

Entering An Abandoned Property 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:								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 the 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 and Planning	Unfamiliar environment, Lack of information	3H	<ul style="list-style-type: none"> - Conduct a site visit prior to final assessment - Gather historical information about the property - Brief team on potential evolution of conditions - Ensure clear communication of plan and strategy - Develop contingency plans for unforeseen events - Identify key focal points and access routes - Schedule work during optimal times with good visibility - Verify documentation and permissions are in place - Arrange appropriate insurance cover - Allocate experienced personnel 	2M
2. Site Entry	Trips and falls, Structural instability	4H	<ul style="list-style-type: none"> - Implement precautions for variable ground surfaces - Use torchlights for clear visibility in entry areas - Issue protective gear such as helmets and gloves - Allow only authorized and trained personnel - Conduct pre-entry checks for structural damages - Establish clear pathways for movement - Install warning signs at known danger points - Mark weak and unsafe areas clearly - Designate an emergency assembly point - Provide step ladders for elevation adjustments 	2M
3. Structural Assessment	Falling debris, Structural collapse	4A	<ul style="list-style-type: none"> - Assign a professional structural engineer - Utilize drones to inspect inaccessible areas - Secure loose materials or structures - Limit personnel in areas of high risk - Erect temporary support or bracing where necessary - Conduct assessments only in suitable weather conditions - Monitor for unusual noises or signs of instability - Communicate findings immediately to the team 	2M

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
			<ul style="list-style-type: none"> - Install temporary fencing around danger zones - Record ongoing changes and alert to new hazards 	
4. Air Quality Assessment	Exposure to toxic gases, Respiratory illnesses	3H	<ul style="list-style-type: none"> - Wear appropriate PPE (respiratory protection, gloves, eye protection) - Conduct air quality monitoring using appropriate equipment - Establish exclusion zones around work areas - Implement a permit-to-work system for high-risk activities - Ensure adequate ventilation and airflow - Use gas detectors to monitor for toxic gases - Provide training and awareness for all personnel - Conduct regular safety briefings and toolbox talks - Implement a strict no-smoking policy - Use appropriate storage and handling procedures for hazardous materials - Establish a clear escape route and assembly point - Conduct regular maintenance and inspection of equipment - Implement a strict hygiene protocol (hand washing, changing clothes) - Use appropriate disposal methods for hazardous waste - Establish a clear communication system (e.g., radios) - Implement a strict no-alcohol policy - Use appropriate signage and warnings - Conduct regular safety drills and exercises - Implement a strict no-unsafe-practice policy - Use appropriate fall protection measures - Establish a clear chain of command and roles - Implement a strict no-unsafe-practice policy - Use appropriate fall protection measures - Establish a clear chain of command and roles 	1L
5. Electrical Safety	Live wires, Electrical spills	4A	<ul style="list-style-type: none"> - Lockout/tagout (LOTO) procedures must be strictly followed - Use appropriate PPE (insulated gloves, safety glasses, arc flash protection) - Establish exclusion zones around live electrical equipment - Implement a permit-to-work system for high-risk activities - Ensure adequate ventilation and airflow - Use gas detectors to monitor for toxic gases - Provide training and awareness for all personnel - Conduct regular safety briefings and toolbox talks - Implement a strict no-smoking policy - Use appropriate storage and handling procedures for hazardous materials - Establish a clear escape route and assembly point - Conduct regular maintenance and inspection of equipment - Implement a strict hygiene protocol (hand washing, changing clothes) - Use appropriate disposal methods for hazardous waste - Establish a clear communication system (e.g., radios) - Implement a strict no-alcohol policy - Use appropriate signage and warnings - Conduct regular safety drills and exercises - Implement a strict no-unsafe-practice policy - Use appropriate fall protection measures - Establish a clear chain of command and roles - Implement a strict no-unsafe-practice policy - Use appropriate fall protection measures - Establish a clear chain of command and roles 	2M
6. Asbestos Identification and Management	Asbestos dust exposure, Asbestos contamination	4A	<ul style="list-style-type: none"> - Conduct thorough asbestos surveys and risk assessments - Implement strict access control and exclusion zones - Use appropriate PPE (respiratory protection, gloves, eye protection) - Establish a permit-to-work system for high-risk activities - Ensure adequate ventilation and airflow - Use gas detectors to monitor for toxic gases - Provide training and awareness for all personnel - Conduct regular safety briefings and toolbox talks - Implement a strict no-smoking policy - Use appropriate storage and handling procedures for hazardous materials - Establish a clear escape route and assembly point - Conduct regular maintenance and inspection of equipment - Implement a strict hygiene protocol (hand washing, changing clothes) - Use appropriate disposal methods for hazardous waste - Establish a clear communication system (e.g., radios) - Implement a strict no-alcohol policy - Use appropriate signage and warnings - Conduct regular safety drills and exercises - Implement a strict no-unsafe-practice policy - Use appropriate fall protection measures - Establish a clear chain of command and roles - Implement a strict no-unsafe-practice policy - Use appropriate fall protection measures - Establish a clear chain of command and roles 	2M

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7. Hazardous Material Identification	Chemical exposure, Contaminated surfaces	3H		2M
8. Biological Hazard Risk Management	Mould, Rodent waste	3H		1L
9. Excavation and Groundwork	Subsurface voids, Utility strikes	4A		2M

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10. Working at Heights	Falls, Falling objects	4A		2M
11. Traffic Management	Vehicle collisions, Restricted visibility	3H		1L
12. Lighting and Visibility	Insufficient lighting, Shadowed obstructions	3H		1L

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13. Noise and Hearing Conservation	Hearing damage, Concentration loss	3H		1L
14. Waste Management	Pollution, Injury from sharp objects	3H		1L
15. Site Exit	Accidental damage, Security breaches	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.