

Conducting Safety Reviews Or Audits 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	4A ACUTE	DO NOT PROCEED	Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE			Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE			Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE			Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH			Administrative Change	
						1L LOW	Monitor and keep records.	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				
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. Identify Audit Needs	incomplete scope, stakeholder misalignment	3H	<ul style="list-style-type: none"> - Consult with management to define audit scope. - Verify stakeholder requirements and expectations. - Review previous audits to understand any pending issues. - Ensure all regulatory requirements are included in scope.]},{ <p>step</p> <p>"2. Select Audit Team"</p> <p>hazards</p> <p>["insufficient expertise",</p> <p>"conflict of interest"]</p> <p>initial risk</p> <p>"3H"</p> <p>residual risk</p> <p>"2M"</p> <p>control measures</p>	2M
"3. Develop Audit Plan"	, Lack of resources , Insufficient time , , initialRisk, 3H, , residualRisk, 2M, , controlMeasures	3H	<ul style="list-style-type: none"> - Allocate adequate budget and resources. - Plan for additional time if required. - Confirm availability of team and equipment. - Set clear timelines and responsibilities. - Implement contingency plans for delays. <p>step</p> <p>"4 Review Previous Reports"</p> <p>hazards</p>	2M
Review Previous Reports	Overlooked issues, bias from past audits	3H	<ul style="list-style-type: none"> - Assign an impartial reviewer. - Cross-check previous audit findings with corrective actions. - Analyse trends to anticipate recurring issues. - Maintain transparency in reporting any biases. 	1L

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			step “5. Site Visits } hazards [] initialRisk 3H residualRisk 2M controlMeasur	
6 Conduct Interviews	inaccurate information from interviewees	3H	<div style="background-color: black; height: 10px; width: 80%;"></div> <div style="background-color: black; height: 10px; width: 70%;"></div> <div style="background-color: black; height: 10px; width: 90%;"></div> <div style="background-color: black; height: 10px; width: 95%;"></div> <div style="background-color: black; height: 10px; width: 5%;"></div> <div style="background-color: black; height: 10px; width: 40%;"></div> <div style="background-color: black; height: 10px; width: 10%;"></div> <div style="background-color: black; height: 10px; width: 50%;"></div> <div style="background-color: black; height: 10px; width: 30%;"></div> <div style="background-color: black; height: 10px; width: 2%;"></div>	2M
“8. Draft Report”	errors in reporting, incomplete data representation	3H	<div style="background-color: black; height: 10px; width: 70%;"></div> <div style="background-color: black; height: 10px; width: 75%;"></div> <div style="background-color: black; height: 10px; width: 85%;"></div> <div style="background-color: black; height: 10px; width: 90%;"></div>	1L

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			<div></div> <div></div> <div></div> <div></div> <div></div>	
Presentation of Findings	stakeholder disapproval, non-acceptance of findings	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
Follow-up on Recommendations	delay in implementation, lack of priority	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
Obtain Feedback	unresponsive participants, dismissive attitudes	3H	<div></div> <div></div> <div></div> <div></div>	1L

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Documentation Review	outdated procedures, incomplete documentation	3H		1L
Continuous Improvement	resistance to change, complacency	3H		2M
Resource Allocation	budget constraints, miscommunication on resource needs	3H		2M

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			<div></div> <div></div> <div></div> <div></div>	
Final Evaluation	incomplete closure of audit findings, reoccurrence of risk	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
Combining Or Revisiting Steps	inefficiency, duplicated efforts	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
Closure	unresolved issues, lack of communication	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L

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Additional Follow-Ups	delayed implementation, poor documentation	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.