

## Establish Exclusion Zones Around Operational Work Sites 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<br>HIGH     | 3<br>HIGH     | 4<br>ACUTE    | 4<br>ACUTE | 4<br>ACUTE   |                |                                   | <b>Elimination</b><br>Remove the hazard.           |
| LIKELY         | 2<br>MODERATE | 3<br>HIGH     | 3<br>HIGH     | 4<br>ACUTE | 4<br>ACUTE   | 4A<br>ACUTE    | DO NOT PROCEED                    | <b>Substitution</b><br>Replace the hazard.         |
| POSSIBLE       | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH     | 4<br>ACUTE | 4<br>ACUTE   | 3H<br>HIGH     | Review before work starts.        | <b>Isolation</b><br>Isolate People from the hazard |
| UNLIKELY       | 1<br>LOW      | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH  | 4<br>ACUTE   | 2M<br>MODERATE | Ensure control measures in place. | <b>Engineering</b><br>Isolate the hazard           |
| RARE           | 1<br>LOW      | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH  | 3<br>HIGH    | 1L<br>LOW      | Monitor and keep records.         | <b>Administrative</b><br>Change                    |
|                |               |               |               |            |              |                |                                   | <b>PPE</b>   |

### Risk Rating & Required Action:

|           |   |
|-----------|---|
| <b>4A</b> | 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. |
| <b>3H</b> | Review and approve additional controls before task starts. Senior supervisor sign-off needed.   |
| <b>2M</b> | Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.   |
| <b>1L</b> | Proceed, following standard operating procedures. Monitor and keep records.   |

### Consequence Scale:

| Consequence          | People (injury/illness)                     | Project / Assets   | Compliance / Reputation                                  |
|----------------------|---|--------------------|--|
| <b>Catastrophic</b>  | Fatality or permanent total disability      | project shutdown   | Significant regulator intervention; criminal prosecution |
| <b>Major</b>         | Serious injury/illness (hospital > 5 days)  | critical delay     | Improvement notice; major media coverage                 |
| <b>Moderate</b>      | Medical-treatment injury; lost-time > 1 day | moderate delay     | Minor breach; adverse client comment                     |
| <b>Minor</b>         | First-aid only, no lost time                | negligible delay   | Isolated non-conformance                                 |
| <b>Insignificant</b> | 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:

1. **Eliminate**
2. **Substitute**
3. **Isolate**
4. **Engineering**
5. **Administrative**
6. **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. Site Assessment          | Entry of unauthorised personnel, Inadequate hazard identification                   | 4A           | <ul style="list-style-type: none"> <li>- Conduct preliminary site survey to identify potential hazards.</li> <li>- Post warning signs at all potential site entry points.</li> <li>- Implement check-in and check-out procedures for authorised personnel.</li> <li>- Utilise GPS mapping to outline exclusion zones clearly.</li> <li>- Appoint a site assessment officer for continuous monitoring.</li> <li>- Use temporary barriers to delineate hazardous areas.</li> <li>- Implement electronic monitoring systems for unauthorised access detection.</li> <li>- Ensure complete documentation of the site hazard assessment.</li> <li>- Communicate assessment results to all personnel involved.</li> <li>- Organise a pre-work safety briefing with involved stakeholders.</li> </ul>   | 3H            |
| 2. Planning Exclusion Zones | Oversized exclusions leading to inefficiencies, Underestimated exclusion parameters | 4M           | <ul style="list-style-type: none"> <li>- Engage with engineering teams to define necessary exclusion zones.</li> <li>- Assess historical data on worksite incidents to inform zone sizing.</li> <li>- Use surveying software for accurate area planning and measurements.</li> <li>- Factor in potential weather changes and their impact on site.</li> <li>- Collaborate with adjacent property managers to mitigate shared risks.</li> <li>- Implement dynamic exclusion zones responsive to work phase requirements.</li> <li>- Align planning with regulatory spatial requirements and guidelines.</li> <li>- Utilise colour-coded maps when explaining zones to workers.</li> <li>- Schedule regular review of exclusion zone dimensions.</li> <li>- Confirm plan approval through management and site safety officer.</li> </ul> | 2M            |
| 3. Equipment Layout         | Equipment-related collisions, Obstructions in exclusion pathways                    | 4A           | <ul style="list-style-type: none"> <li>- Dedicate specific areas for equipment storage away from exclusion zones.</li> <li>- Ensure equipment does not block emergency exits or escape routes.</li> <li>- Use flagging tape or cones to clearly mark equipment boundaries.</li> <li>- Arrange routine inspection of equipment placement by safety officers.</li> <li>- Rotating shifts of equipment operators to prevent congestion.</li> <li>- Position equipment to avoid blind spots for machine operators.</li> <li>- Implement strict parking protocols for large machinery.</li> <li>- Ensure paths remain free for easy personnel movement around zones.</li> </ul>   | 2M            |

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|                            |   |              | <ul style="list-style-type: none"> <li>- Provide additional lighting to highlight areas around large equipment.</li> <li>- Encourage the reporting of equipment layout concerns by workers.</li> </ul>   |               |
| 4. Installation of Signage | Sign visibility issues, Outdated or incorrect signs               | 3H           | <ul style="list-style-type: none"> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> </ul> | 1L            |
| 5. Worker Training         | Lack of hazard awareness, Failure to comply with safety protocols | 4A           | <ul style="list-style-type: none"> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> </ul> | 1L            |
| 6. Communication Protocols | Miscommunication among team, Failure in emergency notification    | 3H           | <ul style="list-style-type: none"> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> </ul>   | 1L            |

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|                               |  |              |  |               |
| 7. Monitoring Exclusion Zones | Unanticipated breaches, Failure to detect deviations                   | 3H           |  | 2M            |
| 8. Incident Response          | Delayed emergency response, Inadequate accident handling               | 3H           |  | 1L            |
| 9. Worker Feedback            | Unaddressed safety concerns, Lack of engagement in safety improvements | 2M           |  | 1L            |

practices,  
and new risks

| 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 |
|                                   |  |              |  |               |
| 12. Incident Reporting            | Incomplete incident records, Delayed reporting of incidents            | 2M           |  | 1L            |
| 13. Consultation and Coordination | Poor inter-departmental communication, Ineffective safety coordination | 3H           |  | 1L            |
| 14. Health Monitoring             | Exposure to hazardous substances, Inadequate health surveillance       | 3H           |  | 2M            |

[illegible]



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|----------------------------------|--|--------------|--|---------------|
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|                                  |  |              |  |               |
| 17. Environmental Considerations | Environmental contamination, Non-compliance with environmental regulations | 3H           |  | 2M            |
| 18. Technology Utilisation       | Failure of technology systems, Over-reliance on technological solutions    | 2M           |  | 1L            |
|                                  |  |              |  |               |
|                                  |  |              |  |               |

## 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.