

## Attend Home Auctions At Uncertain Locations 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			<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 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	Lack of information about location, Unfamiliarity with auction process	3H	<ul style="list-style-type: none"> <li>- Conduct thorough research on auction location and process</li> <li>- Review property details ahead of time</li> <li>- Discuss auction process with experienced colleagues or professionals</li> <li>- Arrange for a local contact or agent to accompany</li> <li>- Review local WHS regulations</li> <li>- Ensure availability of a reliable map or GPS system</li> <li>- Inform someone about the intended visit schedule</li> <li>- Schedule a pre-visit to the auction location if possible</li> <li>- Confirm auction schedule and location details</li> <li>- Verify credentials of the auctioneer and agency</li> </ul>	2M
2. Planning the Visit	Inadequate travel plans, Last-minute schedule changes	3H	<ul style="list-style-type: none"> <li>- Develop a detailed travel itinerary</li> <li>- Allow buffer time for unexpected delays</li> <li>- Keep updated on weather and traffic conditions</li> <li>- Use reliable transportation methods</li> <li>- Confirm travel and accommodation arrangements</li> <li>- Establish a communication plan with team or loved ones</li> <li>- Keep emergency contact information available</li> <li>- Review the risk assessment for the journey</li> <li>- Coordinate with team for any changes</li> <li>- Ensure all electronic devices are charged and operational</li> </ul>	2M
3. Travel to Auction Location	Road accidents, Travel fatigue	4A	<ul style="list-style-type: none"> <li>- Ensure vehicle is in good condition and fuelled</li> <li>- Adhere to speed limits and road regulations</li> <li>- Avoid driving under fatigue or stress</li> <li>- Take regular breaks during long travel</li> <li>- Use navigation aids to reach the location safely</li> <li>- Plan for alternative routes in case of roadblock</li> <li>- Ensure mobile connectivity throughout the journey</li> <li>- Keep a first aid kit in the vehicle</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Carry water and essential refreshments</li> <li>- Inform someone upon arrival</li> </ul>	
4. Arrival at Location	Unfamiliar environment, Security risks	3H	<ul style="list-style-type: none"> <li>- Arrive at the location at least 15 minutes before the start of the event</li> <li>- Park in a well-lit, secure area</li> <li>- Keep your vehicle locked and windows tinted</li> <li>- Avoid displaying valuables in the vehicle</li> <li>- Stay alert and aware of your surroundings</li> <li>- If you notice anything suspicious, report it to the authorities</li> <li>- Have a plan for what to do in case of an emergency</li> <li>- Consider hiring a security guard or bodyguard</li> <li>- Travel with a trusted friend or colleague</li> <li>- Use a secure mode of transport</li> <li>- Avoid walking alone at night</li> <li>- Be cautious of strangers and their intentions</li> <li>- Do not get into a vehicle with strangers</li> <li>- If you are stopped, remain calm and cooperative</li> <li>- Do not resist if you are forced into a vehicle</li> <li>- Have your identification and documents ready</li> <li>- Keep your phone charged and accessible</li> <li>- Have a backup plan for communication</li> <li>- Consider using a panic button or alarm</li> <li>- Stay in a secure location until you are safely home</li> </ul>	1L
5. Parking the Vehicle	Vehicle theft or damage, Difficulty in navigation	3H	<ul style="list-style-type: none"> <li>- Park in a well-lit, secure area</li> <li>- Lock the vehicle and remove the keys</li> <li>- Avoid parking in high-crime areas</li> <li>- Consider using a secure parking garage</li> <li>- If you are unsure of the location, ask for directions</li> <li>- Be cautious of your surroundings while parking</li> <li>- Do not leave valuables in the vehicle</li> <li>- Consider hiring a valet or parking attendant</li> <li>- If you notice anything suspicious, report it to the authorities</li> <li>- Have a plan for what to do in case of an emergency</li> <li>- Consider using a secure mode of transport</li> <li>- Avoid walking alone at night</li> <li>- Be cautious of strangers and their intentions</li> <li>- Do not get into a vehicle with strangers</li> <li>- If you are stopped, remain calm and cooperative</li> <li>- Do not resist if you are forced into a vehicle</li> <li>- Have your identification and documents ready</li> <li>- Keep your phone charged and accessible</li> <li>- Have a backup plan for communication</li> <li>- Consider using a panic button or alarm</li> <li>- Stay in a secure location until you are safely home</li> </ul>	2M
6. Entering the Auction Venue	Crowd control issues, Unmarked hazards	3H	<ul style="list-style-type: none"> <li>- Arrive at the venue early to avoid the crowd</li> <li>- Look for marked areas and signs</li> <li>- Follow the instructions of the staff</li> <li>- Be cautious of your surroundings</li> <li>- Do not touch anything without permission</li> <li>- If you notice anything suspicious, report it to the authorities</li> <li>- Have a plan for what to do in case of an emergency</li> <li>- Consider using a secure mode of transport</li> <li>- Avoid walking alone at night</li> <li>- Be cautious of strangers and their intentions</li> <li>- Do not get into a vehicle with strangers</li> <li>- If you are stopped, remain calm and cooperative</li> <li>- Do not resist if you are forced into a vehicle</li> <li>- Have your identification and documents ready</li> <li>- Keep your phone charged and accessible</li> <li>- Have a backup plan for communication</li> <li>- Consider using a panic button or alarm</li> <li>- Stay in a secure location until you are safely home</li> </ul>	2M

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7. Observing the Auction	Noise levels, Distractions	2M		1L
8. Engaging in Bidding	Financial overcommitment, Misunderstanding	3H		2M
9. Securing the Property	Documentation errors, Payment issues	3H		2M

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10. Leaving the Auction Venue	Stranger interactions, Security threats	2M		1L
11. Returning to Vehicle	Getting lost, Vehicle damage	2M		1L
12. Exiting the Location	Traffic congestion, Potential road closures	3H		2M

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13. Travel Home Safely	Driver fatigue, Unanticipated delays	4A		2M
14. Post-Travel Reflection	Inadequate reporting, Missed learning points	2M		1L
15. Final Documentation	Loss of records, Misfiled information	2M		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.