

## Excavating Ground For New Enclosures 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			<b>Elimination</b> Remove the hazard.
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> Replace the hazard.
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	<b>Isolation</b> Isolate People from the hazard
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	<b>Engineering</b> Isolate the hazard
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> 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. Preparation	Untrained Personnel, Inadequate Planning	4A	<ul style="list-style-type: none"> <li>- Ensure all personnel are trained and competent</li> <li>- Establish a clear site plan</li> <li>- Conduct pre-start meeting to discuss tasks and hazards</li> <li>- Identify underground services and mark locations</li> <li>- Secure necessary approvals and permits</li> <li>- Develop and communicate safe work method statements</li> <li>- Provide proper personal protective equipment</li> <li>- Ensure all equipment is serviced and suitable for use</li> <li>- Establish emergency procedures</li> <li>- Assign competent supervision</li> </ul>	2M
2. Site Induction	New Staff, Lack of Awareness	3L	<ul style="list-style-type: none"> <li>- Conduct comprehensive site induction</li> <li>- Highlight site-specific hazards</li> <li>- Explain emergency evacuation procedures</li> <li>- Distribute information about site-specific PPE requirements</li> <li>- Assign mentors for new personnel</li> <li>- Emphasise the importance of communication</li> <li>- Conduct regular toolbox talks</li> <li>- Use visual aids and signs</li> <li>- Record completion of induction</li> <li>- Encourage questions and feedback</li> </ul>	1L
3. Equipment Inspection	Faulty Equipment, Misuse of Tools	4A	<ul style="list-style-type: none"> <li>- Conduct pre-use inspections of all equipment and machinery</li> <li>- Tag out and report faulty equipment</li> <li>- Regularly service and maintain equipment</li> <li>- Provide training on correct use of tools</li> <li>- Implement tool box talks focusing on equipment safety</li> <li>- Use only equipment suitable for the task</li> <li>- Ensure emergency stops are functioning</li> <li>- Provide manuals and instructions</li> </ul>	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"> <li>- Conduct regular audits and inspections</li> <li>- Supervise equipment use inline with procedures</li> </ul>	
4. Establishing Site Perimeter	Unauthorised Access, Vehicle Movement	3H	<ul style="list-style-type: none"> <li>- Establish and maintain a secure perimeter</li> <li>- Use appropriate signage and barriers</li> <li>- Restrict access to authorised personnel only</li> <li>- Monitor perimeter continuously</li> <li>- Implement a logbook system for all entries and exits</li> <li>- Ensure all vehicles are properly authorised and parked</li> <li>- Conduct regular patrols of the perimeter</li> <li>- Report any suspicious activity immediately</li> <li>- Maintain clear communication with all personnel</li> <li>- Review and update perimeter security measures regularly</li> </ul>	1L
5. Excavation Mark-out	Incorrect Marking, Unguarded Excavation	4A	<ul style="list-style-type: none"> <li>- Use standardised marking methods</li> <li>- Clearly mark excavation boundaries</li> <li>- Install appropriate safety barriers and signage</li> <li>- Restrict access to the excavation area</li> <li>- Implement a permit-to-work system</li> <li>- Ensure all workers are trained in excavation safety</li> <li>- Conduct regular safety checks</li> <li>- Maintain clear communication with all personnel</li> <li>- Review and update excavation safety measures regularly</li> </ul>	2M
6. Utility Location	Hitting Underground Cables, Service Disruption	4A	<ul style="list-style-type: none"> <li>- Use appropriate utility locating equipment</li> <li>- Clearly mark utility locations</li> <li>- Implement a strict no-go zone for utilities</li> <li>- Restrict access to the excavation area</li> <li>- Implement a permit-to-work system</li> <li>- Ensure all workers are trained in utility safety</li> <li>- Conduct regular safety checks</li> <li>- Maintain clear communication with all personnel</li> <li>- Review and update utility safety measures regularly</li> </ul>	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
7. Erecting Safety Barriers	Falls into Excavation, Vehicle Intrusion	4A		2M
8. Excavation Work	Cave-ins, Contact with Machinery	4A		2M
9. Spoil Management	Hazardous Spoils, Overloading Equipment	3H		1L

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
10. Backfilling Operations	Subsidence, Dust Generation	3H		1L
11. Environmental Protection Measures	Contamination Run-off, Protected Species Disturbance	3H		1L
12. On-site Waste Management	Improper Waste Disposal, Chemical Leakage	3H		1L

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
13. Emergency Preparedness	Inadequate Response, Panic in Emergency Situations	4A		2M
14. Concluding Operations	Site Clean-up Injuries, Equipment Strain	3H		1L
15. Post-Operation Review	Missed Lessons, Reporting Deficiencies	2M		1L

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
			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	

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.