

## Communication During Team Tasks 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>	
<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 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	Misunderstanding of task requirements, Lack of clarity in roles	3H	<ul style="list-style-type: none"> <li>- Provide clear written instructions for tasks</li> <li>- Conduct face-to-face briefing sessions</li> <li>- Use visual aids to enhance understanding</li> <li>- Designate clear roles and responsibilities</li> <li>- Encourage questions to clarify doubts</li> <li>- Use simple and clear language</li> <li>- Set aside time for preparation and review</li> <li>- Ensure access to support resources</li> <li>- Conduct regular training on communication</li> <li>- Use checklists to ensure thorough preparation</li> </ul>	2M
2. Task Allocation	Unclear task delegation, Overburdening team members	3H	<ul style="list-style-type: none"> <li>- Assign tasks based on individual skills</li> <li>- Use task boards to visualise allocations</li> <li>- Ensure team members confirm their tasks</li> <li>- Conduct regular task progress meetings</li> <li>- Have backup plans for task reallocation</li> <li>- Review workloads regularly</li> <li>- Use scheduling tools to manage tasks</li> <li>- Allow feedback on task assignment</li> <li>- Encourage open dialogue on task challenges</li> <li>- Align task allocations with team capacity</li> </ul>	2M
3. Information Sharing	Infrequent updates, Data overload	3H	<ul style="list-style-type: none"> <li>- Schedule regular update meetings</li> <li>- Use a centralised data-sharing platform</li> <li>- Filter and prioritise information</li> <li>- Use summary briefs in communication</li> <li>- Provide training on data management tools</li> <li>- Implement protocols for information sharing</li> <li>- Designate communication champions</li> <li>- Limit communication to need-to-know individuals</li> </ul>	2M

Project A		Project B	
Phase	Duration	Task	Completion Status
Phase 1: Planning	1H	Define project goals and objectives	100%
		Identify stakeholders and roles	100%
		Develop project charter	100%
		Establish communication plan	100%
	2H	Conduct risk assessment	100%
		Develop project schedule	100%
		Allocate resources	100%
		Obtain project approval	100%
Phase 2: Execution	3H	Initiate project work	100%
		Monitor project progress	100%
		Manage project risks	100%
		Communicate project status	100%
	4H	Implement project plan	100%
		Manage project budget	100%
		Manage project quality	100%
		Manage project scope	100%
Phase 3: Closure	5H	Complete project work	100%
		Final project review	100%
		Obtain project sign-off	100%
		Archive project documents	100%
	6H	Conduct project evaluation	100%
		Disseminate project results	100%
		Obtain project feedback	100%
		Close project	100%

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7. Task Execution	Assumptions about task details, Interruptions during task execution	3H		2M
8. Safety Communication	Unreported safety hazards, Unreported safety notifications	4A		2M
9. Project Updates	Outdated project information, Overlooked task dependencies	3H		2M

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10. Cross-Department Communication	Departmental silos, Misalignment on priorities	4A		2M
11. Emergency Communication	Delayed emergency notifications, Inadequate emergency signals	4A		1L
12. Communication Tools	Incompatible software tools, Lack of tool training	3H		2M

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13. Training Sessions	Information overload, Inadequate session planning	3H		2M
14. Work From Home Communication	Isolation from team, Tech connectivity issues	3H		2M
15. Documentation	Incomplete records, Difficulty in locating documents	3H		2M

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16. Feedback Loops	Delayed feedback, Unclear feedback loops	3H		2M
17. Task Handover	Incomplete handover, Misinterpretation of handover information	3H		2M
18. Performance Reviews	Bias in evaluations, Poor communication of results	3H		1L

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19. Client Communication	Miscommunication of client needs, Inconsistent client updates	4A		2M
20. Final Review	Overlooked task completions, Unreported issues	3H		2M

## 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.