	<ol style="list-style-type: none"> 1. Before gaining access to structure/roof to install rail to posts ensure (using hierarchy of control): 2. Rafter/trusses are fitted and secured in place and that max spacing is 600 mm apart, if greater than 600 mm apart then another method of installing rail is to be used (off a ladder). 3. All appropriate corner sections of hand rail applicable are installed, as per installation manual, so that continuous rail installation in one direction can be achieved safely from behind secured rail once roof structure is accessed. 4. An appropriate section of rail is installed at predetermined access point so that continuous installation of rail in one direction can be achieved safely from behind secured rail. 5. All short returns of rail to be installed from behind secured rail or using hierarchy of controls procedure. 	3 L	Buildsafe: <ul style="list-style-type: none"> • Installer • Assistant Installer
	Rail lengths slipping and falling striking others	1 H	<ol style="list-style-type: none"> 1. Ensure when leaning sets of rail up, pre installation, they are leant against a secure post or structure and are not going to slip in any direction, especially in windy conditions. 	3 L	Buildsafe: <ul style="list-style-type: none"> • Installer • Assistant Installer
	Fallguard System Failure due to incorrect overlapping/ Height of rail	1 H	<ol style="list-style-type: none"> 1. Ensure rail overlapping past posts is minimum 100 mm. 2. Ensure rail overlapping past corner posts is as per installation manual. 3. Ensure all rail is secured and continuously “tied together” throughout installation. 	3 L	Buildsafe: <ul style="list-style-type: none"> • Installer • Assistant Installer
Dismantling roof Fallguard	All hazards included above	1 H	<ol style="list-style-type: none"> 1. Position truck as close to working area as possible to minimize manual handling distances. 2. Inform all trades people on site of intention to work in area. 3. Dismantle system in reverse order to installing using all control measures above for all hazards. 4. When dismantling ensure equipment is passed down not thrown. 	3 L	Buildsafe: <ul style="list-style-type: none"> • Installer • Assistant Installer



References:

- Code of Practice: How to manage Work Health and Safety Risks – Safe Work Australia 2011
- Code of Practice: Hazardous Manual Tasks – Safe Work Australia 2011
- Code of Practice: Managing the Risks of Falls at Workplaces – Safe Work Australia 2011
- Work Health and Safety Act (Qld) 2011
- Work Health and Safety Regulation (Qld) 2011
- Work Health and Safety Act (NSW) 2011
- Work Health and Safety Regulation (NSW) 2011
- Occupational Health and Safety Act (Vic) 2004
- Occupational Health and Safety Regulations (Vic) 2017
- Buildsafe Induction
- Buildsafe Roof Fallguard Installation Manual
- Buildsafe Site Safety Management Plan
- Buildsafe SWMS 0001 General Site Activities
- Relevant Australian Standards including:
 - AS/NZS 4994 Temporary Roof Edge Protection for Housing and Residential Buildings



SAFE WORK METHOD STATEMENT – Part 2
Additional Hazards Identified on this site

Procedure (in steps):	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.					



SAFE WORK METHOD STATEMENT – Part 3

Personal Qualifications and Experience required for the job:

- General Construction Induction Card
- Installer: Scaffolder Ticket – Minimum Basic Scaffold, Completion of Buildsafe Induction.
- Assistant Installer: Completion of Buildsafe Induction
- Truck Driver: Recognised state issued License for vehicle class.
- EWP License if EWP being used

Employee Sign-off

This SWMS has been developed through consultation with Employees. I have read the above SWMS and I understand its content. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including safe work instructions and Personal Protective Equipment described.

Name	Qualifications	Signature	Date

Review No.	1	2	3	4	5	6	7	8	9
Name	Tony Lavin	Grant Edwards	Grant Edwards	Anthony Young	Bo Ceparnja	Bo Ceparnja	Bo Ceparnja	Bo Ceparnja	
Sign									
Date	July 31, 2012	Nov 11, 2012	Feb 28, 2013	Feb 05, 2014	Feb 05, 2015	Feb 05, 2016	Feb 05, 2016	Feb 01, 2018	

