

## Cut And Fit Flashing 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.	<b>Isolation</b> 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. <b>Substitute</b>
1L						Proceed, following standard operating procedures. Monitor and keep records.			3. <b>Isolate</b>
									4. <b>Engineering</b>
									5. <b>Administrative</b>
									6. <b>PPE</b>
<b>Consequence Scale:</b>									
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				
						</			

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	Improper planning, Inadequate training	3H	<ul style="list-style-type: none"> <li>- Conduct site-specific training sessions before beginning</li> <li>- Review detailed plans and method statements</li> <li>- Ensure all team members have appropriate qualification</li> <li>- Hold safety briefings to discuss project-specific hazards</li> <li>- Verify communication channels are clear</li> <li>- Use a checklist to ensure all necessary tools and materials are present</li> <li>- Ensure emergency procedures are known by all staff</li> <li>- Verify first aid kits are available and accessible</li> <li>- Assign tasks according to competency</li> <li>- Obtain necessary permits and approvals</li> </ul>	2M
2. Site Inspection	Slips, trips, and falls, Presence of electrical hazards	3H	<ul style="list-style-type: none"> <li>- Inspect work area for hazards and remove if possible</li> <li>- Ensure the work area is well lit</li> <li>- Confirm electrical installations are properly insulated and grounded</li> <li>- Use barriers to restrict access to dangerous areas</li> <li>- Wear appropriate footwear with slip-resistant soles</li> <li>- Assess for wet surfaces and take measures to dry them</li> <li>- Check weather conditions for external sites</li> <li>- Review emergency exits and ensure they're clear</li> <li>- Identify and demarcate high-risk zones</li> <li>- Prepare a log of observed hazards for future reference</li> </ul>	2M
3. Select Appropriate PPE	Incorrect PPE usage, PPE failure	3H	<ul style="list-style-type: none"> <li>- Conduct a PPE audit before work begins</li> <li>- Provide training on the proper use of PPE</li> <li>- Ensure PPE fits each worker properly</li> <li>- Perform regular inspections for PPE defects</li> <li>- Replace any damaged or faulty PPE immediately</li> <li>- Ensure workers understand the limitations of their PPE</li> <li>- Provide PPE storage to prevent contamination</li> <li>- Maintain records on PPE issuance and condition</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Use PPE suitable for specific site conditions</li> <li>- Ensure PPE meets Australian standards</li> </ul>	
4. Material Handling	Manual handling injuries, Falling objects	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> <p>[REDACTED]</p>	2M
5. Cut Flashing to Size	Cuts from sharp tools, Metal shards	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> <p>[REDACTED]</p>	3H
6. Fit Flashing to Roof	Working at heights, Structural collapse	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

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7. Secure Flashing in Place	Tool accidents, Incorrect installation	3H		2M
8. Post-Installation Inspection	Inadequate installation on site	2M		1L
9. Toolbox Talk	Miscommunication, Missed hazards	2M		1L

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10. Emergency Preparedness	Poor emergency response, Inadequate first aid, Unclear evacuation procedure, Equipment malfunctions	3H		1L
11. Debrief and Review	Lack of feedback, Unresolved issues	2M		1L
12. Report and Record Keeping	Lost records, Incomplete data	2M		1L

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13. Waste Management	Environmental contamination, Injury from improper disposal	3H		2M
14. Continuous Improvement	Stagnant processes, Communication	2M		1L
15. Communication and Coordination	Misunderstandings, Information bottlenecks	2M		1L

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16. Hazard Identification Review	Inadequate risk recognition, Unreported new hazards	3H		1L
17. Equipment Maintenance	Equipment failure, Improper calibration, Unscheduled breakdowns	3H		1L
18. Weather Monitoring	Adverse conditions, Environmental exposure, Worker fatigue	3H		1L

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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>

### 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>

### 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>

### 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.

### 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>

### 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>

### 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