

## Accidental Damage To Surroundings During Installation Risk Assessment

Business Name:		ABN:	
Business Address:			
Contact Person:	Phone:	Email:	

### THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

### CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	

RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change	
								<b>PPE</b>	

### Risk Rating & Required Action:

4A	Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.
3H	Review and approve additional controls before the task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

### Consequence Scale:

Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
Catastrophic	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
Major	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
Moderate	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
Minor	First-aid only, no lost time	negligible delay	Isolated non-conformance
Insignificant	No injury	no schedule impact	Deviation caught and corrected on site

### Notes on Hierarchy of Controls:

Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. Substitute
3. Isolate
4. Engineering
5. Administrative
6. PPE

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

*aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.*

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Physical injury from improper handling of tools, Inadequate knowledge of installation procedure	3H	<ul style="list-style-type: none"> <li>- Ensure all personnel are trained in the procedure</li> <li>- Conduct a toolbox talk before starting</li> <li>- Use personal protective equipment (PPE), such as gloves and goggles</li> <li>- Familiarize all workers with the tools and equipment</li> <li>- Review the installation guidelines</li> <li>- Provide supervision by an experienced team member</li> <li>- Implement a check-in system for regular status updates</li> <li>- Create a clear and accessible emergency plan</li> <li>- Document all preparatory steps undertaken</li> <li>- Mitigate site-specific hazards through a preliminary walkthrough</li> </ul>	2M
2. Transportation of Materials	Material spillage, Mechanical failure of transport equipment	3H	<ul style="list-style-type: none"> <li>- Secure all materials during transport</li> <li>- Use appropriate equipment for lifting and shifting</li> <li>- Conduct pre-use checks on transportation equipment</li> <li>- Employ trained operators for machinery</li> <li>- Establish clear pathways for transportation</li> <li>- Monitor transport conditions continuously</li> <li>- Implement spill kits along the transportation route</li> <li>- Regular maintenance of transport equipment</li> <li>- Limit the speed of transport vehicles</li> <li>- Restrict access to transport paths during movement</li> </ul>	2M
3. Site Access	Slip trip and fall, Unauthorized access to the site	2M	<ul style="list-style-type: none"> <li>- Establish controlled access points</li> <li>- Ensure all pathways are clearly marked and clear of obstructions</li> <li>- Signage to indicate restricted areas</li> <li>- Supervise all site entrances</li> <li>- Provide inductions for all site visitors</li> <li>- Ensure adequate lighting in all access areas</li> <li>- Regular inspection and maintenance of access ways</li> <li>- Implement sign-in and sign-out for all personnel</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Train personnel on the importance of secured access</li> <li>- Put in place physical barriers where needed</li> </ul>	
4. Unloading Materials	Straining injuries, Dropping materials	3H	<ul style="list-style-type: none"> <li>- Use proper lifting techniques</li> <li>- Use mechanical aids (dollies, pallet jacks)</li> <li>- Secure materials properly to prevent dropping</li> <li>- Clear work area of obstacles</li> <li>- Wear appropriate PPE (gloves, safety glasses)</li> <li>- Communicate with team members</li> <li>- Inspect equipment before use</li> <li>- Keep aisles clear</li> <li>- Use designated lifting zones</li> <li>- Avoid overexertion</li> <li>- Get assistance for heavy loads</li> </ul>	2M
5. Positioning Equipment	Object collision, Equipment tipping over	4A	<ul style="list-style-type: none"> <li>- Plan equipment placement in advance</li> <li>- Use spotters for blind spots</li> <li>- Secure equipment to prevent tipping</li> <li>- Use proper tie-down techniques</li> <li>- Clear area around equipment</li> <li>- Use caution when maneuvering</li> <li>- Communicate with team</li> <li>- Inspect equipment stability</li> <li>- Use proper hitching techniques</li> <li>- Avoid sharp turns</li> <li>- Use designated equipment zones</li> </ul>	3H
6. Electrical Configurations	Electrical shock, Fire outbreak	4A	<ul style="list-style-type: none"> <li>- Lock out/tag out (LOTO) procedures</li> <li>- Use insulated tools</li> <li>- Verify de-energization</li> <li>- Maintain safe distances</li> <li>- Use fire extinguishers</li> <li>- Clear area of flammable materials</li> <li>- Follow electrical safety protocols</li> <li>- Get training for electrical work</li> <li>- Use proper wiring techniques</li> <li>- Avoid overloading circuits</li> </ul>	2M

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7. Anchoring Structures	Structural collapse, Improper anchor placement	3H		2M
8. Assembling Components	Pinching injuries, Improper assembly	3H		2M
9. Cosmetic Fixtures	Surface scratches and dents, Using inappropriate tools	2M		1L

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10. Final Inspection and Adjustments	Missed defects, Uncalibrated equipment	3H		2M
11. Clean-up and Waste Management	Exposure to hazardous waste, Accidental disposal of important materials	3H		2M
12. Site Handover	Inaccurate reporting, Failure to highlight key operation points	2M		1L

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13. Debrief and Review	Communication breakdown, Failure to capture lessons learned	2M		1L
14. Ongoing Maintenance	Deterioration of materials, Delayed response to issues	2M		1L
15. Emergency Preparedness	Inadequate emergency response, Unclear roles during crises	4A		2M

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SAMPLE



## EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

## LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IF ANY STATE THAT ARE NOT APPLICABLE

### Queensland & Australian Capital Territory

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>

Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>

Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

### Victoria

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>

Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

### New South Wales

Work Health and Safety Act 2011

Work Health and Safety Regulations 2017

Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

### Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>

Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

### Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulations 2011

Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

### Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>

Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

### Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

### South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>

Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

### Tasmania

Work Health and Safety Act 2012

Work Health and Safety (Transitional and Consequential Provisions) Act 2012

Work Health and Safety Regulations 2012

Work Health and Safety (Transitional) Regulations 2012

Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>

Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.