

Ensuring Public Safety Whilst Working Roadside 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. Planning	Poor weather conditions, Traffic congestion	3H	<ul style="list-style-type: none"> - Review weather forecasts and plan activities accordingly - Schedule work during off-peak traffic hours where possible - Communicate with local authorities for traffic management - Prepare traffic management plans - Train staff on traffic control procedures - Ensure availability of traffic controllers - Establish clear communication channels for emergencies - Monitor weather conditions continuously - Identify escape routes in case of emergency - Install appropriate signage well ahead of work zone 	2M
2. Site Survey	Unidentified hazards, Inadequate site layout understanding	3H	<ul style="list-style-type: none"> - Conduct a preliminary site visit with experienced personnel - Ensure all necessary survey equipment is in good condition - Record and photograph site conditions thoroughly - Use a drone for aerial survey if appropriate - Secure permits for survey activities if required - Engage local expertise to identify specific hazards - Review historical incident data for similar sites - Develop a site layout plan - Ensure communication system for surveyors is robust - Provide personal protective equipment to survey team 	1L
3. Equipment Preparation	Faulty equipment, Improper use of equipment	3H	<ul style="list-style-type: none"> - Inspect and test all equipment prior to use - Ensure all operator certifications are current - Conduct equipment-specific training sessions - Schedule regular maintenance checks - Create a checklist for equipment setup - Use equipment as per manufacturers' guidelines - Keep a log of all equipment defects and repairs - Ensure effective lock-out/tag-out procedures 	2M

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			<ul style="list-style-type: none"> - Provide equipment manuals and safety data sheets on site - Maintain a register of all equipment operators 	
4. Setting Up Work Area	Unauthorised access to site, Poor visibility	4A	<ul style="list-style-type: none"> - Establish and maintain exclusion zones around work areas - Use high-visibility safety vests and hard hats - Post warning signs and barriers - Assign a dedicated safety officer to monitor access - Implement a permit-to-work system for site access - Conduct regular safety briefings for all personnel - Use spotters for blind spots during equipment movement - Ensure clear communication channels (e.g., radios) - Restrict access to authorized personnel only - Use temporary fencing or tape to mark off areas - Implement a strict no-distracted-driving policy - Provide adequate lighting for low-visibility conditions - Establish a safe pedestrian route separate from work zones - Use flaggers or traffic controllers as needed - Conduct visual checks for unauthorized personnel - Implement a stop-work protocol for safety violations - Use reflective markers on equipment and vehicles - Establish a clear protocol for emergency situations - Ensure all personnel are trained in site safety procedures - Use one-way traffic flow where possible - Implement a strict no-alcohol policy - Use designated parking areas for personnel and vehicles - Establish a clear protocol for handling unexpected arrivals - Use high-visibility safety vests and hard hats - Post warning signs and barriers - Assign a dedicated safety officer to monitor access - Implement a permit-to-work system for site access - Conduct regular safety briefings for all personnel - Use spotters for blind spots during equipment movement - Ensure clear communication channels (e.g., radios) - Restrict access to authorized personnel only - Use temporary fencing or tape to mark off areas - Implement a strict no-distracted-driving policy - Provide adequate lighting for low-visibility conditions - Establish a safe pedestrian route separate from work zones - Use flaggers or traffic controllers as needed - Conduct visual checks for unauthorized personnel - Implement a stop-work protocol for safety violations - Use reflective markers on equipment and vehicles - Establish a clear protocol for handling unexpected arrivals 	2M
5. Traffic Management	Vehicle collisions, Pedestrian incidents	4A	<ul style="list-style-type: none"> - Establish and maintain exclusion zones around work areas - Use high-visibility safety vests and hard hats - Post warning signs and barriers - Assign a dedicated safety officer to monitor access - Implement a permit-to-work system for site access - Conduct regular safety briefings for all personnel - Use spotters for blind spots during equipment movement - Ensure clear communication channels (e.g., radios) - Restrict access to authorized personnel only - Use temporary fencing or tape to mark off areas - Implement a strict no-distracted-driving policy - Provide adequate lighting for low-visibility conditions - Establish a safe pedestrian route separate from work zones - Use flaggers or traffic controllers as needed - Conduct visual checks for unauthorized personnel - Implement a stop-work protocol for safety violations - Use reflective markers on equipment and vehicles - Establish a clear protocol for handling unexpected arrivals 	2M
6. Excavation	Cave-ins, Underground services damage	4A	<ul style="list-style-type: none"> - Establish and maintain exclusion zones around work areas - Use high-visibility safety vests and hard hats - Post warning signs and barriers - Assign a dedicated safety officer to monitor access - Implement a permit-to-work system for site access - Conduct regular safety briefings for all personnel - Use spotters for blind spots during equipment movement - Ensure clear communication channels (e.g., radios) - Restrict access to authorized personnel only - Use temporary fencing or tape to mark off areas - Implement a strict no-distracted-driving policy - Provide adequate lighting for low-visibility conditions - Establish a safe pedestrian route separate from work zones - Use flaggers or traffic controllers as needed - Conduct visual checks for unauthorized personnel - Implement a stop-work protocol for safety violations - Use reflective markers on equipment and vehicles - Establish a clear protocol for handling unexpected arrivals 	2M

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7. Asphaltting	Burn incidents from hot asphalt, Exposure to fumes	4A		2M
8. Machinery Operation	Machinery rollover, struck by moving machinery	4A		2M
9. Monitoring Air Quality	Hazardous substances release, Deteriorating air quality	3H		1L

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10. Working at Heights	Falls, Dropped objects	4A		2M
11. Erecting Structures	Structural collapse, Material falling injuries	4A		2M
12. Installing Signage	Incorrect information displayed, Electrical hazards	3H		1L

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13. Concrete Work	Skin contact with wet cement, Concrete collapse	4A		2M
14. Demobilisation	Environmental contamination, Injury during equipment removal	3H		1L
15. Project Completion Review	Missed hazards in final inspection, Lack of documentation	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.