

## Conducting Hazard Identifications 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>	

### Risk Rating & Required Action:

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

### Consequence Scale:

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

### 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. Preparation	Lack of knowledge, Improper tools	3H	<ul style="list-style-type: none"> <li>- Conduct team briefing to discuss knowledge gaps</li> <li>- Ensure all tools are available and in proper working order</li> <li>- Develop a comprehensive checklist of required knowledge and tools</li> <li>- Assign roles according to expertise levels</li> <li>- Provide additional training if necessary</li> <li>- Conduct a skills assessment</li> <li>- Familiarise team with equipment manuals</li> <li>- Perform tool inspection and maintenance</li> <li>- Have a backup plan for equipment failure</li> <li>- Appoint project supervisor</li> </ul>	2M
2. Identifying Task Needs	Omissions in task identification, Miscommunication	3H	<ul style="list-style-type: none"> <li>- Hold detailed consultation with all stakeholders</li> <li>- Develop a structured task list</li> <li>- Implement a verification process to validate task list</li> <li>- Use visual aids to enhance communication</li> <li>- Employ a task management software</li> <li>- Schedule regular update meetings</li> <li>- Provide clear documentation of tasks</li> <li>- Record all communications</li> <li>- Facilitate a feedback loop</li> <li>- Establish a change management protocol</li> </ul>	2M
3. Gathering Information	Outdated data, Inaccurate information	3H	<ul style="list-style-type: none"> <li>- Source data from reliable and updated resources</li> <li>- Cross-check information against multiple sources</li> <li>- Engage subject matter experts for data validation</li> <li>- Implement a data review process</li> <li>- Use industry-standard data analysis tools</li> <li>- Maintain a database for updated records</li> <li>- Set regular intervals for data review and update</li> <li>- Keep historical trends for comparison</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Create a data validation checklist</li> <li>- Conduct periodic audits on information sources</li> </ul>	
4. Site Inspection	Unsafe access, Unidentified site hazards	3H	<ul style="list-style-type: none"> <li>- Establish safe access routes and barriers</li> <li>- Conduct thorough site walk-throughs before work</li> <li>- Identify and mark all potential hazards</li> <li>- Implement strict safety protocols for site access</li> <li>- Use appropriate personal protective equipment (PPE)</li> <li>- Establish clear communication channels with all personnel</li> <li>- Conduct regular safety briefings and toolbox talks</li> <li>- Ensure all workers are trained in site safety procedures</li> <li>- Implement a permit-to-work system for high-risk activities</li> <li>- Maintain clear and unobstructed emergency exit routes</li> <li>- Use warning signs and flags to delineate work areas</li> <li>- Establish a strict no-smoking policy in the work area</li> <li>- Implement a system for reporting and investigating incidents</li> <li>- Conduct regular safety audits and inspections</li> <li>- Ensure all equipment is properly maintained and used correctly</li> <li>- Implement a fall protection system for work at height</li> <li>- Establish a strict policy on the use of mobile phones while working</li> <li>- Implement a system for managing and controlling subcontractors</li> <li>- Ensure all workers are aware of the location and use of fire extinguishers</li> <li>- Implement a strict policy on the use of alcohol and drugs while working</li> <li>- Establish a system for managing and controlling the use of heavy machinery</li> <li>- Implement a strict policy on the use of power tools</li> <li>- Establish a system for managing and controlling the use of confined spaces</li> <li>- Implement a strict policy on the use of excavation equipment</li> <li>- Establish a system for managing and controlling the use of lifting equipment</li> <li>- Implement a strict policy on the use of welding equipment</li> <li>- Establish a system for managing and controlling the use of hot work</li> <li>- Implement a strict policy on the use of cutting equipment</li> <li>- Establish a system for managing and controlling the use of grinding equipment</li> <li>- Implement a strict policy on the use of drilling equipment</li> <li>- Establish a system for managing and controlling the use of boring equipment</li> <li>- Implement a strict policy on the use of tunneling equipment</li> <li>- Establish a system for managing and controlling the use of excavation equipment</li> <li>- Implement a strict policy on the use of lifting equipment</li> <li>- Establish a system for managing and controlling the use of heavy machinery</li> <li>- Implement a strict policy on the use of power tools</li> <li>- Establish a system for managing and controlling the use of confined spaces</li> <li>- Implement a strict policy on the use of excavation equipment</li> <li>- Establish a system for managing and controlling the use of lifting equipment</li> <li>- Implement a strict policy on the use of welding equipment</li> <li>- Establish a system for managing and controlling the use of hot work</li> <li>- Implement a strict policy on the use of cutting equipment</li> <li>- Establish a system for managing and controlling the use of grinding equipment</li> <li>- Implement a strict policy on the use of drilling equipment</li> <li>- Establish a system for managing and controlling the use of boring equipment</li> <li>- Implement a strict policy on the use of tunneling equipment</li> </ul>	2M
