

## Assist Physically Impaired Members 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>	
<b>Risk Rating &amp; Required Action:</b>								<b>Notes on Hierarchy of Controls:</b>	
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.								Remember to apply controls in the preferred order shown by the coloured pyramid:	
3H Review and approve additional controls before task starts. Senior supervisor sign-off needed.								1. <b>Eliminate</b>	
2M Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.								2. Substitute	
1L Proceed, following standard operating procedures. Monitor and keep records.								3. Isolate	
								4. Engineering	
								5. Administrative	
								6. PPE	
<b>Consequence Scale:</b>								Always document <b>why</b> a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
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				
								<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	

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 planning, Lack of communication	3H	<ul style="list-style-type: none"> <li>- Conduct a pre-assessment meeting with the team</li> <li>- Develop a detailed plan outlining duties and responsibilities</li> <li>- Ensure all personnel understand the plan</li> <li>- Confirm communication tools are available</li> <li>- Brief staff on emergency procedures</li> <li>- Allocate emergency contacts</li> <li>- Schedule periodic reviews</li> <li>- Set clear communication protocols</li> <li>- Assign a team leader</li> <li>- Document planning processes</li> </ul>	2M
2. Task Analysis	Task complexity, Overestimating abilities	3H	<ul style="list-style-type: none"> <li>- Break tasks into clear, manageable steps</li> <li>- Assess tasks for potential accessibility issues</li> <li>- Use simple language in task descriptions</li> <li>- Ensure staff are aware of task requirements</li> <li>- Verify support requirements for each task</li> <li>- Use visual aids where applicable</li> <li>- Provide training for specialised tasks</li> <li>- Consult with participants about their needs</li> <li>- Cross-check task plan with team</li> <li>- Update task details as necessary</li> </ul>	2M
3. Equipment Check	Faulty equipment, Unsuitable tools	3H	<ul style="list-style-type: none"> <li>- Conduct regular maintenance of all equipment</li> <li>- Confirm compatibility of equipment with impairments</li> <li>- Use equipment with safety certifications</li> <li>- Label and store equipment correctly</li> <li>- Replace or repair damaged items immediately</li> <li>- Train staff in proper equipment use</li> <li>- Conduct a pre-use equipment briefing</li> <li>- Implement an equipment sign-out system</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Regularly update equipment lists</li> <li>- Assess new equipment options</li> </ul>	
4. Environment Assessment	Unsafe area, Inadequate facilities	4A	<ul style="list-style-type: none"> <li>- Establish safety zones and barriers</li> <li>- Conduct regular safety audits</li> <li>- Implement clear signage and warnings</li> <li>- Ensure adequate lighting</li> <li>- Maintain clean and unobstructed work areas</li> <li>- Provide personal protective equipment (PPE)</li> <li>- Establish safe work procedures</li> <li>- Conduct safety training for all personnel</li> <li>- Implement emergency response plans</li> <li>- Regularly inspect and maintain equipment</li> <li>- Use fall protection measures</li> <li>- Implement lockout/tagout procedures</li> <li>- Ensure proper ventilation</li> <li>- Use safety harnesses and lanyards</li> <li>- Implement strict access control</li> <li>- Conduct regular safety meetings</li> <li>- Establish a safety culture</li> <li>- Implement a permit-to-work system</li> <li>- Use safety glasses and face shields</li> <li>- Implement a safe lifting technique</li> <li>- Regularly inspect and maintain equipment</li> <li>- Use fall protection measures</li> <li>- Implement lockout/tagout procedures</li> <li>- Ensure proper ventilation</li> <li>- Use safety harnesses and lanyards</li> <li>- Implement strict access control</li> <li>- Conduct regular safety meetings</li> <li>- Establish a safety culture</li> <li>- Implement a permit-to-work system</li> <li>- Use safety glasses and face shields</li> <li>- Implement a safe lifting technique</li> </ul>	2M
5. Personnel Training	Lack of awareness, Insufficient skills	4A	<ul style="list-style-type: none"> <li>- Conduct comprehensive safety training</li> <li>- Provide hands-on practice</li> <li>- Implement a competency-based training system</li> <li>- Regularly update training materials</li> <li>- Conduct refresher training</li> <li>- Implement a mentorship program</li> <li>- Establish a safety culture</li> <li>- Implement a permit-to-work system</li> <li>- Use safety glasses and face shields</li> <li>- Implement a safe lifting technique</li> <li>- Regularly inspect and maintain equipment</li> <li>- Use fall protection measures</li> <li>- Implement lockout/tagout procedures</li> <li>- Ensure proper ventilation</li> <li>- Use safety harnesses and lanyards</li> <li>- Implement strict access control</li> <li>- Conduct regular safety meetings</li> <li>- Establish a safety culture</li> <li>- Implement a permit-to-work system</li> <li>- Use safety glasses and face shields</li> <li>- Implement a safe lifting technique</li> </ul>	2M
6. Assistive Technology Use	Incompatible technology, Misuse of devices	3H	<ul style="list-style-type: none"> <li>- Conduct thorough testing and validation</li> <li>- Provide comprehensive training</li> <li>- Implement a competency-based training system</li> <li>- Regularly update training materials</li> <li>- Conduct refresher training</li> <li>- Implement a mentorship program</li> <li>- Establish a safety culture</li> <li>- Implement a permit-to-work system</li> <li>- Use safety glasses and face shields</li> <li>- Implement a safe lifting technique</li> <li>- Regularly inspect and maintain equipment</li> <li>- Use fall protection measures</li> <li>- Implement lockout/tagout procedures</li> <li>- Ensure proper ventilation</li> <li>- Use safety harnesses and lanyards</li> <li>- Implement strict access control</li> <li>- Conduct regular safety meetings</li> <li>- Establish a safety culture</li> <li>- Implement a permit-to-work system</li> <li>- Use safety glasses and face shields</li> <li>- Implement a safe lifting technique</li> </ul>	1L

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7. Emergency Procedures	Delayed response, Confused protocols	4A		2M
8. Health Monitoring	Unaddressed health issues, No immediate medical assistance	3H		2M
9. Communication Protocols	Miscommunications, Technology failures	3H		1L

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			<div></div> <div></div> <div></div> <div></div>	
10. Transportation Safety	Unsafe transport methods, Access issues	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
11. Supervision	Inadequate oversight, Absence of support	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
12. Review and Feedback	Unaddressed issues, Inadequate improvements	3H	<div></div> <div></div> <div></div> <div></div> <div></div>	1L

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13. Policy Compliance	Non-compliance, Outdated policies	4A		2M
14. Confidentiality	Data breaches, Privacy violations	3H		1L
15. Incident Reporting	Unreported incidents, Inaccurate records	3H		1L

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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.