

## Drain Water From Site 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.	Isolation 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. Substitute	
1L Proceed, following standard operating procedures. Monitor and keep records.								3. Isolate	
								4. Engineering	
								5. Administrative	
								6. PPE	
<b>Consequence Scale:</b>								Always document <b>why</b> a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
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				
								<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. Site inspection	Slippery surfaces, Hidden water pools	3H	<ul style="list-style-type: none"> <li>- Conduct a walkthrough to identify slippery areas</li> <li>- Use high-visibility markers for hazard areas</li> <li>- Engage with staff to report unseen hazards</li> <li>- Use moisture detection tools</li> <li>- Wear appropriate non-slip boots</li> <li>- Implement temporary barriers around high-risk pools</li> <li>- Provide safety bootings</li> <li>- Document and photograph identified hazards</li> <li>- Regularly update hazard mapping</li> <li>- Schedule periodic inspections</li> </ul>	2M
2. Equipment gathering	Manual handling injuries, Hazards	3H	<ul style="list-style-type: none"> <li>- Train workers on safe lifting techniques</li> <li>- Use trolleys or mechanical aids for transportation</li> <li>- Ensure clear paths are maintained</li> <li>- Store equipment neatly and securely</li> <li>- Conduct pre-use checks on equipment</li> <li>- Label and signpost equipment storage areas</li> <li>- Encourage buddy system for heavy lifting</li> <li>- Ensure adequate lighting in storage areas</li> <li>- Provide gloves and supportive footwear</li> <li>- Affordable manual handling aids available</li> </ul>	2M
3. Setting up drainage system	Electrocution from equipment, Entanglement in hoses	4A	<ul style="list-style-type: none"> <li>- Ensure all electrical connections are waterproof</li> <li>- Use ground-fault circuit interrupter (GFCI) protection</li> <li>- Clearly mark out hose pathways</li> <li>- Train workers on proper hose management</li> <li>- Secure hoses with ties</li> <li>- Use protective cable covers</li> <li>- Perform electrical testing before use</li> <li>- Isolate power supply when not in use</li> </ul>	2M

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
			- Display warning signs near setup areas - Assess and clear the area of unnecessary personnel	
4. Water flow management	Over-pumping causing overflow, Erosion of unprotected areas	4A	<ul style="list-style-type: none"> <li>Establish exclusion zones around work areas.</li> <li>Use silt fences or sediment basins at the outlet of the pump.</li> <li>Monitor water levels continuously and adjust pump output accordingly.</li> <li>Reinforce vulnerable soil areas with geotextiles or erosion control blankets.</li> <li>Divert excess water into designated collection channels.</li> <li>Limit pumping duration to prevent saturation of surrounding ground.</li> <li>Inspect and maintain pumps and hoses regularly.</li> <li>Train personnel on safe operating procedures.</li> <li>Post signage indicating restricted access during operations.</li> <li>Conduct pre-work site assessment for potential weak points.</li> <li>Have emergency spill response equipment available.</li> </ul>	2M
5. Monitoring weather conditions	Sudden rain increasing water load, Lightning during storm activities	3H	<ul style="list-style-type: none"> <li>Check local weather forecasts before starting work.</li> <li>Identify shelter locations away from tall structures.</li> <li>Suspend outdoor work immediately upon receiving severe weather alerts.</li> <li>Use lightning rods if working near tall equipment.</li> <li>Avoid wading through floodwaters.</li> <li>Secure all loose materials and equipment.</li> <li>Communicate clearly between team members about safety status.</li> <li>Have a designated person responsible for monitoring weather updates.</li> <li>Plan alternative indoor tasks for inclement weather days.</li> <li>Ensure all workers are trained on emergency evacuation routes.</li> <li>Use waterproof communication devices.</li> </ul>	1L
6. Ensuring adequate staffing	Fatigue, Inexperienced personnel	3H	<ul style="list-style-type: none"> <li>Assign experienced staff to supervise inexperienced personnel.</li> <li>Implement strict break schedules to combat fatigue.</li> <li>Provide comprehensive training for all roles involved.</li> <li>Limit continuous work hours per individual.</li> <li>Cross-train personnel to cover multiple functions.</li> <li>Use checklists to ensure critical steps are followed correctly.</li> <li>Maintain morale and encourage open communication about workload.</li> <li>Consider temporary hiring for peak periods.</li> <li>Rotate difficult tasks among team members.</li> <li>Ensure all personnel understand their responsibilities.</li> </ul>	2M

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. Transporting removed water	Spillage, Vehicle accidents	3H		2M
8. Decontaminating equipment	Exposure to contaminated equipment Chemical burns	4A		2M
9. Disposal of contaminated water	Environmental contamination, Improper disposal methods	4A		2M

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
10. Review and reporting	Complacency, Incomplete reports	3H		1L
11. Communication between teams	Misunderstandings, Ineffective coordination	3H		2M
12. Contractor management	Unfamiliar with site protocols, Lack of training	4A		2M

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
13. Emergency response planning	Lack of preparedness, Delayed response times	4A		2M
14. Project schedule management	Rushed work, Poor time management	3H		2M
15. End-of-day procedures	Incomplete shutdown, Equipment theft	3H		2M

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
			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	

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.