

SITE SURVEY REPORT

Safe Work Method Statement (SWMS)

Prepared for	Logan Distribution Centre, Qld (fictional)
Date	20 Oct 2026
Site	Logan Distribution Centre, Qld
Prepared by	S. Kowalski

FORM

Safe Work Method Statement (SWMS)

1. Work details

SWMS number	SWMS-112
Revision	2
Date prepared	20 Oct 2026
PCBU (business doing the work)	Southern Cross Roofing Pty Ltd
ABN	12 345 678 901
PCBU contact and phone	S. Kowalski, 0400 555 218
Project	Warehouse 3 roof renewal
Workplace	Logan Distribution Centre, Warehouse 3
Workplace address	48 Kingston Rd, Loganlea QLD 4131
Work location (GPS)	Warehouse 3 roof, north bay · -27.668420, 153.131760 (±7 m)
Work activity	Remove and replace roof sheets and skylights on a warehouse roof
Scope of the work	Strip about 600 m2 of corrugated roof sheeting, replace 14 skylights with new sheets and mesh, fit new ridge capping. Gutters are not in this scope.
Start date	27 Oct 2026
Supervisor	S. Kowalski
Supervisor phone	0400 555 218
Is this part of a construction project with a principal contractor?	Yes
Principal contractor	Apex Build Group
Principal contractor contact	L. Tran, site manager

2. High risk construction work

Which high risk construction work does this job include? Tick every one that applies.	Involves a risk of a person falling more than 2 metres, Is carried out in an area at a workplace in which there is any movement of powered mobile plant
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SWMS required. The work ticked above is high risk construction work. A SWMS must be prepared before the work starts, and the work must be carried out in line with it (WHS Regulations, regs 299 and 300).

Types of high risk construction work

2

3. Work steps, hazards and controls

Work steps 1: Set up edge protection and exclusion zones

Work step	Set up edge protection and exclusion zones
Hazards and risks	Falls from the roof edge while the rail is installed. Forklifts in the yard below.

Photos



Risk before controls	High
Kinds of control used	Engineering control, Administrative control (procedure, permit, training, signage)
Control measures, and how they are put in place	Edge protection installed from the boom-type EWP before anyone steps onto the roof. Exclusion zone under the work with barriers and signs; warehouse manager stops forklift traffic on that side.
Risk with controls in place	Low
Who checks the controls, and how often?	S. Kowalski, checked each morning before work starts

Work steps 2: Cover or mesh the skylights

Work step	Cover or mesh the skylights
Hazards and risks	Falling through a brittle skylight.

Photos



Risk before controls	Extreme
Kinds of control used	Engineering control, Administrative control (procedure, permit, training, signage)
Control measures, and how they are put in place	Every skylight covered with a fixed mesh cover before sheeting work starts. Skylights marked on the roof plan and briefed at the pre-start.
Risk with controls in place	Low
Who checks the controls, and how often?	S. Kowalski, cover count checked against the plan daily

Work steps 3: Remove old sheets and lower them to the ground

Work step	Remove old sheets and lower them to the ground
Hazards and risks	Sheets caught by the wind. Manual handling. Cuts from sheet edges.
Risk before controls	High
Kinds of control used	Engineering control, Administrative control (procedure, permit, training, signage), Personal protective equipment (PPE)
Control measures, and how they are put in place	Work stops in winds over the limit set in the roof plan. Sheets lowered in bundles by the crane truck, not carried down. Cut-resistant gloves.
Risk with controls in place	Medium
Who checks the controls, and how often?	Leading hand, wind checked hourly

Work steps 4: Fix new sheets and ridge capping

Work step	Fix new sheets and ridge capping
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Hazards and risks	Falls inside the edge protection. Power tool injuries. Heat and sun exposure.
Risk before controls	Medium
Kinds of control used	Engineering control, Administrative control (procedure, permit, training, signage), Personal protective equipment (PPE)
Control measures, and how they are put in place	Edge protection and skylight covers stay in place until the sheets are fixed. Battery drivers only. Work 6:00 to 13:00 in hot weather, water and shade on the roof.
Risk with controls in place	Low
Who checks the controls, and how often?	S. Kowalski
Work steps	4

4. Licences, plant and PPE

Workers 1: S. Kowalski

Name	S. Kowalski
Company	Southern Cross Roofing
Licences and training held	General construction induction (White Card), Boom-type EWP licence (boom 11 m or more), Working at heights training, First aid
Licence numbers	HRWL EWP 4471928

Workers 2: J. Patel

Name	J. Patel
Company	Southern Cross Roofing
Licences and training held	General construction induction (White Card), Working at heights training

Workers 3: B. Morgan

Name	B. Morgan
Company	Southern Cross Roofing
Licences and training held	General construction induction (White Card), Dogging licence, Working at heights training
Licence numbers	HRWL DG 3398210
Workers	3

Plant and equipment	Boom-type EWP (pre-start check each day, logbook in the cab), crane truck with current inspection, battery drivers and nibblers.
Will hazardous chemicals be used?	No
PPE required	Hard hat, Safety glasses, High-visibility clothing, Gloves, Safety boots, Harness and lanyard, Sun protection (hat, sunscreen, long sleeves)
Permits and plans	Working at heights permit, Client or site permit
Permit numbers	Apex WAH-0331; Logan DC permit 2026-0412

5. Emergency

First aider on site	S. Kowalski
First aid kit location	Site shed and the EWP basket
Nearest hospital	Logan Hospital, Meadowbrook
Emergency number	000
Assembly area	Car park gate 2
Assembly area (GPS)	Car park gate 2 · -27.669180, 153.130940 (±5 m)
Emergency and rescue procedure	Call 000 and the principal contractor. A worker hurt on the roof is brought down in the EWP basket by S. Kowalski; if the EWP cannot reach, Queensland Fire and Emergency Services is called for a roof rescue. Rescue plan for a fall arrest is in the roof plan, page 4.

6. Consultation and sign-on

Were the workers doing the work consulted in preparing this SWMS?	Yes
What the workers raised	J. Patel asked for a second set of skylight covers so the old ones can stay in place until the new sheet is fixed. Added to step 2.
Has a copy been given to the principal contractor before the work starts?	Yes

Workers: I have read, or been taken through, this SWMS, I understand it and I will follow it 1: S. Kowalski

Name	S. Kowalski
Company or trade	Southern Cross Roofing

Signature

*S. Kowalski***Workers: I have read, or been taken through, this SWMS, I understand it and I will follow it 2: J. Patel**

Name

J. Patel

Company or trade

Southern Cross Roofing

Signature

*J. Patel***Workers: I have read, or been taken through, this SWMS, I understand it and I will follow it 3: B. Morgan**

Name

B. Morgan

Company or trade

Southern Cross Roofing

Signature

B. Morgan

Workers signed

3

7. Review and keeping the SWMS

Points to resolve before work starts

0

Nothing counted above. The SWMS is ready for the work to start.

Prepared by

S. Kowalski

Position

Supervisor

Signature

S. Kowalski

Reviewed by (supervisor or principal contractor)

L. Tran, Apex Build Group

Date

22 Oct 2026

Reviewer signature*L. Tran*

Review and revise this SWMS when

A control measure does not control the risk, Before a change at the workplace that could bring a new or different risk, A new hazard or risk is found, Consultation shows a review is needed, A health and safety representative asks for a review
