

Document Incidents, Near Misses And Any Hazard Observations 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			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 the 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:

1. **Eliminate**
2. Substitute
3. Isolate
4. Engineering
5. Administrative
6. 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	Inadequate resources, Insufficient training	3H	<ul style="list-style-type: none"> - Ensure all personnel are adequately trained in WHS procedures. - Schedule regular WHS training sessions. - Provide resources and materials for effective risk assessment. - Conduct pre-assessment meetings to discuss potential hazards. - Develop a checklist to ensure all materials and resources are available. - Assign roles and responsibilities for risk assessment tasks. - Check that all equipment is functional and safe to use. - Ensure the availability of emergency contact information. - Develop a communication plan for documentation. - Confirm that all safety documentation is up to date. 	2M
2. Incident Identification	Failure to identify all incidents, Incomplete documentation	3H	<ul style="list-style-type: none"> - Train staff to recognise and report all incidents and near misses. - Implement a standardised incident reporting format. - Conduct regular reviews of incident reports to identify gaps. - Use technology for electronic incident logging. - Ensure incident report forms are readily available. - Encourage an open reporting culture without fear of blame. - Verify that all incidents are logged within 24 hours. - Provide examples of what constitutes an incident or near miss. - Establish an incident reporting hotline. - Assign a coordinator to oversee incident compliance. 	2M
3. Data Collection	Loss of data, Data breaches	3H	<ul style="list-style-type: none"> - Use secure systems for data entry and storage. - Regularly back up all WHS data on secure servers. - Implement strong passwords and multi-factor authentication. - Train staff on data protection and privacy policies. - Conduct regular audits on data collection processes. - Ensure access to data is on a need-to-know basis. - Use encryption tools for data protection. - Develop a data breach response plan. 	2M

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			<ul style="list-style-type: none"> - Monitor data systems for unauthorized access attempts. - Immediately address any identified weaknesses in data security procedures. 	
4. Hazard Observation	Failure to observe hazards, Inconsistent hazard recording	3H	<ul style="list-style-type: none"> - Conduct regular audits of hazard observation records. - Provide training on hazard observation procedures. - Implement a system for consistent hazard recording. - Assign specific personnel for hazard observation. - Establish clear communication channels for reporting hazards. - Review and update hazard observation procedures regularly. - Ensure all personnel are aware of the importance of hazard observation. - Implement a feedback loop for improving hazard observation. - Conduct regular safety meetings to discuss hazard observation. - Establish a system for tracking and analyzing hazard observation data. - Implement a system for identifying and addressing trends in hazard observation. - Assign responsibility for hazard observation to specific personnel. - Establish a system for monitoring and evaluating hazard observation performance. - Implement a system for identifying and addressing gaps in hazard observation. - Establish a system for identifying and addressing barriers to hazard observation. - Assign responsibility for hazard observation to specific personnel. - Establish a system for monitoring and evaluating hazard observation performance. - Implement a system for identifying and addressing gaps in hazard observation. - Establish a system for identifying and addressing barriers to hazard observation. 	2M
5. Risk Analysis	Unrecognized risk factors, Inadequate risk evaluation	3H	<ul style="list-style-type: none"> - Conduct regular risk assessments. - Identify and evaluate all potential risk factors. - Implement a system for tracking and analyzing risk data. - Assign specific personnel for risk analysis. - Establish clear communication channels for reporting risks. - Review and update risk analysis procedures regularly. - Ensure all personnel are aware of the importance of risk analysis. - Implement a feedback loop for improving risk analysis. - Conduct regular safety meetings to discuss risk analysis. - Establish a system for tracking and analyzing risk data. - Assign responsibility for risk analysis to specific personnel. - Establish a system for monitoring and evaluating risk analysis performance. - Implement a system for identifying and addressing gaps in risk analysis. - Establish a system for identifying and addressing barriers to risk analysis. - Assign responsibility for risk analysis to specific personnel. - Establish a system for monitoring and evaluating risk analysis performance. - Implement a system for identifying and addressing gaps in risk analysis. - Establish a system for identifying and addressing barriers to risk analysis. 	2M
6. Risk Control	Ineffective control measures, Delayed implementation	3H	<ul style="list-style-type: none"> - Implement control measures immediately. - Evaluate the effectiveness of control measures. - Implement a system for tracking and analyzing control measure data. - Assign specific personnel for risk control. - Establish clear communication channels for reporting risks. - Review and update risk control procedures regularly. - Ensure all personnel are aware of the importance of risk control. - Implement a feedback loop for improving risk control. - Conduct regular safety meetings to discuss risk control. - Establish a system for tracking and analyzing control measure data. - Assign responsibility for risk control to specific personnel. - Establish a system for monitoring and evaluating risk control performance. - Implement a system for identifying and addressing gaps in risk control. - Establish a system for identifying and addressing barriers to risk control. - Assign responsibility for risk control to specific personnel. - Establish a system for monitoring and evaluating risk control performance. - Implement a system for identifying and addressing gaps in risk control. - Establish a system for identifying and addressing barriers to risk control. 	1L

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7. Communication	Miscommunication, Lack of clarity in reporting	2M		1L
8. Documentation and Reporting	Inaccurate documentation, Incomplete reporting	3H		2M
9. Review and Continuous Improvement	Stagnant processes, Failures not addressed	3H		2M

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10. Feedback and Consultation	Ignored feedback, One-way communication	2M		1L
11. Equipment and Resource Management	Inadequate maintenance, Resource shortages	3H		2M
12. Emergency Preparedness	Unprepared for emergencies, Lack of training in emergency response	3H		1L

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13. First Aid and Medical Support	Insufficient first aid training, Inadequate medical supplies	3H		2M
14. Mental Health and Wellbeing	Stress-related incidents, Poor mental health support systems	3H		1L
15. Technology and Automation	System failures, Inadequate staff training on new technology	3H		2M

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16. Contractor and Visitor Management	Lack of induction, Unawareness of site-specific hazards	3H		1L
17. PPE Policies	Non-compliance with PPE, inappropriate PPE use	3H		2M
18. Incident Response	Delayed response to incidents, Improper incident management	3H		2M

[illegible]

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.