

Enclosed Workspace Issues Like Dampness, Mold, Pests 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			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:

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

Consequence Scale:

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

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	lack of PPE, improper tools	3H	<ul style="list-style-type: none"> - Conduct training on PPE and tool usage - Ensure proper PPE is available and used by - Confirm tools are suitable for tasks - Verify tools are in good condition - Conduct pre-work briefings to reinforce safety protocols - Designate a safety officer for the work area - Prepare emergency response plan - Determine communication methods for emergencies - Implement a check-in system for workers - Appoint a person responsible for overseeing PPE compliance 	2M
2. Accessing Enclosed Space	asphyxiation, restricted access	4A	<ul style="list-style-type: none"> - Conduct air quality tests prior to entry - Ensure proper ventilation systems are in place - Use portable oxygen sensors - Provide training on confined space entry procedures - Assign trained personnel for monitoring entry and exit - Establish emergency ingress and egress points - Use signage to highlight exit paths - Equip workers with portable communication devices - Develop an evacuation plan - Conduct regular drills - Limit entry to essential personnel only - Ensure all workers have the appropriate PPE 	2M
3. Inspection for Dampness	slippery surfaces, electric shock	3H	<ul style="list-style-type: none"> - Use non-slip footwear - Clearly mark slippery areas with signs - Utilise insulated tools - Ensure all wiring and equipment are off before inspection - Conduct visual assessments before physical inspections - Use water detection sensors 	2M

contaminated

3H

es, allergic reactions

3H

Implement standard operating procedures for electrical safety

Ensure electrical panels are labelled and closed

Confirm all workers have the proper training on electrical safety

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7. Ventilation Improvement	poor air quality, heat stress	3H		2M
8. Sealing and Insulation	exposure to toxic materials, fire hazards	4A		2M

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9. Cleaning and Disinfecting	chemical exposure, slip hazards	3H	<ul style="list-style-type: none"> Use appropriate PPE (gloves, goggles, apron) Follow manufacturer's instructions for chemical use Work in well-ventilated areas Use spill containment measures Label all chemical containers Store chemicals properly Use caution when handling chemicals Wash hands thoroughly after use Use slip-resistant footwear Keep walkways clear of clutter Use proper lifting techniques Use caution when using ladders or scaffolding Use caution when using power tools Use caution when using equipment Use caution when using machinery Use caution when using vehicles Use caution when using equipment Use caution when using machinery Use caution when using vehicles Use caution when using equipment Use caution when using machinery Use caution when using vehicles 	1L
10. Exit Procedures	entrapment, fall hazards	3H	<ul style="list-style-type: none"> Follow established exit routes Use designated exits Do not use elevators Do not use stairs Do not use ladders Do not use scaffolding Do not use equipment Do not use machinery Do not use vehicles Do not use equipment Do not use machinery Do not use vehicles Do not use equipment Do not use machinery Do not use vehicles Do not use equipment Do not use machinery Do not use vehicles Do not use equipment Do not use machinery Do not use vehicles 	2M
11. Documentation and Reporting	missing information, inaccurate reporting	2M	<ul style="list-style-type: none"> Use appropriate forms Use appropriate language Use appropriate units Use appropriate symbols Use appropriate abbreviations Use appropriate acronyms Use appropriate terminology Use appropriate notation Use appropriate units Use appropriate symbols Use appropriate abbreviations Use appropriate acronyms Use appropriate terminology Use appropriate notation Use appropriate units Use appropriate symbols Use appropriate abbreviations Use appropriate acronyms Use appropriate terminology Use appropriate notation Use appropriate units Use appropriate symbols Use appropriate abbreviations Use appropriate acronyms Use appropriate terminology Use appropriate notation 	1L

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12. Maintenance Work	equipment malfunction, electrocution	3H		1L
13. Pest Control	toxic exposure, environmental hazards	3H		1L
14. Post-Action Monitoring	undetected risks, delayed response	2M		1L

2M

knowledge gaps

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>

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>

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>

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.

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>

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>

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