

Eradicate Tripping Hazards 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:

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 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	Slippery surfaces, Loose cables	3H	<ul style="list-style-type: none"> - Conduct a pre-work briefing on tripping hazards - Inspect the area for existing tripping hazards - Implement cord management solutions for loose cables - Schedule routine cleaning of the workplace floor - Ensure good lighting throughout the workplace - Place clear signage for wet floor areas - Provide training on hazard identification - Use floor mats at entrance to reduce wet floors - Establish a reporting system for tripping hazards - Ensure staff wears appropriate footwear 	2M
2. Evaluate Workplace	Unmarked steps, Cluttered walkways	3H	<ul style="list-style-type: none"> - Walkthrough inspection of key areas - Engage employees in hazard identification - Implement clear marking for all steps - Reorganise work areas to eliminate clutter - Institute regular cleaning schedules - Use anti-slip materials on steps - Provide storage solutions to minimise clutter - Conduct regular audits of walkway areas - Train staff on the importance of clear walkways - Use signage to guide safe paths 	2M
3. Conduct Risk Assessment	Unsecured floor coverings, Uneven flooring	3H	<ul style="list-style-type: none"> - Secure all loose floor coverings - Replace damaged floor coverings - Conduct thorough inspection for floor evenness - Use temporary solutions like anti-slip tape - Prioritise repair of identified risks - Engage professionals for floor evaluations - Label potential uneven areas until repaired - Improve visibility through lighting 	1L

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			<ul style="list-style-type: none"> - Ensure emergency services access compliance - Revise risk assessments periodically 	
4. Develop Action Plan	Limited resources, Undefined responsibilities	2M	<ul style="list-style-type: none"> - Develop a detailed action plan with clear roles and responsibilities - Identify and allocate resources for each task - Establish a timeline and milestones for the action plan - Communicate the action plan to all relevant staff - Monitor progress and adjust the plan as needed - Conduct regular meetings to discuss progress and challenges - Assign specific tasks to individuals and hold them accountable - Provide necessary training and support for staff - Establish a system for reporting and addressing issues - Review the action plan regularly and make improvements 	1L
5. Implement Control Measures	Inadequate supervision, Incorrect implementation	3H	<ul style="list-style-type: none"> - Assign a dedicated supervisor to oversee the implementation - Provide clear instructions and training for staff - Monitor staff performance and provide feedback - Conduct regular audits to ensure compliance - Address any issues or deviations immediately - Communicate the importance of following control measures - Establish a system for reporting and addressing issues - Review the implementation process and make improvements - Provide ongoing training and support for staff - Conduct regular meetings to discuss progress and challenges - Assign specific tasks to individuals and hold them accountable - Establish a system for reporting and addressing issues - Review the implementation process and make improvements - Provide ongoing training and support for staff - Conduct regular meetings to discuss progress and challenges - Assign specific tasks to individuals and hold them accountable 	2M
6. Educate Staff	Lack of awareness, Reluctance to comply	2M	<ul style="list-style-type: none"> - Develop a comprehensive training program - Provide regular training sessions for all staff - Use a variety of training methods (e.g., classroom, hands-on, e-learning) - Assess staff understanding and provide additional training as needed - Encourage staff to ask questions and provide feedback - Establish a system for reporting and addressing issues - Review the training program and make improvements - Provide ongoing training and support for staff - Conduct regular meetings to discuss progress and challenges - Assign specific tasks to individuals and hold them accountable - Establish a system for reporting and addressing issues - Review the implementation process and make improvements - Provide ongoing training and support for staff - Conduct regular meetings to discuss progress and challenges - Assign specific tasks to individuals and hold them accountable 	1L

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7. Monitor and Review	Complacency, Missed hazards	2M		1L
8. Maintain Equipment	Faulty equipment, incorrect use of equipment	3H		1L
9. Engage Stakeholders	Miscommunication, Conflict of interest	2M		1L

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10. Incident Reporting	Unreported hazards, Delayed reporting	3H		1L
11. Supervision	Inconsistent supervision, Overworked supervisors	3H		2M
12. Emergency Procedures	Poor emergency planning, Unclear emergency roles	4A		1L

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13. Training and Development	Outdated skills, Lack of competency	2M		1L
14. Review and Continuous Improvement	Resistance to change, Lack of feedback	3H		1L
15. Finalise Documentation	Inaccurate records, Data loss	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.