

Coordination With Other Services 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:

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:

- Eliminate**
- Substitute
- Isolate
- Engineering
- Administrative
- 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 information, inadequate resource allocation	3H	<ul style="list-style-type: none"> - Conduct a pre-assessment meeting to discuss coordination needs - Allocate resources based on project scope - Identify key contact persons for each service - Set up regular communication channels for updates - Ensure documentation of roles and responsibilities - Arrange training sessions for involved personnel - Review existing procedures that might affect coordination - Document known risks and mitigation strategies - Confirm the sequence of operations to avoid overlaps - Establish backup plans for unforeseen delays 	2M
2. Site Inspection	unidentified hazards, site access issues	3H	<ul style="list-style-type: none"> - Conduct a thorough walkthrough of the site with all services - Create a checklist to identify potential hazards - Ensure all personnel have appropriate access rights - Check for and rectify any access obstructions - Verify the adequacy of site safety signs and warnings - Brief all personnel on site rules and emergency procedures - Cross-check current site conditions against plans - Schedule inspections at different times to assess variations - Engage external auditors if necessary for comprehensive checks - Keep a record of identified hazards and actions taken 	1L
3. Resource Coordination	shortage of equipment, poor scheduling	4A	<ul style="list-style-type: none"> - Develop a resource allocation plan with timelines - Maintain an inventory of all required equipment - Arrange for rental or purchase of additional equipment if needed - Coordinate delivery schedules to ensure availability - Implement a booking system for shared equipment - Regularly update schedules in response to changes - Designate a resource manager to oversee allocation - Establish a contingency plan for equipment failures 	2M

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES

 | RR |
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| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS

 | RESIDUAL RISK |
| | | | <ul style="list-style-type: none">- Communicate any changes in resource availability promptly- Monitor resource usage and adjust plans as necessary- Facilitate feedback from teams on resource adequacy

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| 4. Meeting Coordination | miscommunication, conflicting schedules | 3H | <ul style="list-style-type: none">- Establish a central meeting hub or calendar accessible to all relevant parties- Assign a dedicated meeting coordinator to manage schedules and communications- Implement a clear protocol for requesting and approving meeting times- Utilize video conferencing for remote participants to ensure inclusivity- Send meeting agendas and materials in advance to allow for preparation- Designate a timekeeper to keep discussions on track and within the allotted time- Encourage active participation and ensure all voices are heard- Follow up on action items and assign responsibilities clearly- Maintain a record of meeting minutes and decisions made- Schedule regular check-ins to monitor progress and address any emerging issues- Foster a collaborative environment where team members feel comfortable sharing concerns- Provide training on effective meeting techniques and communication skills- Consider the use of project management software to track tasks and deadlines- Establish a feedback loop to continuously improve meeting effectiveness- Ensure meeting rooms or virtual spaces are equipped with necessary technology- Clarify the purpose and objectives of the meeting at the start- Set ground rules for respectful and productive interactions- Monitor time allocation for different agenda items- Encourage concise and focused contributions- Summarize key points and decisions at the end of the meeting- Assign specific tasks and deadlines to individuals or small groups- Schedule follow-up meetings to review progress and address any challenges- Document the meeting outcomes and share them with all participants- Encourage participants to prepare for the meeting by reviewing relevant materials- Consider the timing of the meeting to avoid conflicts with other important events- Provide a clear point of contact for any questions or concerns related to the meeting- Regularly communicate with participants about the meeting schedule and any changes- Ensure that all necessary information is shared well in advance of the meeting- Create a supportive environment for open communication and collaboration- Encourage participants to take ownership of their assigned tasks- Monitor the overall atmosphere of the meeting and intervene if necessary- Celebrate successes and achievements during the meeting- End the meeting on a positive note and thank participants for their contribution- Review the meeting process and identify areas for improvement- Implement any agreed-upon changes to the meeting process- Maintain open lines of communication between meeting participants- Encourage participants to provide feedback on the meeting experience- Regularly assess the effectiveness of the meeting coordination process- Adapt the process based on feedback and changing circumstances- Ensure that the meeting coordination process is scalable and adaptable to different team sizes and projects- Foster a culture of transparency and accountability in meeting coordination- Encourage participants to take responsibility for their own contributions- Monitor the progress of tasks assigned during the meeting- Provide timely feedback and support to participants- Encourage participants to seek help when needed- Foster a sense of team ownership and responsibility- Regularly communicate the progress of the project to all stakeholders- Encourage participants to share their ideas and suggestions- Monitor the overall health of the project and address any risks proactively- Celebrate milestones and achievements along the way- End the project with a final review and reflection on the team's performance- Document the lessons learned and share them with the organization- Encourage participants to continue learning and growing from the experience- Foster a positive and supportive team environment- Regularly check in with participants to ensure they are on track- Provide resources and support to help 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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
7. Conflict Resolution	workplace disputes, escalation of issues	3H		1L
8. Documentation	incomplete records, data loss	3H		2M
9. Incident Response	delayed response, ineffective management	4A		2M

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
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10. Training	inadequate skills, non-participation	3H		1L
11. Time Management	delays, overlapping tasks	4A		1L
12. IT Systems Management	system downtime, data breaches	4A		2M

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
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13. Equipment Management	malfunction, obsolete technology	4A		2M
14. Stakeholder Engagement	misalignment, lack of interest	3H		2M
15. Resource Allocation	resource constraints, misuse of resources	4A		2M

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
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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.