

Checking Cladding Alignment 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			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:								Notes on Hierarchy of Controls:	
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. Eliminate	
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	
Consequence Scale:								4. Engineering	
Consequence		People (injury/illness)		Project / Assets		Compliance / Reputation		5. Administrative	
Catastrophic		Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution		6. PPE	
Major		Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage		Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
Moderate		Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment		<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	
Minor		First-aid only, no lost time		negligible delay		Isolated non-conformance			
Insignificant		No injury		no schedule impact		Deviation caught and corrected on site			

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	slips, trips	3H	<ul style="list-style-type: none"> - Ensure area is clean and free of obstructions - Use appropriate footwear with non-slip soles - Implement clear signage for potential hazards - Conduct a hazard assessment before beginning work - Provide safety briefings to all personnel involved - Restrict access to the working area to necessary personnel only - Use floor markings to highlight raised or sunken areas - Install handrails where possible - Deploy non-slip mats near entry points - Keep walkways adequately lit 	2M
2. Gather Equipment	manual handling injuries, equipment misplacement	3H	<ul style="list-style-type: none"> - Use trolleys for transporting heavy equipment - Train workers in manual handling techniques - Prepare checklist for all required equipment - Ensure all team members are aware of the equipment location - Implement a sign-out system for equipment usage - Assign specific roles for equipment management - Conduct regular audits and checks - Do not stack equipment in aisles - Use mechanical aids for lifting heavier items - Ensure equipment storage is well organised 	2M
3. Scaffold Setup	falls from height, incorrect assembly	4A	<ul style="list-style-type: none"> - Engage qualified personnel for scaffold erection - Ensure scaffolding complies with AS/NZS 4576 - Conduct a thorough inspection before use - Use harnesses when erecting and dismantling - Implement edge protection and guardrails - Restrict access to scaffold during erection - Provide adequate training for scaffold use - Use fall prevention and rescue plans 	2M

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			<ul style="list-style-type: none"> - Ensure foundation is stable and level - Report and rectify any damaged components immediately 	
4. Conduct Site Survey	incomplete data gathering, interference with operations	3H	<ul style="list-style-type: none"> - Conduct site survey at least 14 days before construction start - Obtain all necessary permits and approvals - Engage a qualified surveyor to conduct the survey - Ensure all survey data is accurate and complete - Communicate survey findings to all relevant parties - Implement measures to avoid or mitigate any identified risks - Monitor and maintain access to the site throughout the survey - Ensure all survey equipment is calibrated and in good working order - Establish a clear survey area and restrict access to non-survey personnel - Keep a detailed record of all survey data and findings - Review and discuss survey results with the project team - Update the project plan and risk register based on survey findings - Implement any necessary changes to the project plan - Communicate any changes to all relevant parties - Ensure all safety measures are in place and followed - Monitor and maintain safety throughout the survey - Report any incidents or near misses immediately - Review and evaluate the survey process for continuous improvement 	2M
5. Install Cladding Guide	improper alignment, excessive noise	3H	<ul style="list-style-type: none"> - Ensure guide is installed at the correct height and position - Use appropriate tools and techniques to install the guide - Monitor and maintain the guide throughout the installation process - Implement measures to reduce noise and vibration - Communicate any issues or concerns to the project team - Review and evaluate the installation process for continuous improvement - Ensure all safety measures are in place and followed - Monitor and maintain safety throughout the installation - Report any incidents or near misses immediately - Review and evaluate the installation process for continuous improvement 	1L
6. Measure Cladding Area	miscalculation, oversized panels	3H	<ul style="list-style-type: none"> - Use a qualified surveyor to measure the area - Ensure all measurements are accurate and complete - Communicate measurement findings to all relevant parties - Implement measures to avoid or mitigate any identified risks - Monitor and maintain access to the site throughout the measurement - Ensure all measurement equipment is calibrated and in good working order - Establish a clear measurement area and restrict access to non-measurement personnel - Keep a detailed record of all measurement data and findings - Review and discuss measurement results with the project team - Update the project plan and risk register based on measurement findings - Implement any necessary changes to the project plan - Communicate any changes to all relevant parties - Ensure all safety measures are in place and followed - Monitor and maintain safety throughout the measurement - Report any incidents or near misses immediately - Review and evaluate the measurement process for continuous improvement 	1L

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7. Cut Cladding Panels	cutting injuries, dust inhalation	4A		2M
8. Position Panels	strain injuries, panels falling	3H		2M
9. Secure Panels	falling objects, incorrect securing	4A		2M

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10. Inspect Alignment	incorrect measurements, collapsing structures	3H		2M
11. Adjust Panels	panel damage, over-tightening	3H		1L
12. Fix Insulation	poor insulation placement, asbestos risk	4A		2M

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13. Apply Sealant	chemical exposure, spillage	3H		2M
14. Clean Work Area	residual debris, slips from leftover material	3H		1L
15. Final Inspection	unnoticed defects, incomplete documentation	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.