

End Of Shift Procedures 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				
								<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	Slips, trips	3H	<ul style="list-style-type: none"> - Ensure all walkways are clear of obstructions before beginning end of shift procedures - Use appropriate anti-slip footwear to minimise the risk of slips and trips - Implement a regular cleaning schedule to keep floors clean and dry - Ensure adequate lighting is provided in all areas - Train staff on the importance of maintaining clear pathways - Use floor markings to indicate walkways - Install handrails where needed - Display warning signs to alert staff of slip-prone areas - Conduct periodic inspections of floor conditions - Report and rectify any floor hazards immediately 	2M
2. Machine Shutdown	Electrical shock, Equipment malfunction	4H	<ul style="list-style-type: none"> - Follow manufacturers' guidelines for switching off equipment - Conduct regular maintenance to ensure equipment is in safe working order - Use lockout/tag-out procedures to prevent accidental start-up - Provide training on proper shutdown procedures - Ensure personal protective equipment is used where required - Inspect power leads and outlets for damage before use - Verify that all machines are actually powered down prior to leaving - Install emergency stop buttons that are easily accessible - Seek assistance if unclear about shutdown procedures - Use insulated tools for maintenance tasks 	2M
3. Inventory Check	Strains from lifting, Falling objects	3H	<ul style="list-style-type: none"> - Use proper manual handling techniques when lifting items - Provide trolleys or forklifts to assist with moving heavy items - Store heavier items on lower shelves to prevent accidental falls - Secure shelving units to prevent toppling - Provide training on safe lifting techniques - Conduct regular audits to identify safe storage practices - Ensure inventory is labelled clearly to avoid confusion - Use step ladders correctly for reaching higher items 	1L

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			<ul style="list-style-type: none"> - Keep aisles clear to avoid obstruction during inventory checks - Encourage reporting of unsafe storage practices 	
4. Cleaning	Chemical exposure, Injury from improper cleaning equipment use	3H	<ul style="list-style-type: none"> - Use appropriate PPE (gloves, goggles, apron) - Read and follow manufacturer instructions for all cleaning products - Store cleaning chemicals properly, away from food and other items - Label all cleaning equipment and chemicals - Train staff on proper cleaning procedures and equipment use - Post warning signs in areas where cleaning is taking place - Use spill kits for any accidental spills - Ventilate the area during cleaning - Avoid mixing different cleaning products - Use caution when using ladders or scaffolding - Keep work area clear of obstacles - Report any injuries or incidents immediately 	2M
5. Securing Premises	Unauthorised access, Vandalism	4A	<ul style="list-style-type: none"> - Lock all doors and windows at the end of each shift - Check security system status and test alarms - Remove all valuables and sensitive information from the premises - Restrict access to the premises to authorized personnel only - Conduct regular security checks and patrols - Install security cameras and motion detectors - Post "No Trespassing" signs - Establish a clear perimeter and control points - Train staff on emergency procedures - Report any suspicious activity or incidents immediately 	2M
6. Reporting and Documentation	Communication errors, Data loss	3H	<ul style="list-style-type: none"> - Use clear and concise communication - Double-check all data entry and calculations - Back up data regularly and securely - Document all incidents and actions taken - Review and update procedures regularly - Use standardized forms and templates - Communicate changes clearly to all relevant parties - Verify information received from external sources - Keep records of all communications and actions - Report any errors or discrepancies immediately 	1L

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7. Personal Protective Equipment (PPE) Check	Defective PPE, Lack of PPE usage	3H		1L
8. Waste Disposal	Contact with hazardous waste, Incorrect disposal procedures	4A		2M
9. Lighting and Electrical Equipment Check	Electrical faults, Light outages	3H		2M

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10. Equipment Maintenance	Faulty equipment, Injury during maintenance	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
11. Security System Check	System failure, False alarms	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> <div></div> <div></div> <div></div>	2M
12. Final Inspections	Overlooked hazards, Complacency	4A	<div></div> <div></div> <div></div>	2M

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13. Fire Safety Check	Fire hazards, Blocked exits	4A		2M
14. Communication Equipment Check	Equipment malfunction, Communication breakdowns	3H		2M
15. Locking up	Unauthorised access, Injury from misuse of lock mechanisms	3H		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.