

East Coast Roofing & Building Supplies
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WORK SITE RISK ASSESSMENT CHECKLIST

INITIAL INSPECTION DATE: _____ REVIEW INSPECTION DATE: _____

BUILDER: _____ PROJECT NO: _____

SITE ADDRESS: _____

HAZARD IDENTIFICATION	NO	YES	CONTROL MEASURES	IN PLACE		RECTIFIED
				YES	NO	
Is the working height at the perimeter of the roof 3.0 metres or more?			Attach a guardrail system to the perimeter of the roof or erect a perimeter scaffold to the eaves line with edge protection at least 900mm above the perimeter of the roof.			
Is the slope of the roof more than 25 Degrees, regardless of the working Height at the perimeter?			Attach a guardrail system to the perimeter of the roof or erect a perimeter.			
Is the surface condition below the roof, onto which a person may fall, hazardous?			Attach a guardrail system to the perimeter of the roof or erect a perimeter.			
Does the structure supporting the roof require modification to support safeguards?			Notify the principal contractor. Do not proceed until modifications are complete.			
Is the spacing between the rafters or trusses more than 600mm?			Use safeguards, including fall arrest systems, to prevent or arrest falls through the roof.			
Is there an increased risk of falling due to the surface material of the product on which the work is to be performed?			Use edge protection or fall arrest systems, as required by the code, to prevent or arrest falls.			
Is access to and from the site unsuitable?			Arrange safe access.			
Is access to and from the roof unsuitable?			Arrange safe access.			
Are there any electrical hazards within 4.0 metres of the roof?			Power should be disconnected, insulated or otherwise made safe before proceeding.			
Are the weather conditions unsuitable for work on the roof?			Discontinue work until weather conditions are suitable.			
Are there persons who have not received appropriate induction training to carry out the work?			Provide appropriate induction training to carry out the work before proceeding.			
Are there any manual handling issues?			Provide systems of work which comply with the recommendations of the OHS (manual handling) Regulation 1991			
Are there other persons/trades working on the site?			Clearly display hazard warning signs as appropriate, such as: PERSONS WORKING ABOVE, NAIL GUN IN USE, ELEVATOR OR HOIST IN USE.			
Are portable electric tools being used?			Ensure that all the necessary precautions have been taken before proceeding.			
Are asbestos products being handled?			Ensure that all the necessary precautions have been taken before proceeding.			
Are there any persons who have not been supplied with the appropriate PPE to do the work?			Supply with the appropriate PPE before proceeding.			
Are there persons who have not been adequately trained and instructed in the use of PPE?			Train and instruct all persons in the use of PPE.			

NOTES:

INSPECTED BY: _____ SIGNED: _____

EAST COAST ROOFING & BUILDING SUPPLIES

FINAL INSPECTION SHEET

Order No :

Tiler :

	Yes	Unable to	Not
		Check	Applicable
Site and inside of building left clean			
Tile set out is correct			
No damaged/broken /chipped tiles left in roof			
Tiles are nailed/clipped as required			
Ridge- top ridge and hips are correct			
Ridge-weep hole clear			
Ridgelok/pointing colour & finish is acceptable			
No mortar stains			
Valleys- straight & tidy			
Valleys- cuts propped & secured			
Gables- bed & point/ridgelok correct (gal flashing)			
Gables- barge roll correct			
Gables- dry verge finish correct			
Sarking- 25mm into gutters			
Sarking- no tears and laps correct			
Anti flap pads installed correctly			
Boundary of roof secured adequately			
Work around flashing is correct			
Gutter is not damaged			
Gutters cleaned out			
Roof is clean & tidy			
Pallets to be picked up			

The following work is required by other trades:

Plumbers and Painters

Date: _____

Work is completed to a satisfactory standard: _____ Yes