

**Brick Paving 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:	

SAMPLE

### 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:**

<b>4A</b>	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.
<b>3H</b>	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.

**Consequence Scale:**

Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance
<b>Insignificant</b>	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. Introduction	lack of training, unfamiliarity with tools	3H	<ul style="list-style-type: none"> <li>- Provide comprehensive training sessions</li> <li>- Issue tool operation manuals</li> <li>- Conduct tool demonstrations</li> <li>- Assess worker competency</li> <li>- Supervise initial activities closely</li> <li>- Use instructional videos</li> <li>- Implement a buddy system for new workers</li> <li>- Provide access to online resources</li> <li>- Schedule regular review sessions</li> <li>- Encourage questions and feedback</li> </ul>	2M
2. Site Preparation	uneven terrain, obstructions	3H	<ul style="list-style-type: none"> <li>- Conduct a thorough site inspection</li> <li>- Mark hazards with safety tape or signs</li> <li>- Level surface as much as possible</li> <li>- Remove debris and obstructions</li> <li>- Provide proper footwear to workers</li> <li>- Implement site-specific instructions</li> <li>- Utilize appropriate machinery for terrain</li> <li>- Ensure good lighting conditions</li> <li>- Conduct regular site maintenance</li> <li>- Use site-specific risk maps</li> </ul>	2M
3. Material Handling	manual handling, material spillage	4A	<ul style="list-style-type: none"> <li>- Use mechanical lifting equipment</li> <li>- Train workers in safe lifting techniques</li> <li>- Implement a buddy system for lifting</li> <li>- Provide PPE including gloves and steel-toed boots</li> <li>- Establish clear pathways for movement</li> <li>- Use spill kits for any spillage</li> <li>- Position storage close to working areas</li> <li>- Regularly inspect lifting equipment</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Maintain clean and uncluttered workspaces</li> <li>- Use labelled containers for materials</li> <li>- Ensure workers are aware of their physical limits</li> </ul>	
4. Sand Base Preparation	silica dust, incorrect compaction	4A	[REDACTED]	2M
5. Laying Edge Restraints	trip hazards, manual handling injuries	3H	[REDACTED]	2M
6. Brick Laying	finger injuries, repetitive strain	3H	[REDACTED]	1L

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			[REDACTED]	
7. Cutting Bricks	flying debris, noise exposure	4A	[REDACTED]	2M
8. Finishing and Sealing	chemical exposure, slippery surfaces	3H	[REDACTED]	2M
9. Clean-Up and Disposal	sharps exposure, improper waste disposal	3H	[REDACTED]	1L

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			[REDACTED]	
10. Post-Work Inspection	missed hazards, uncorrected issues	3H	[REDACTED]	1L
11. Reviewing Safety Procedures	complacency, procedural gaps	3H	[REDACTED]	1L

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12. Toolbox Talks	information overload, lack of engagement	3H	[REDACTED]	1L
13. Worker Shelter and Amenities	heat stress, poor hygiene	4M	[REDACTED]	2M
14. Equipment Maintenance	equipment failure, unauthorized use	4A	[REDACTED]	1L

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			[REDACTED]	
15. Emergency Procedures	panic, unfamiliar processes	4A	[REDACTED]	1L
16. Communication Protocols	miscommunication language barriers	3H	[REDACTED]	1L
17. Traffic Management	vehicle collisions, pedestrian accidents	4A	[REDACTED]	2M

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			[REDACTED]	
18. Personal Protective Equipment (PPE)	inadequate protection, improper use	4A	[REDACTED]	1L
19. Incident Reporting	underreporting, delayed response	3H	[REDACTED]	1L
20. Continuous Improvement	stagnation, resistance to change	3H	[REDACTED]	1L

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			<div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 90%;"></div> <div style="background-color: black; height: 15px; width: 85%;"></div> <div style="background-color: black; height: 15px; width: 75%;"></div>	

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 FOR 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-of-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/workplaces-and-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>

**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>

**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

**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.

