

## Emergency Exit Testing 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>

### Risk Rating & Required Action:

<b>4A</b>	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.
<b>3H</b>	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.

### Consequence Scale:

Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance
<b>Insignificant</b>	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	Inadequate equipment, Time mismanagement	3H	<ul style="list-style-type: none"> <li>- Verify all testing equipment is in good working condition</li> <li>- Schedule testing during low occupancy times</li> <li>- Review emergency exit testing procedure</li> <li>- Assign roles and responsibilities to team members prior to commencement</li> <li>- Conduct a team briefing to discuss the planned test and safety protocols</li> <li>- Ensure that the team has clear communication devices and coordination</li> <li>- Inspect all exit routes prior to the test</li> <li>- Alert building occupants of the scheduled test to avoid panic</li> <li>- Ensure appropriate signage is available to guide participants</li> <li>- Obtain necessary approvals from building management and safety officers</li> </ul>	2M
2. Notify Relevant Personnel	Miscommunication, Unavailability of personnel	3L	<ul style="list-style-type: none"> <li>- Compile a comprehensive contact list of all relevant personnel</li> <li>- Send out notifications well in advance of the scheduled test</li> <li>- Use multiple communication platforms to ensure message receipt</li> <li>- Require acknowledgment of receipt from all team members</li> <li>- Follow up with a reminder on the day of the test</li> <li>- Have a contingency plan for unavailable key personnel</li> <li>- Ensure all contacted personnel understand the test scenario</li> <li>- Include safety specialists and emergency services in notifications</li> <li>- Confirm clarity of roles with each team member</li> <li>- Schedule a pre-test meeting to address questions and concerns</li> </ul>	1L
3. Equipment Check	Faulty equipment, Inadequate supplies	3H	<ul style="list-style-type: none"> <li>- Inspect all emergency exit signs for functionality</li> <li>- Test emergency lighting and repair any that is non-functional</li> <li>- Ensure fire extinguishers and other safety equipment are accessible</li> <li>- Verify the operability of alarm systems and emergency communication devices</li> <li>- Maintain an inventory list of all safety equipment</li> <li>- Replace or repair any damaged or missing equipment prior to testing</li> <li>- Schedule regular equipment checks to prevent failures during tests</li> <li>- Document inspection results for ongoing safety records</li> </ul>	1L

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			<ul style="list-style-type: none"><li>- Provide training to personnel on the use of emergency equipment</li><li>- Ensure spare batteries and chargers are readily available</li></ul>	
4. Conduct Pre-Test Briefing	Misunderstanding of procedure, Lack of preparedness	2M	<ul style="list-style-type: none"><li>- Provide training to personnel on the use of emergency equipment</li><li>- Ensure spare batteries and chargers are readily available</li></ul>	1L
5. Initiate Test	Panic, Failure of communication systems	3H	<ul style="list-style-type: none"><li>- Provide training to personnel on the use of emergency equipment</li><li>- Ensure spare batteries and chargers are readily available</li></ul>	2M
6. Monitor Evacuation Routes	Blockage of paths, Congestion at exits	3H	<ul style="list-style-type: none"><li>- Provide training to personnel on the use of emergency equipment</li><li>- Ensure spare batteries and chargers are readily available</li></ul>	1L

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7. Conduct Test Drills	Non-participation by key personnel, Confusion among participants	3H		1L
8. Evaluate Drill Performance	Incomplete data collection, Poor assessments	2M		1L
9. Implement Changes Based on Feedback	Implementation delays, Failure to address identified issues	3H		1L

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10. Review Equipment and Procedures	Ongoing equipment failures, Outdated protocols	3H		1L
11. Provide Training for All Staff	Inadequate training, Lack of engagement	3H		1L
12. Document Test Findings	Incomplete documentation, Data loss	2M		1L

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13. Conduct Follow-Up Meetings	Non-resolution of issues, Lack of accountability	3H		1L
14. Maintain Communication with Emergency Services	Delayed emergency responses, Outdated contact information	3H		2M
15. Plan for Next Test	Missed planning, Resource allocation issues	2M		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Engage with Occupational Health and Safety Committee	Inadequate committee involvement, Lack of buy-in from stakeholders	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
17. Benchmark with Industry Standards	Non-compliance with standards, Outdated practices	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
18. Develop Continuous Improvement Strategies	Lack of progress, Stagnation of emergency procedures	2M	<div></div> <div></div> <div></div>	1L



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19. Conduct Post-Test Reviews	Overlooking critical feedback, Confidentiality breaches	2M		1L
20. Update Legal Compliance	Regulatory non-compliance, Uninformed legal updates	3H		2M

## 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.