5. Hazard Identification	Inadequate hazard recognition, Failure to document hazards	3H	<ul style="list-style-type: none"> <li>- Conduct thorough hazard identification surveys</li> <li>- Use a systematic approach to identify hazards</li> <li>- Involve all personnel in the hazard identification process</li> <li>- Document all identified hazards in a hazard register</li> <li>- Implement a system for updating the hazard register</li> <li>- Conduct regular hazard identification reviews</li> <li>- Establish a system for reporting and investigating incidents</li> <li>- Conduct regular safety audits and inspections</li> <li>- Ensure all equipment is properly maintained and used correctly</li> <li>- Implement a fall protection system for work at height</li> <li>- Establish a strict policy on the use of mobile phones while working</li> <li>- Implement a system for managing and controlling subcontractors</li> <li>- Ensure all workers are aware of the location and use of fire extinguishers</li> <li>- Implement a strict policy on the use of alcohol and drugs while working</li> <li>- Establish a system for managing and controlling the use of heavy machinery</li> <li>- Implement a strict policy on the use of power tools</li> <li>- Establish a system for managing and controlling the use of confined spaces</li> <li>- Implement a strict policy on the use of excavation equipment</li> <li>- Establish a system for managing and controlling the use of lifting equipment</li> <li>- Implement a strict policy on the use of welding equipment</li> <li>- Establish a system for managing and controlling the use of hot work</li> <li>- Implement a strict policy on the use of cutting equipment</li> <li>- Establish a system for managing and controlling the use of grinding equipment</li> <li>- Implement a strict policy on the use of drilling equipment</li> <li>- Establish a system for managing and controlling the use of boring equipment</li> <li>- Implement a strict policy on the use of tunneling equipment</li> </ul>	2M
6. Risk Analysis	Subjective risk assessment, Incomplete risk analysis	3H	<ul style="list-style-type: none"> <li>- Conduct a thorough risk analysis using a systematic approach</li> <li>- Involve all personnel in the risk analysis process</li> <li>- Document all identified risks in a risk register</li> <li>- Implement a system for updating the risk register</li> <li>- Conduct regular risk analysis reviews</li> <li>- Establish a system for reporting and investigating incidents</li> <li>- Conduct regular safety audits and inspections</li> <li>- Ensure all equipment is properly maintained and used correctly</li> <li>- Implement a fall protection system for work at height</li> <li>- Establish a strict policy on the use of mobile phones while working</li> <li>- Implement a system for managing and controlling subcontractors</li> <li>- Ensure all workers are aware of the location and use of fire extinguishers</li> <li>- Implement a strict policy on the use of alcohol and drugs while working</li> <li>- Establish a system for managing and controlling the use of heavy machinery</li> <li>- Implement a strict policy on the use of power tools</li> <li>- Establish a system for managing and controlling the use of confined spaces</li> <li>- Implement a strict policy on the use of excavation equipment</li> <li>- Establish a system for managing and controlling the use of lifting equipment</li> <li>- Implement a strict policy on the use of welding equipment</li> <li>- Establish a system for managing and controlling the use of hot work</li> <li>- Implement a strict policy on the use of cutting equipment</li> <li>- Establish a system for managing and controlling the use of grinding equipment</li> <li>- Implement a strict policy on the use of drilling equipment</li> <li>- Establish a system for managing and controlling the use of boring equipment</li> <li>- Implement a strict policy on the use of tunneling equipment</li> </ul>	1L

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7. Control Strategy Development	Failure to prioritize controls, Inadequate control measures	3H		2M
8. Implementation of Controls	Resistance to change, Resource shortages	3H		2M
9. Monitoring and Review	Neglect in monitoring, Failure in review feedback	3H		1L

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10. Documentation	Incomplete documentation, Data loss	3H		2M
11. Communication of Findings	Misinterpretation of information, Incomplete dissemination	3H		2M
12. Training	Low participation, Poor retention of knowledge	3H		2M

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13. Emergency Preparedness	Lack of response plan, Inadequate training	3H		2M
14. Evaluation	Bias in evaluation, Lack of benchmark criteria	3H		2M
15. Maintenance of Controls	Control degradation, Lack of accountability	3H		2M

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16. Reporting	Report inaccuracies, Delayed reporting	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
17. Continuous Improvement	Lack of systematic processes, Resistance to improvements	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
18. Record Keeping	Improper record management, Inaccessibility of records	3H	<div></div> <div></div> <div></div>	2M



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19. Review and Feedback	Neglect of feedback, Incomplete reviews	3H		2M
20. Risk Reassessment	Stagnant risk evaluation, Ignored reassessment findings	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.