

Finishing Fresh Concrete 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:	

SAMPLE

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 and trips, Incorrect PPE	3H	<ul style="list-style-type: none"> - Ensure work area is clear of obstacles - Conduct a pre-start meeting to discuss tasks and risks - Verify all workers have the correct PPE including gloves, boots, and long-sleeved shirts - Keep all tools and equipment organised - Identify and mark potential tripping hazards - Inspect PPE for damage before commencing work - Ensure adequate lighting is available - Implement housekeeping protocols - Have spill kits available - Train workers in the use and maintenance 	2M
2. Delivery of Concrete	Unstable load, Traffic movements	4A	<ul style="list-style-type: none"> - Use designated delivery paths - Ensure delivery personnel are trained - Ensure vehicles are well-maintained and inspected - Use spotters to assist with deliveries - Establish communication protocols between drivers and workers - Implement traffic control measures - Ensure delivery area is stable and free from obstacles - Allocate clear loading and unloading zones - Conduct a pre-delivery briefing - Monitor weather conditions to avoid unsafe delivery - Ensure clear access for emergency vehicles - Use signage to indicate delivery paths 	3H
3. Handling and Placement of Concrete	Musculoskeletal injuries, Pinch points	4A	<ul style="list-style-type: none"> - Use mechanical aids for lifting heavy items - Train workers in proper manual handling techniques - Ensure adequate staffing to distribute workload - Provide tools with ergonomic designs - Designate marshals to oversee operations - Conduct regular breaks to reduce fatigue 	2M

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			<ul style="list-style-type: none"> - Monitor and adjust work practices based on conditions - Arrange for rotation of tasks among workers - Educate workers on symptoms of strain and injury - Use barriers to prevent unauthorised access 	
4. Spreading and Levelling	Strains from repetitive motions, Poor posture	3H	[REDACTED]	2M
5. Screeding	Dust inhalation, Back injuries	4A	[REDACTED]	3H
6. Floating	Hand and wrist strain, Tool kickback	3H	[REDACTED]	2M

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			[REDACTED]	
7. Edge Forming	Sharp edges, Hand injuries	3H	[REDACTED]	2M
8. Surface Finishing	Chemical exposure, Slip from wet surfaces	4A	[REDACTED]	3H
9. Curing	Prolonged exposure to chemicals, Heat stress	3H	[REDACTED]	2M

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			[REDACTED]	
10. Removal of Formwork	Falling objects, Pinching fingers	4A	[REDACTED]	3H
11. Clean Up	Slips and trips, Handling waste materials	3H	[REDACTED]	2M
12. Inspection and Quality Control	Poor lighting, Inadequate access	3H	[REDACTED]	2M

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			[REDACTED]	
13. Safety Review	Non-compliance, Record-keeping errors	2M	[REDACTED]	1L
14. Worker Training and Induction	Lack of knowledge, Inadequate refresher training	3H	[REDACTED]	2M
15. Emergency Preparedness	Delayed response, Inadequate resources	3H	[REDACTED]	2M

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			[REDACTED]	
16. Environmental Protection	Pollution, Waste management	3H	[REDACTED]	2M
17. Communication	Miscommunication, Inadequate briefings	3H	[REDACTED]	2M
18. Machinery Maintenance	Equipment failure, Improper use	4A	[REDACTED]	3H

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			[REDACTED]	
19. Decommissioning Temporary Structures	Falls from height, Unstable structures	4A	[REDACTED]	3H
20. Documentation and Reporting	Inaccurate reporting, Misplacement of records	3H	[REDACTED]	2M

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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 FOR 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-of-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/workplaces-and-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>

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>

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

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.

