

Administration Duties Under Time Pressure 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			Elimination Remove the hazard.
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution 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.	Engineering Isolate the hazard
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	Administrative Change
								PPE

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 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. Schedule Review	Inadequate time allocation, Overlapping deadlines	3H	<ul style="list-style-type: none"> - Prioritise tasks based on urgency and importance - Allocate sufficient time for each task based on past performance - Use scheduling software to track deadlines - Set reminders for crucial deadlines - Regularly review and adjust schedule as necessary - Avoid accepting additional tasks beyond capacity - Communicate availability limits to team - Conduct regular status updates with stakeholders on progress - Allow buffer time for unexpected delays - Employ time management training for staff 	2M
2. Task Prioritisation	Misjudgement of task priority, Lack of clarity on task objectives	3H	<ul style="list-style-type: none"> - Use a priority matrix to assess task importance and urgency - Establish clear criteria for task prioritisation - Consult with supervisors to ensure alignment on priorities - Document task objectives clearly in a centralised system - Provide training on effective prioritisation techniques - Facilitate regular team discussions on task alignment - Use visual boards to track task progression and priority - Continuously review and adjust priorities based on feedback - Apply the Pareto Principle to identify key tasks impacting goals - Ensure adequate completion of preliminary tasks before advancing 	2M
3. Email Management	Email overload, Delayed response time	3H	<ul style="list-style-type: none"> - Set specific times to check and respond to emails - Use filters to organise and prioritise emails - Unsubscribe from non-essential email lists - Implement email templates for common responses - Encourage concise and clear communication - Train staff on effective email management strategies - Use an out-of-office reply to manage expectations - Delegate email management tasks when appropriate 	2M

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			<ul style="list-style-type: none"> - Keep emails short and to the point, focusing on key issues - Use collaboration tools to reduce email dependency 	
4. Document Preparation	Errors in documents, Insufficient time for thorough proofreading	3H	<ul style="list-style-type: none"> - Implement a peer review process for all documents before finalization - Allocate dedicated time for proofreading and editing - Use document management software to track revisions and approvals - Establish a checklist for document preparation to ensure all required elements are included - Provide training on document preparation standards and procedures - Implement a quality control process to catch errors before documents are distributed - Use templates and standardized formats to reduce errors - Assign experienced staff to handle document preparation - Establish a deadline for document completion to allow sufficient time for review - Communicate clearly with stakeholders about document requirements and timelines - Regularly update document templates and procedures to reflect changes - Implement a feedback loop to identify areas for improvement in document preparation 	2M
5. Meeting Coordination	Double-booking, Unplanned meeting extensions	3H	<ul style="list-style-type: none"> - Use a centralized calendar system to track all meetings and avoid double-booking - Establish a protocol for handling unplanned meeting extensions, including notifying participants in advance - Assign a dedicated staff member to manage meeting logistics and coordination - Implement a meeting agenda template to ensure all topics are covered and time is managed effectively - Provide clear instructions to participants regarding meeting duration and expected outcomes - Establish a backup plan for meetings in case of cancellations or conflicts - Communicate proactively with participants about any changes to meeting times or locations - Use video conferencing tools to facilitate remote participation and reduce the need for in-person meetings - Implement a meeting evaluation process to gather feedback and improve future meetings - Establish a meeting etiquette guide to ensure all participants follow the same rules - Assign a timekeeper to monitor the meeting duration and ensure it stays on schedule 	2M
6. Data Entry	Data input errors, Fatigue from repetitive tasks	3H	<ul style="list-style-type: none"> - Implement data validation checks to catch input errors before they are saved - Rotate staff between data entry tasks to reduce fatigue and maintain accuracy - Provide training on data entry best practices and error prevention techniques - Use data entry software with built-in error correction and validation features - Establish a data quality control process to regularly audit and verify data accuracy - Implement a break schedule to prevent fatigue and maintain focus during data entry - Communicate the importance of data accuracy and the consequences of errors - Assign experienced staff to handle complex data entry tasks - Establish a data backup and recovery plan to prevent data loss in case of system failures - Implement a data entry competition or incentive program to encourage accuracy and speed - Regularly update data entry procedures and software to reflect changes - Implement a data entry error reporting system to track and analyze common mistakes 	1L

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7. Client Communication	Miscommunication with clients, Pressure to respond quickly	3H		2M
8. Report Generation	Incomplete analysis, Incomplete report	3H		2M
9. System Updates	System downtime, Incomplete updates	3H		1L

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10. Filing and Record Keeping	Misfiled documents, Loss of important records	3H		1L
11. Performance Monitoring	Bias in assessments, Inconsistent performance reviews	3H		2M
12. Team Collaboration	Misalignment on goals, Poor communication	3H		2M

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13. Personal Safety	Repetitive strain injury, Poor posture leading to musculoskeletal issues	3H		1L
14. Conflict Resolution	Escalation of conflicts, Emotional distress among staff	3H		2M
15. Time Management	Task overload, Burnout	4A		2M

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Work-life Balance	Encroachment of work into personal time, Stress due to work pressure	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M

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>

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>

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>

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.

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>

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>

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