

Clean Gutters 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		
						4. Engineering		
						5. Administrative		
						6. PPE		
Consequence Scale:						Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.		
Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation	aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.				
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					

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	falling objects, slippery surfaces	3H	<ul style="list-style-type: none"> - Conduct a pre-task briefing to identify potential hazards. - Wear head protection to prevent injuries from falling objects. - Ensure footwear is non-slip. - Inspect work area for any existing hazards before starting. - Ensure all necessary equipment is present and in good condition. - Establish a secure area beneath the gutters to prevent access to others during work. - Use a harness when working at heights. - Check the weather conditions prior to starting. - Have someone on the ground for communication and assistance. - Set cones and barriers to define the work zone. 	2M
2. Gathering Equipment	incorrect equipment use, manual handling injuries	3H	<ul style="list-style-type: none"> - Use a checklist to ensure all necessary equipment is prepared and checked. - Provide proper manual handling training for lifting and carrying. - Use proper lifting techniques for heavy equipment. - Ensure all workers are trained in the proper use of equipment. - Regularly inspect equipment for faults or wear. - Label all equipment clearly for easy identification. - Use trolleys or mechanical aids when possible. - Test equipment before use to ensure operational safety. - Assign tasks according to worker capability and training. - Make sure all equipment is suitable for the task and conditions. 	2M
3. Ladder Setup	ladder instability, falls	4A	<ul style="list-style-type: none"> - Position ladder on a stable, level surface. - Securely lock ladder's spreader bars. - Extend ladder three rungs above the gutter line. - Ensure ladder is angled correctly following the 4-to-1 rule. - Have a second person foot the ladder, or use a stabilising device. - Do not set up ladders near doorways unless door is adequately barricaded. - Check for overhead power lines before ladder setup. - Ensure the ladder is rated for the weight it will carry. 	2M

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			<ul style="list-style-type: none"> - Step ladder should not be climbed beyond the second step from the top. - Conduct a ladder safety awareness talk before commencing work. 	
4. Inspect Gutters	sharp edges, debris	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
5. Clearing Debris	falling, biological hazards	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
6. Checking Downpipes	blockages, increased pressure	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L

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7. Cleaning Gutters	chemical exposure, slips	4A		2M
8. Rinsing Gutters	water contamination, drainage	3H		2M
9. Final Inspection	missed blockages, residual debris	3H		1L

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10. Clean Up	leftover materials, environmental pollution	3H		1L
11. Gear Inspection	equipment damage, incomplete return	3H		1L

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12. Reporting Completion	documentation errors, faulty records	3H		1L
13. De-brief	miscommunication, missed learnings	2M		1L
14. Update Procedures	outdated methods, unsafe practices	3H		1L

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15. Evaluation	biased results, overlooked improvements	2M		1L

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.