

Fetch Keys From High Places 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:								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 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	Falling objects, Inadequate PPE	3H	<ul style="list-style-type: none"> - Conduct a pre-task briefing with all team members - Inspect the area for loose objects at height and secure them - Ensure all team members are wearing appropriate PPE - Confirm that all equipment is in good working condition before use - Prepare a plan for safe access and retrieval of loads - Review emergency procedures in case of an accident - Identify escape routes in case of emergency - Ensure communication devices are functional for emergency communication - Check weather conditions for potential impact on task - Secure the area around the work site to prevent access from others 	2M
2. Setting Up Equipment	Equipment failure, Incorrect setup	3H	<ul style="list-style-type: none"> - Use equipment that meets Australian standards - Conduct a visual inspection of all equipment prior to setup - Confirm that only qualified personnel set up equipment - Provide training on correct setup procedures - Use checklists to ensure all setup steps are followed - Set up equipment on stable and level ground - Use barriers or flags to demarcate setup area - Ensure weight limits of equipment are not exceeded - Have a spotter available during setup - Test the functionality of equipment before proceeding to the next step 	2M
3. Ladder Use	Ladder instability, Slips and falls	3H	<ul style="list-style-type: none"> - Use ladders that are appropriate for the task and meet safety standards - Inspect ladders for defects before use - Ensure ladders are placed on stable, even surfaces - Avoid overreaching while on the ladder - Always maintain three points of contact - Use a second person to stabilize the ladder if necessary - Restrict ladder access to authorised personnel only - Place warning signs near the ladder area 	1L

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			<ul style="list-style-type: none"> - Avoid using ladders in adverse weather conditions - Conduct ladder safety training sessions 	
4. Using Scaffolding	Scaffold collapse, Falls from height	4A	<ul style="list-style-type: none"> - Erect scaffolding in accordance with manufacturer's instructions and relevant standards - Ensure scaffolding is properly braced and secured - Use fall arrest systems when working on scaffolding - Provide adequate lighting for the work area - Establish safe access and egress routes - Regularly inspect scaffolding for damage or wear - Restrict access to authorized personnel only - Use proper climbing techniques - Avoid overloading scaffolding - Maintain clear walkways - Use ladders correctly when accessing scaffolding - Implement a permit-to-work system for scaffolding use - Provide safety training for all workers - Use safety harnesses and lanyards - Ensure all safety equipment is in good condition - Establish a safe work zone - Use proper tie-off techniques - Avoid working in adverse weather conditions - Implement a fall protection plan - Use guardrails and toe boards - Maintain a clean and organized work area - Use proper storage techniques for materials - Implement a safety monitoring system - Establish a communication system - Use proper lifting techniques - Avoid rushing the work - Implement a safety audit process - Use proper signaling methods - Establish a safety culture - Provide adequate rest breaks - Use proper hydration techniques - Implement a safety meeting process - Use proper documentation methods - Establish a safety committee - Provide safety equipment for all workers - Use proper storage for tools and equipment - Implement a safety training program - Establish a safety record keeping system - Use proper safety signage - Implement a safety inspection process - Establish a safety reporting system - Provide safety equipment for all workers - Use proper storage for tools and equipment - Implement a safety training program - Establish a safety record keeping system - Use proper safety signage - Implement a safety inspection process - Establish a safety reporting system 	2M
5. Using Elevating Work Platforms	Platform instability, Operator error	4A	<ul style="list-style-type: none"> - Ensure platform is properly extended and locked - Use fall arrest systems when working from the platform - Provide adequate lighting for the work area - Establish safe access and egress routes - Regularly inspect platform for damage or wear - Restrict access to authorized personnel only - Use proper climbing techniques - Avoid overloading platform - Maintain clear walkways - Use ladders correctly when accessing platform - Implement a permit-to-work system for platform use - Provide safety training for all workers - Use safety harnesses and lanyards - Ensure all safety equipment is in good condition - Establish a safe work zone - Use proper tie-off techniques - Avoid working in adverse weather conditions - Implement a fall protection plan - Use guardrails and toe boards - Maintain a clean and organized work area - Use proper storage techniques for materials - Implement a safety monitoring system - Establish a communication system - Use proper lifting techniques - Avoid rushing the work - Implement a safety audit process - Use proper signaling methods - Establish a safety culture - Provide adequate rest breaks - Use proper hydration techniques - Implement a safety meeting process - Use proper documentation methods - Establish a safety committee - Provide safety equipment for all workers - Use proper storage for tools and equipment - Implement a safety training program - Establish a safety record keeping system - Use proper safety signage - Implement a safety inspection process - Establish a safety reporting system 	2M
6. Climbing	Muscle strain, Falls from height	3H	<ul style="list-style-type: none"> - Use proper climbing techniques - Avoid rushing the work - Implement a safety audit process - Use proper signaling methods - Establish a safety culture - Provide adequate rest breaks - Use proper hydration techniques - Implement a safety meeting process - Use proper documentation methods - Establish a safety committee - Provide safety equipment for all workers - Use proper storage for tools and equipment - Implement a safety training program - Establish a safety record keeping system - Use proper safety signage - Implement a safety inspection process - Establish a safety reporting system 	1L

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7. Reaching for Keys	Losing balance, Physical strain	3H		1L
8. Retrieving Keys	Dropping items, Keys landing on lower levels	3H		1L
9. Securing Retrieved Keys	Misplacement, Unauthorised access	3H		1L

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10. Communication	Miscommunication, Failed response	2M		1L
11. Clean Up	Slips, Trip hazards	2M		1L
12. Reviewing Task	Oversight, Incomplete assessment	3H		1L

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13. Storing Equipment	Misplacement, Damage	2M		1L
14. Training and Competency	Lack of knowledge, Improper training	4A		2M
15. Emergency Procedures	Delayed response, Insufficient resources	4A		2M

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16. Monitoring and Review	Missed hazards, Ineffective controls	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
17. Reporting and Documentation	Incomplete reporting, Data loss	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	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.