



ROOF WORK

RA NO

DATE

Contract		
Persons involved in RA	Name	Signatures
Foreman		
Second Foreman		
Safety Officer		
Representative		

Documentation Required	Training Required	PPE and Safety Equipment Required
OHS Act and Construction Regulations	General induction - all employees	Overalls
Appointment 6(1)	Toolbox talks	Safety Footwear
Appointments Plant/ Vehicle Operators	First Aider	Gloves
Appointment First Aider	Manual handling RA	Eye Protection
Competency Operator	Lifting techniques	Safety Harnesses
Competency First Aider	Fall Protection Plan	Life line
Plant/ Vehicle registers	Elevated Positions RA	
Scaffold Register		
Fall Protection Plan		
Appt Stacking and Storage Supt		
Appt Scaffold Supervisor		

Activity Steps		Hazards and Risks	Preventative Measures	Rating
1	Truck deliver material to site	Unsuitable off loading area can cause injuries due to poor stacking and storage	Area for offloading to be identified and barricaded prior to offloading.	5
2	Workers lift material	Heavy loads and incorrect lifting techniques could cause back and other injuries	Allocate enough employees to offload and crane assistance where required. Employees to be inducted in correct lifting techniques.	8
3	Placing of material	Material not stacked properly can collapse causing injuries	Clear instructions to be given to offloading team of correct stacking procedures and area to be prepared for material to be offloaded	5

		Poor housekeeping can cause onjuries and delay work progress	Clear instructions to be given to offloading team of correct stacking procedures and area to be prepared for material to be offloaded	5
4	Build scaffolds	Unsafe scaffold could collapse causing serious injuries	Scaffold to be erected by a competent team supervisoed by a competent scaffold supervisor	11
5	Pull roof trusses/ material to the top of roof	Falling from elevated position could cause serious injuries.	Supervisor to enforce the use of ppe and life lines	11
		Falling material can cause injuries to persons underneath the lifting area	Area beneath lifting area to be barricaded off. No persns allowed underneath suspended loads.	8
6	Install roof trusses/ tiles/ sheets	Working in elevated positions, a fall can cause serious injuries	Supervisor to enforce the use of PPE and life lines	11
		Workers may slip on wet surface causing them to fall. Workers struck by lightning.	No roof work is to take place during adverse weather conditions, i.e.Winds above 45 km/h, rain, lightning	11