

**Emergency First Response 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:	

SAMPLE

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.	Administrative Change	
								PPE	

  

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:

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 equipment supply, Failure to identify emergency situation	3H	<ul style="list-style-type: none"> <li>- Ensure a comprehensive checklist for emergency equipment is available and completed.</li> <li>- Perform regular inventory checks of emergency supplies.</li> <li>- Train participants to recognise signs of emergencies.</li> <li>- Conduct regular emergency drills.</li> <li>- Designate roles and responsibilities in case of an emergency.</li> <li>- Review past emergency responses for continuous improvement.</li> <li>- Ensure communication devices are functional.</li> <li>- Keep first aid kits fully stocked and easily accessible.</li> <li>- Assign a risk assessment officer for each shift.</li> <li>- Establish clear reporting lines for emergencies.</li> </ul>	2M
2. Initial Response	Delayed response, Incorrect prioritisation of injuries	3M	<ul style="list-style-type: none"> <li>- Provide training on rapid assessment and response.</li> <li>- Use triage systems to prioritise treatment.</li> <li>- Maintain a list of emergency contact numbers readily accessible.</li> <li>- Ensure all responders are familiar with emergency procedures.</li> <li>- Implement regular scenario-based training sessions.</li> <li>- Document each incident systematically for future learning.</li> <li>- Communicate clearly with team members during an emergency.</li> <li>- Use first aid equipment as per training guidelines.</li> <li>- Regularly revise and update emergency protocols.</li> <li>- Have backup systems in place for communication failures.</li> </ul>	2M
3. Call for Assistance	Inadequate communication, Failure to follow protocol	3H	<ul style="list-style-type: none"> <li>- Train staff on how to effectively communicate details during a crisis.</li> <li>- Keep emergency numbers pre-programmed in all workplace phones.</li> <li>- Establish protocol for communication during emergencies.</li> <li>- Conduct regular audits of communication equipment.</li> <li>- Ensure all workers are trained to use communication devices.</li> <li>- Regularly update emergency contact lists.</li> <li>- Run regular scenario communications drills.</li> <li>- Establish alternative communication methods in case of failure.</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Include communication protocols in induction programs.</li> <li>- Ensure equipment is compatible with emergency services.</li> </ul>	
4. Secure the Scene	Uncontrolled environment, Exposure to further hazards	3H	[REDACTED]	2M
5. Administer First Aid	Inadequate skills, contamination risk	4A	[REDACTED]	2M
6. Monitor Condition	Delayed recognition of condition deterioration, Failure to document and report	3H	[REDACTED]	2M

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			[REDACTED]	
7. Transport to Medical Facility	Improper handling during transport, Inadequate transportation arrangements	4A	[REDACTED]	2M
8. Conduct Incident Review	Failure to learn from incidents, Incomplete documentation	3H	[REDACTED]	1L
9. Evaluate Response Effectiveness	Lack of evaluation metrics, Resistance to feedback	3H	[REDACTED]	1L

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			[REDACTED]	
10. Implement Improvement Plans	Ineffective implementation, Inconsistent follow-up	3H	[REDACTED]	1L
11. Communicate With Stakeholders	Misinformation dissemination, Stakeholder dissatisfaction	3H	[REDACTED]	1L
12. Conduct Regular Training	Training fatigue, Skill decay	3H	[REDACTED]	1L

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			[REDACTED]	
13. Maintain Emergency Equipment	Equipment failure, Inadequate equipment knowledge	4A	[REDACTED]	2M
14. Develop Contingency Plans	Unpreparedness for emergencies, Outdated contingency protocols	3H	[REDACTED]	1L
15. Monitor Regulatory Compliance	Non-compliance with new regulations, Lack of awareness of regulatory updates	3H	[REDACTED]	1L

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			<div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 95%;"></div> <div style="background-color: black; height: 15px; width: 85%;"></div> <div style="background-color: black; height: 15px; width: 90%;"></div> <div style="background-color: black; height: 15px; width: 80%;"></div> <div style="background-color: black; height: 15px; width: 95%;"></div> <div style="background-color: black; height: 15px; width: 98%;"></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 FOR 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-of-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/workplaces-and-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>

**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>

**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

**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.

