

Fastening Timber Or Metal Structures 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 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:

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	Slips from uneven surfaces, Injury from improper lifting techniques	3H	<ul style="list-style-type: none"> - Conduct a site inspection to identify and remedy uneven surfaces - Use appropriate lifting equipment for heavy loads - Provide training on proper lifting techniques - Ensure clear communication of hazards to all workers - Establish a safe zone for materials drop-off - Mark hazardous areas with warning signs - Verify site conditions before starting work - Ensure all team members understand the safety plan - Confirm that all workers have adequate rest before starting tasks - Hold toolbox meeting to discuss specific site hazards 	2M
2. Selecting Materials	Poor decision-making due to inadequate information, Manual handling injuries	3H	<ul style="list-style-type: none"> - Review project specifications thoroughly - Consult with engineers for material approval - Provide training on material specifications - Use team briefings to discuss material choices - Use mechanical aids for transporting materials - Rotate tasks to limit repetition strain - Keep product data sheets accessible - Confirm that all materials meet Australian standards - Encourage team feedback on material suitability - Schedule regular check-ins with suppliers 	2M
3. Assembling Equipment	Equipment malfunction, Improper tool use	4A	<ul style="list-style-type: none"> - Inspect all equipment before use - Conduct regular maintenance checks - Provide tool-specific training to workers - Ensure that all tools are used in accordance with the manufacturer's instructions - Supervise use of equipment initially until competency is shown - Use calibrated and tested safety equipment - Implement a tool check-in/check-out procedure - Store equipment securely when not in use 	2M

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			<ul style="list-style-type: none"> - Provide PPE relevant to the equipment being used - Establish emergency procedures for equipment failure 	
4. Site Set-Up	Collisions with setting-up machinery, Tripping over materials	3H	<ul style="list-style-type: none"> - Establish safety zones around the work area - Ensure all personnel are trained in safe working practices - Use barriers or tape to mark off restricted areas - Wear high-visibility clothing at all times - Keep walkways clear of debris and materials - Use proper lifting techniques to avoid injury - Secure all tools and equipment before moving them - Communicate clearly with team members during setup - Perform regular safety checks on machinery - Stop work immediately if unsafe conditions arise 	1L
5. Measuring and Marking	Incorrect measurements, Exposure to environmental elements	2M	<ul style="list-style-type: none"> - Double-check all measurements before marking - Use weather-resistant marking materials - Take breaks frequently to avoid fatigue - Stay hydrated throughout the day - Wear sun protection (hat, sunscreen) outdoors - Verify measurement tools are calibrated correctly - Mark multiple points for accuracy - Re-measure after significant temperature changes - Communicate measurement results clearly to the team - Adjust plans if weather conditions worsen 	1L
6. Aligning Parts	Pinching fingers between materials, Misalignment causing structural instability	4A	<ul style="list-style-type: none"> - Use clamps to hold parts in place instead of hands - Wear gloves designed for grip and protection - Align parts slowly and carefully, watching for pinch points - Use alignment guides or jigs where available - Stop immediately if you feel resistance or pain - Check alignment frequently as you proceed - Communicate with your partner about part positions - Avoid rushing the alignment process - Use visual aids like chalk lines for reference - If misalignment occurs, stop and re-evaluate the approach 	2M

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7. Securing Joints	Tool-related injuries, Insecure joints leading to collapse	4A		2M
8. Checking Alignment	Alignment deviation, Even work, detailed work	2M		1L
9. Final Testing	Structural failure, Incomplete testing due to time constraints	3H		1L

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10. Cleaning	Exposure to chemical cleaners, Slips from wet surfaces	2M		1L
11. Demobilisation	Injury during disassembly, Uncoordinated machinery movement	3H		2M
12. Documentation	Errors in documentation, Loss of important records	2M		1L

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13. Review and Feedback	Inadequate feedback leading to repeated errors, Resistance to change	2M		1L
14. Training Review	Incomplete understanding of new procedures, Training fatigue	2M		1L
15. Conclusion	Overlooked site clean-up, Missed opportunities for improvement	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.