

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 088 – WORKING ON ROOFS

1. PURPOSE AND SCOPE

Minimum requirements for work on roofs at Illusions Australia worksites.

Applies to access, inspection, installation and other authorised work on roof surfaces. Roof work is also subject to SWP 086 Working at Heights and any required SWMS.

2. AUTHORISATION AND COMPETENCY

Only workers trained, competent and authorised for roof work may undertake the task.

Workers must understand roof access, edge protection, fragile surfaces, fall-protection systems and emergency/rescue requirements.

Relevant licences or competencies must be held for associated plant such as EWP's where required.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Safety footwear with suitable grip.
- Hard hat where required.
- Harness and compatible fall-protection equipment where required.
- High-visibility clothing where site conditions require it.
- Other task-specific PPE.

4. PRE-START CHECKS

Before commencing work, confirm that:

- A safer method that avoids roof access has been considered.
- Roof condition, pitch, material and structural capacity are known or assessed.
- Fragile or brittle roof areas, skylights and openings are identified.
- Safe access/egress is provided.
- Edge protection or another suitable fall-control system is installed.
- Anchorages and fall equipment are suitable and inspected where used.
- Weather, wind and surface conditions are safe.
- Tools/materials are controlled against falling or sliding.
- An exclusion zone exists below where required.
- Rescue arrangements are established where fall-arrest is used.

5. SAFE OPERATING PROCEDURE

1. Complete the required task risk assessment/SWMS before access.
2. Establish safe access and fall controls before stepping onto the roof.

3. Use designated walkways/crawl boards where required for fragile or low-strength surfaces.
4. Maintain separation from unprotected edges and openings unless protected by the approved system.
5. Keep roof access points secured and unobstructed.
6. Carry only manageable items; use lifting methods for bulky/heavy materials.
7. Secure tools and loose materials against sliding or falling.
8. Monitor wind, rain, heat and surface condition throughout the task.
9. Maintain required connection to fall-protection systems.
10. Descend immediately if conditions deteriorate beyond the planned controls.

6. PROHIBITED PRACTICES

Workers must not:

- Access an unassessed roof.
- Walk on skylights, translucent sheeting or identified fragile surfaces.
- Work near an unprotected edge without the required fall controls.
- Use gutters, flashings or roof sheeting as an anchorage unless specifically designed and certified for that purpose.
- Work on wet, icy, excessively hot or dangerously windy roofs.
- Throw materials or tools from the roof.
- Work alone where the risk assessment/rescue arrangement requires another person.
- Use damaged or unverified fall-protection equipment.

7. FRAGILE SURFACES AND SKYLIGHTS

Roofing can appear sound while being unable to support a person's weight; skylights can be difficult to distinguish in some conditions.

- Identify fragile areas before access.
- Use covers, guardrails, walkways or other engineered controls.
- Never rely on visual appearance alone where roof strength is uncertain.

8. EDGE PROTECTION AND FALL ARREST

Unprotected roof edges and openings can produce fatal falls.

- Prefer compliant edge protection or other fall-prevention systems.
- Where fall-arrest is necessary, use suitable rated anchorages and maintain required clearance.
- Keep rescue capability immediately available.

9. WEATHER AND FALLING OBJECTS

Wind, rain and heat can rapidly change roof safety; tools/materials may fall onto persons below.

- Monitor conditions continuously.
- Secure loose materials.
- Maintain exclusion zones below roof work.

10. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop for deteriorating weather, unstable/damaged roofing, unidentified fragile areas, failed edge protection, questionable anchorage, dropped-object risk or any change to the planned access/fall controls.

Do not resume until the roof and control system are reassessed.

11. SHUTDOWN AND HOUSEKEEPING

- Remove tools/materials without creating falling-object risk.
- Leave roof openings and access points secured.
- Inspect and store fall-protection equipment.
- Remove exclusion controls only after roof work and overhead hazards are complete.
- Report defects, damage or near misses.

12. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate the hazard or energy source where safe to do so.
3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

13. STOP WORK REQUIREMENT

Work must stop where:

- Roof strength/condition is uncertain.
- Safe access or fall prevention cannot be established.
- Fragile surfaces cannot be effectively controlled.
- Weather makes footing or material control unsafe.
- Required rescue arrangements are unavailable.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 088 – Working on Roofs
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Prepared By	Aidan McDonnell
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