

## Build Course Structures 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 the 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	Manual handling injuries, Slips and trips	2M	<ul style="list-style-type: none"> <li>- Conduct a manual handling training session</li> <li>- Ensure work area is clean and free from obstacles</li> <li>- Provide appropriate PPE such as gloves and safety boots</li> <li>- Mark uneven surfaces with high-visibility tape</li> <li>- Use appropriate signage for wet floors</li> <li>- Implement a job rotation system to avoid repetitive strain injuries</li> <li>- Use mechanical aids for heavy lifting tasks</li> <li>- Encourage warm-up exercises before tasks</li> <li>- Assess work area for potential trip hazards regularly</li> <li>- Install sufficient lighting in all work areas</li> </ul>	1L
2. Transportation of Materials	Load shifting, Vehicle collisions	3M	<ul style="list-style-type: none"> <li>- Use secure straps and bindings for all loads</li> <li>- Train operators in defensive driving techniques</li> <li>- Conduct regular vehicle maintenance checks</li> <li>- Limit speed in work zones</li> <li>- Use spotters when reversing vehicles</li> <li>- Implement traffic management plans</li> <li>- Ensure loads do not exceed vehicle capacities</li> <li>- Install reversing cameras on all vehicles</li> <li>- Provide clear route maps to drivers</li> <li>- Ensure all drivers have valid licenses</li> </ul>	2M
3. Site Access	Unauthorized entry, Congestion	2M	<ul style="list-style-type: none"> <li>- Restrict access to authorised personnel only</li> <li>- Use security fencing around the worksite</li> <li>- Install CCTV monitoring systems</li> <li>- Issue site-specific identification to all personnel</li> <li>- Schedule deliveries during non-peak times</li> <li>- Implement staggered start and finish times</li> <li>- Provide clear signage for traffic flow</li> <li>- Conduct site inductions for all new personnel</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Ensure emergency access is kept clear at all times</li> <li>- Regularly review and update access procedures</li> </ul>	
4. Surveying Site	Exposure to extreme weather, Uneven terrain	3H	<ul style="list-style-type: none"> <li>- Establish a safe working area</li> <li>- Use appropriate personal protective equipment (PPE)</li> <li>- Monitor weather conditions and take action if necessary</li> <li>- Ensure all equipment is in good working order</li> <li>- Use appropriate techniques for uneven terrain</li> <li>- Establish a clear communication system</li> <li>- Use appropriate tools and equipment</li> <li>- Ensure all workers are trained and competent</li> <li>- Use appropriate safety barriers and signage</li> <li>- Establish a clear evacuation route</li> <li>- Use appropriate first aid and emergency procedures</li> <li>- Ensure all workers are aware of the risks and control measures</li> <li>- Use appropriate safety harness and fall protection</li> <li>- Establish a clear communication system</li> <li>- Use appropriate tools and equipment</li> <li>- Ensure all workers are trained and competent</li> <li>- Use appropriate safety barriers and signage</li> <li>- Establish a clear evacuation route</li> <li>- Use appropriate first aid and emergency procedures</li> <li>- Ensure all workers are aware of the risks and control measures</li> </ul>	2M
5. Foundation Laying	Collapse of excavation, Struck by moving objects	4A	<ul style="list-style-type: none"> <li>- Establish a safe working area</li> <li>- Use appropriate personal protective equipment (PPE)</li> <li>- Monitor weather conditions and take action if necessary</li> <li>- Ensure all equipment is in good working order</li> <li>- Use appropriate techniques for uneven terrain</li> <li>- Establish a clear communication system</li> <li>- Use appropriate tools and equipment</li> <li>- Ensure all workers are trained and competent</li> <li>- Use appropriate safety barriers and signage</li> <li>- Establish a clear evacuation route</li> <li>- Use appropriate first aid and emergency procedures</li> <li>- Ensure all workers are aware of the risks and control measures</li> <li>- Use appropriate safety harness and fall protection</li> <li>- Establish a clear communication system</li> <li>- Use appropriate tools and equipment</li> <li>- Ensure all workers are trained and competent</li> <li>- Use appropriate safety barriers and signage</li> <li>- Establish a clear evacuation route</li> <li>- Use appropriate first aid and emergency procedures</li> <li>- Ensure all workers are aware of the risks and control measures</li> </ul>	2M
6. Framework Erection	Falling objects, Working at heights	3H	<ul style="list-style-type: none"> <li>- Establish a safe working area</li> <li>- Use appropriate personal protective equipment (PPE)</li> <li>- Monitor weather conditions and take action if necessary</li> <li>- Ensure all equipment is in good working order</li> <li>- Use appropriate techniques for uneven terrain</li> <li>- Establish a clear communication system</li> <li>- Use appropriate tools and equipment</li> <li>- Ensure all workers are trained and competent</li> <li>- Use appropriate safety barriers and signage</li> <li>- Establish a clear evacuation route</li> <li>- Use appropriate first aid and emergency procedures</li> <li>- Ensure all workers are aware of the risks and control measures</li> <li>- Use appropriate safety harness and fall protection</li> <li>- Establish a clear communication system</li> <li>- Use appropriate tools and equipment</li> <li>- Ensure all workers are trained and competent</li> <li>- Use appropriate safety barriers and signage</li> <li>- Establish a clear evacuation route</li> <li>- Use appropriate first aid and emergency procedures</li> <li>- Ensure all workers are aware of the risks and control measures</li> </ul>	1L

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7. Installing Utilities	Electric shock, Gas leaks	4A		2M
8. Roofing	Weather exposure, Slippery surface	3H		2M
9. Window and Door Installation	Glass breakage, Finger injuries	3H		1L

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10. Internal Fit-out	Dust inhalation, Noise exposure	3H		2M
11. Painting	Chemical exposure, Falls from ladders	3H		1L
12. Flooring	Trips over materials, Back injuries from lifting	2M		1L

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13. Landscaping	Equipment rollover, Allergic reactions	3H		2M
14. Quality Assurance Inspection	Structural weaknesses, Inaccessible inspection points	3H		1L
15. Final Clean Up	Chemical exposure, Slips on wet surfaces	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.