

## Dealing With Flooding Or Water Incursion 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.	<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>								
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.							
<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			
						<b>Notes on Hierarchy of Controls:</b> Remember to apply controls in the preferred order shown by the coloured pyramid: 1. <b>Eliminate</b> 2. Substitute 3. Isolate 4. Engineering 5. Administrative 6. PPE  Always document <b>why</b> a lower-order control is accepted if elimination or substitution is not reasonably practicable.  <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. Preparation	inadequate planning, lack of awareness	3H	<ul style="list-style-type: none"> <li>- Develop a comprehensive flood response plan</li> <li>- Distribute flood response plan to all personnel</li> <li>- Conduct training sessions on flood response procedure</li> <li>- Regularly review and update the flood response plan</li> <li>- Implement a flood risk management policy</li> <li>- Ensure all relevant staff are aware of flood warning systems and procedures</li> <li>- Conduct drills to simulate flood scenarios</li> <li>- Appoint a flood response coordinator</li> <li>- Establish communication channels for flood alerts</li> <li>- Identify areas prone to water incursion</li> </ul>	2M
2. Monitoring Weather Conditions	incomplete data, missed warnings	3H	<ul style="list-style-type: none"> <li>- Subscribe to official weather alert services</li> <li>- Install weather monitoring technology</li> <li>- Designate personnel to monitor weather conditions</li> <li>- Update weather data regularly</li> <li>- Establish procedures for timely response to weather alerts</li> <li>- Train staff on interpreting weather warnings</li> <li>- Use multiple sources for weather verification</li> <li>- Set up regular communication with local meteorological services</li> <li>- Ensure redundancy in weather alert communications</li> <li>- Integrate weather monitoring into daily operations</li> </ul>	1L
3. Inspection of Premises	overlooked entry points, blocked drainage	3H	<ul style="list-style-type: none"> <li>- Conduct regular inspections of the building for vulnerabilities</li> <li>- Ensure all drainage systems are clear and functional</li> <li>- Seal potential water entry points</li> <li>- Regularly maintain and test sump pumps</li> <li>- Check that roof and gutters are clean and intact</li> <li>- Ensure windows and doors are watertight</li> <li>- Keep sandbags and barriers available for urgent use</li> <li>- Use water-resistant materials where applicable</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Establish a routine inspection schedule</li> <li>- Document all inspection findings and actions taken</li> </ul>	
4. Equipment Protection	electrical hazards, equipment damage	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>	2M
5. Securing Vulnerable Areas	structural damage, flood ingress	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
6. Communication Plan	miscommunication, delayed response	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>	1L

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7. Emergency Exits and Routes	blocked exits, unclear evacuation routes	4A		2M
8. Personnel Training	lack of skills, panic in emergency	3H		1L
9. Managing Supplies and Resources	supply shortages, inaccessibility of resources	3H		2M

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10. Coordination with Emergency Services	unawareness of roles, lack of coordination	4A		1L
11. Community Engagement	public unrest, incomplete information sharing	3H		2M
12. Business Continuity Planning	service disruption, financial loss	4A		2M

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13. Insurance and Legal Compliance	insufficient coverage, non-compliance	4A		1L
14. Post-Event Response	delayed recovery, conflict over resources	3H		2M
15. Review and Improvement	overlooked inefficiencies, repeated mistakes	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.