

Damage Assessment After Incidents 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	Ineffective communication, Lack of resources	3H	<ul style="list-style-type: none"> - Conduct a team briefing before assessments - Ensure availability of necessary equipment - Assign clear roles and responsibilities - Verify operational readiness of communication tools - Pre-check resource availability and conditions - Schedule training for new members - Implement standardised communication protocols - Conduct hierarchical review of resources - Coordinate with external agencies for support - Document preparation procedures 	2M
2. Securing the Area	Unauthorized access, Trip hazards	4M	<ul style="list-style-type: none"> - Erect barrier around the area - Use signage to indicate restricted access - Conduct area walk-through to identify trip hazards - Assign personnel to monitor access points - Implement check-in/out system for authorised personnel - Regularly inspect barrier integrity - Provide PPE to personnel in secured area - Conduct safety briefings for area security - Remove any unnecessary clutter in the area - Document secured area conditions 	2M
3. Initial Damage Survey	Inadequate surveying, Exposure to unstable structures	4A	<ul style="list-style-type: none"> - Use experienced and trained surveyors - Conduct visual checks from a safe distance - Employ structures to ensure stability - Maintain clear communication among survey team - Follow specific survey protocols for damage - Utilize appropriate tools for accurate measurement - Wear appropriate PPE for structural exposure - Record findings using standard documentation forms 	2M

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			<ul style="list-style-type: none"> - Conduct a secondary review of initial surveys - Manage the survey process with detailed oversight 	
4. Detailed Damage Inspection	Falling debris, Inaccurate assessment	4A	<ul style="list-style-type: none"> - Establish a safety perimeter around the inspection area - Use appropriate PPE (hard hat, safety glasses, gloves) - Assign a dedicated spotter to assist with debris identification - Conduct a pre-inspection briefing with all personnel - Use a secondary assessment method (e.g., drone footage) to verify findings - Implement a clear communication protocol for reporting hazards - Ensure the inspection area is well-lit and free of obstructions - Conduct a post-inspection debrief to discuss findings and lessons learned - Review and update the assessment report promptly - Establish a clear chain of command for emergency response - Conduct regular safety drills and training exercises - Implement a strict no-alcohol policy for all personnel - Ensure all equipment is properly maintained and calibrated - Establish a clear protocol for handling hazardous materials - Conduct a thorough inspection of the equipment before use - Implement a strict protocol for handling and disposal of debris - Establish a clear protocol for reporting and documenting incidents - Conduct a post-incident review to identify causes and prevent recurrence - Implement a strict protocol for handling and disposal of debris - Establish a clear protocol for reporting and documenting incidents - Conduct a post-incident review to identify causes and prevent recurrence 	2M
5. Risk Evaluation	Underestimation of risk, Biased analysis	3H	<ul style="list-style-type: none"> - Conduct a thorough risk assessment using a standardized methodology - Involve multiple stakeholders in the evaluation process - Use a variety of data sources to inform the analysis - Implement a clear protocol for handling and documenting findings - Establish a clear chain of command for emergency response - Conduct regular safety drills and training exercises - Implement a strict no-alcohol policy for all personnel - Ensure all equipment is properly maintained and calibrated - Establish a clear protocol for handling and disposal of debris - Implement a strict protocol for handling and disposal of debris - Establish a clear protocol for reporting and documenting incidents - Conduct a post-incident review to identify causes and prevent recurrence 	1L
6. Debris Removal Planning	Timing miscalculations, Equipment malfunction	4A	<ul style="list-style-type: none"> - Develop a detailed debris removal plan with clear timelines and responsibilities - Conduct a pre-removal inspection to identify potential hazards - Assign a dedicated spotter to assist with debris identification - Conduct a pre-removal briefing with all personnel - Use a secondary assessment method (e.g., drone footage) to verify findings - Implement a clear communication protocol for reporting hazards - Ensure the inspection area is well-lit and free of obstructions - Conduct a post-inspection debrief to discuss findings and lessons learned - Review and update the assessment report promptly - Establish a clear chain of command for emergency response - Conduct regular safety drills and training exercises - Implement a strict no-alcohol policy for all personnel - Ensure all equipment is properly maintained and calibrated - Establish a clear protocol for handling and disposal of debris - Implement a strict protocol for handling and disposal of debris - Establish a clear protocol for reporting and documenting incidents - Conduct a post-incident review to identify causes and prevent recurrence 	3H

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7. Debris Removal	Manual handling injuries, Airborne particles	4A		2M
8. Structural Assessment	Structural collapse, Accidents, Injury, collection	4A		2M
9. Hazardous Material Identification	Chemical exposure, False material identification	4A		2M

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10. Machinery and Equipment Inspection	Faulty machinery, Operator error	4A		1L
11. Environmental Impact Assessment	Pollution, Ecosystem disturbance	3H		2M
12. Work Crew Coordination	Miscommunication, Task overlap	3H		1L

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13. Reporting and Documentation	Data loss, Inconsistent reports	3H		1L
14. Post-Assessment Review	Overlooked risks, Biased conclusions	3H		1L
15. Continuous Improvement	Stagnation of procedures, Lack of innovation	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>

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.