

Apply Hot Work Applications Risk Assessment

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

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS 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:

- Eliminate**
- Substitute
- Isolate
- Engineering
- Administrative
- 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	Inadequate workspace setup, Lack of permits	3H	<ul style="list-style-type: none"> - Ensure workspace is clear of unnecessary materials. - Obtain necessary hot work permits. - Review job safety analysis (JSA) prior to commencing work. - Check fire safety equipment availability. - Mark work zone and limit access to authorised personnel only. - Conduct a pre-start safety meeting to discuss work tasks. - Ensure proper ventilation setup. - Verify that equipment is in proper working condition. - Understand and review emergency procedures. - Check for combustible materials within a 10-metre radius. 	2M
2. Equipment Inspection	Faulty equipment, Inadequate protective gear	3H	<ul style="list-style-type: none"> - Conduct a thorough inspection of all tools and equipment before use. - Ensure all equipment has been tested and tagged for compliance. - Supply proper personal protective equipment (PPE). - Provide training on correct equipment use and maintenance. - Isolate malfunctioning equipment from work area. - Document inspection results. - Ensure spare equipment is available in case of failure. - Check electrical grounding adequate for equipment. - Test equipment to confirm operational safety before use. - Verify that all gas canisters are properly stored and capped. 	1L
3. Site Safety Check	Environmental hazards, Poor signage	3H	<ul style="list-style-type: none"> - Perform a site inspection for potential environmental hazards. - Ensure clear, visible, and adequate signage for hot work area. - Review nearby weather conditions that may affect work conditions. - Confirm the location and functioning of emergency exits. - Establish communication signals for emergencies. - Ensure evacuation plans are in place and communicated. - Set up barriers and caution tapes around the work area. - Check for flammable substances in vicinity. 	2M

<p>Heat, Fire breakout</p>	<p>4A</p>	<p>Conduct a safety briefing outlining the identified risk and controls</p>
<p>Delayed response</p>	<p>3H</p>	<p></p>

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7. Clean-Up	Slips and trips, Improper waste disposal	2M		1L
8. Maintenance of Equipment	Wear and tear, Improper maintenance	3H		1L
9. Reporting and Documentation	Inaccurate incident reports, Loss of important documents	2M		1L

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10. Feedback and Continuous Improvement	Ignoring process gaps, Lack of communication	2M		1L
11. Policy Review and Adjustment	Outdated procedures, Compliance issues	3H		1L
12. Training and Education	Skill gaps, Non-compliance due to lack of awareness	3H		2M

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			[REDACTED]	
13. Communication and Coordination	Misinformation, Confusion during emergencies	4A	[REDACTED]	2M
14. Emergency Preparedness	Unanticipated emergencies, Failure to react promptly	4A	[REDACTED]	2M

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15. Review and Continuous Monitoring	Failure to identify emerging risks, Lack of follow-up	3H	<ul style="list-style-type: none"> Establish a regular review schedule for emerging risks. Implement a system for reporting and tracking emerging risks. Conduct regular follow-up reviews to ensure risks are identified and controlled. Communicate findings and actions to relevant stakeholders. Review and update risk assessment as new information becomes available. Ensure adequate resources are allocated for risk monitoring and follow-up. Document all findings, actions, and follow-up activities. Conduct periodic audits to verify the effectiveness of risk monitoring and follow-up. Provide training and awareness to staff on the importance of identifying and reporting emerging risks. Establish clear roles and responsibilities for risk monitoring and follow-up. Review and update the risk management process as needed. 	1L

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.