

## Earthquake Resistant Structure Checks 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<br>HIGH                                   | 3<br>HIGH   | 4<br>ACUTE         | 4<br>ACUTE | 4<br>ACUTE   |                |                                   | <b>Elimination</b><br>Remove the hazard.   |  |
| LIKELY                                    | 2<br>MODERATE                               | 3<br>HIGH   | 3<br>HIGH          | 4<br>ACUTE | 4<br>ACUTE   | 4A<br>ACUTE    | DO NOT PROCEED                    | <b>Substitution</b><br>Replace the hazard.   |  |
| POSSIBLE                                  | 1<br>LOW                                    | 2<br>MODERATE   | 3<br>HIGH          | 4<br>ACUTE | 4<br>ACUTE   | 3H<br>HIGH     | Review before work starts.        | Isolation<br>Isolate People from the hazard  |  |
| UNLIKELY                                  | 1<br>LOW                                    | 1<br>LOW  | 2<br>MODERATE      | 3<br>HIGH  | 4<br>ACUTE   | 2M<br>MODERATE | Ensure control measures in place. | <b>Engineering</b><br>Isolate the hazard   |  |
| RARE                                      | 1<br>LOW                                    | 1<br>LOW  | 2<br>MODERATE      | 3<br>HIGH  | 3<br>HIGH  | 1L<br>LOW      | Monitor and keep records.         | <b>Administrative</b><br>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 the 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. Preparation         | inadequate planning, lack of communication    | 3H           | <ul style="list-style-type: none"> <li>Conduct a pre-assessment meeting with all stakeholders</li> <li>Develop a detailed work plan including roles and responsibilities</li> <li>Ensure clear communication strategies are in place</li> <li>Verify all team members are familiar with emergency procedures</li> <li>Prepare contingency plans for unexpected events</li> <li>Schedule regular progress updates</li> <li>Test communication devices prior to activities</li> <li>Supply printed copies of emergency contacts</li> <li>Create a timeline for activities</li> <li>Plan alternative actions for adverse weather conditions</li> </ul> | 2M            |
| 2. Site Inspection     | physical obstacles, uneven terrain            | 3H           | <ul style="list-style-type: none"> <li>Use site maps to identify potential obstacles</li> <li>Mark hazardous areas clearly with warning signage</li> <li>Employ a qualified person to clear physical obstacles</li> <li>Ensure pathways are properly lit</li> <li>Provide suitable access tools and equipment</li> <li>Conduct site inspections in teams</li> <li>Wear appropriate personal protective equipment (PPE)</li> <li>Train personnel in terrain navigation</li> <li>Conduct pre-inspection surveys</li> <li>Utilise GPS devices for accurate location mapping</li> </ul>   | 2M            |
| 3. Structural Analysis | structural instability, equipment malfunction | 3H           | <ul style="list-style-type: none"> <li>Engage certified structural engineers for analysis</li> <li>Use industry-standard equipment for structural assessment</li> <li>Verify the maintenance history of assessment equipment</li> <li>Perform tests in stable weather conditions</li> <li>Ensure backup equipment is available</li> <li>Regularly inspect equipment during use</li> <li>Apply non-destructive testing techniques</li> <li>Adhere to load limitations during testing</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 |
|                               |   |              | Provide training for special equipment use<br>Establish a clear communication line during tests  |               |
| 4. Seismic Load Design Review | calculation errors, design flaws                            | 4A           | [REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED] | 2M            |
| 5. Material Selection         | incorrect material specifications, supply chain disruptions | 3H           | [REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED] | 1L            |
| 6. Construction Supervision   | lack of supervision, non-compliance with designs            | 3H           | [REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]   | 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. Post-Construction Evaluation  | hidden structural defects, incomplete documentation | 3H           |  | 2M            |
| 8. Staff Training                | inadequate training, unpreparedness                 | 3H           |  | 1L            |
| 9. Emergency Preparedness Drills | poor emergency response, inadequate resources       | 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. Maintenance Planning   | deferred maintenance, resource misallocation         | 3H           |  | 1L            |
| 11. Communication Strategy | miscommunication, information overload               | 3H           |  | 1L            |
| 12. Regulatory Compliance  | non-adherence to regulations, changes in regulations | 3H           |  | 1L            |

| 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. Project Handover         | lack of operational knowledge,<br>incomplete handover documentation | 3H           |  | 1L            |
| 14. Feedback and Improvement | inadequate feedback mechanisms<br>failure to implement improvements | 3H           |  | 1L            |
| 15. Record Keeping           | data loss, inaccurate records                                       | 3H           |  | 1L            |

| 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 |
|                            |   |              |  |               |
| 16. Post-Evaluation Review | bias in evaluation, missed learning opportunities | 3H           |  | 1L            |
| 17. Continuous Improvement | resistance to change, lack of resources           | 3H           |  | 1L            |
| 18. Incident Reporting     | underreporting, ineffective report analysis       | 3H           |  | 1L            |



| 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 |
|                          |                                      |              |  |               |
| 19. Quality Assurance    | process deviations, quality failures | 3H           |  | 1L            |
| 20. Public Communication | misinformation, public concern       | 3H           |  | 1L            |
|                          |                                      |              |  |               |
|                          |                                      |              |  |               |

## 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.