

Emergency Response Drill Participating 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			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:								Notes on Hierarchy of Controls:	
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. Eliminate	
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	
Consequence Scale:								Always document why 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				
								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	Lack of awareness, Improper equipment setup	3H	<ul style="list-style-type: none"> - Conduct pre-drill briefing to outline objectives and procedures - Ensure all participants complete a safety induction - Verify all equipment is tested and functional - Assign roles clearly and ensure all participants understand their responsibilities - Review emergency contact protocols - Provide personal protective equipment (PPE) to all participants - Prepare and distribute maps and plans of the drill area - Check weather conditions and plan for contingencies - Compliance with all relevant standards and guidelines - Assess accessibility of emergency services 	2M
2. Mobilisation	Slips, trips and falls, Disorientation	3M	<ul style="list-style-type: none"> - Use designated paths and walkways highlighted in the briefing - Wear appropriate footwear to prevent slips and falls - Ensure clear signage is posted at all critical points - Provide a communication device to each team - Allocate guides to lead the groups - Conduct a headcount before commencing the activity - Designate assembly points - Provide participants with maps of the relevant area - Ensure all areas are well-lit if the drill is conducted in low visibility - Ensure the site is secure and access is controlled 	2M
3. Simulation	Panic reaction, Exposure to elements	4A	<ul style="list-style-type: none"> - Gradually escalate the complexity of the simulation - Initiate with a slow-paced context to reduce panic - Use simulation props instead of real threats - Ensure training supervisors are present to manage participant behaviours - Monitor weather conditions continuously - Allow regular breaks to manage participant fatigue - Rehearse roles with safety officers before starting the simulation - Use signage to clearly indicate simulated hazards 	3H

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			<ul style="list-style-type: none"> - Provide access to shelters in case of severe weather - Confirm that all safety equipment is available and functional 	
4. Evacuation	Crowd congestion, Inadequate communication	3H	<ul style="list-style-type: none"> - Establish a clear evacuation route and assembly point - Assign staff to guide and assist evacuees - Use loudspeakers to provide clear instructions - Ensure all exits are unobstructed - Conduct regular evacuation drills - Provide first aid and water to evacuees - Assign staff to check for anyone left behind - Communicate with emergency services - Provide a headcount of evacuees - Assign staff to manage the crowd - Provide a clear point of contact for evacuees - Assign staff to manage the crowd - Provide a clear point of contact for evacuees 	2M
5. Reporting	Line of sight obstructions, Incorrect data entry	2M	<ul style="list-style-type: none"> - Establish a clear reporting procedure - Assign staff to collect and report data - Use a standardized reporting form - Ensure all data is entered correctly - Conduct regular data audits - Provide first aid and water to evacuees - Assign staff to check for anyone left behind - Communicate with emergency services - Provide a headcount of evacuees - Assign staff to manage the crowd - Provide a clear point of contact for evacuees - Assign staff to manage the crowd - Provide a clear point of contact for evacuees 	1L
6. Debrief	Emotional distress, Inadequate feedback capture	2M	<ul style="list-style-type: none"> - Establish a clear debriefing procedure - Assign staff to collect and report data - Use a standardized reporting form - Ensure all data is entered correctly - Conduct regular data audits - Provide first aid and water to evacuees - Assign staff to check for anyone left behind - Communicate with emergency services - Provide a headcount of evacuees - Assign staff to manage the crowd - Provide a clear point of contact for evacuees - Assign staff to manage the crowd - Provide a clear point of contact for evacuees 	1L

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7. Review	Inconsistent procedures, Failure to implement improvements	2M		1L
8. Equipment Maintenance	Faulty equipment, Lack of regular tests	3H		2M
9. Role Review	Role ambiguity, Poor role performance	2M		1L

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10. Communication Systems Check	System malfunction, Inadequate reach	3H		2M
11. Training Programme Review	Outdated procedures, Skill gaps	2M		1L
12. Safety Committee Involvement	Lack of collaboration, Incomplete oversight	2M		1L

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13. Supplier Coordination	Logistical delays, Supplier non-compliance	3H		2M
14. Record Keeping	Data loss, Inaccurate records	2M		1L
15. Ongoing Monitoring	Ineffective monitoring, Delayed hazard detection	2M		1L

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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.