

## Fit Insect Screens 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			<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.	Isolation 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>	
<b>Risk Rating &amp; Required Action:</b>								<b>Notes on Hierarchy of Controls:</b>	
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. <b>Eliminate</b>	
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	
<b>Consequence Scale:</b>								Always document <b>why</b> 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	Improper tool selection, Poor weather conditions	3H	<ul style="list-style-type: none"> <li>- Conduct pre-start briefing to assess weather conditions</li> <li>- Select appropriate tools for task</li> <li>- Ensure all equipment is in good working order</li> <li>- Verify all team members understand their roles</li> <li>- Wear appropriate PPE including gloves and safety goggles</li> <li>- Plan work sequence to minimize slips, trips, and falls</li> <li>- Use ladders that comply with Australian Standards for height work</li> <li>- Inspect site for potential hazards before starting</li> <li>- Keep work area clean and organized</li> <li>- Communicate all hazards to team members</li> </ul>	2M
2. Securing work area	Unstable ladder, Fall from height	4H	<ul style="list-style-type: none"> <li>- Ensure ladder is placed on a stable, non-slippery base</li> <li>- Use ladder safely, maintaining three points of contact</li> <li>- Barricade area below to prevent unauthorised entry</li> <li>- Use non-slip mats where necessary</li> <li>- Assign spotter to hold ladder steady if required</li> <li>- Implement use of harness and fall protection where necessary</li> <li>- Conduct ladder checks before use</li> <li>- Limit ladder use to one person at a time</li> <li>- Follow manufacturer guidelines for ladder setup</li> <li>- Consider alternate access methods if conditions are unsafe</li> </ul>	3H
3. Measuring window frames	Incorrect measurements, Manual handling injury	3H	<ul style="list-style-type: none"> <li>- Use a standard steel tape measure for accuracy</li> <li>- Ensure all measurements are double-checked</li> <li>- Train staff on correct measuring techniques</li> <li>- Use a step stool instead of overstretching</li> <li>- Break task into manageable parts to prevent physical strain</li> <li>- Plan workflow to minimize repetition</li> <li>- Recognise and take breaks to prevent fatigue</li> <li>- Keep workspace ergonomic and organised</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Use both hands for stability when measuring</li> <li>- Review measurements with team before proceeding</li> </ul>	
4. Cutting insect screens	Sharp tool injuries, Exposure to noise	3H	<ul style="list-style-type: none"> <li>- Use appropriate PPE (goggles, earplugs)</li> <li>- Ensure tool is sharp and in good condition</li> <li>- Maintain safe distance from noise source</li> <li>- Use proper cutting technique</li> <li>- Take regular breaks to avoid fatigue</li> <li>- Communicate with team members</li> <li>- Use hand signals for safety</li> <li>- Keep work area clean and organized</li> <li>- Use proper lifting techniques</li> <li>- Avoid overexertion</li> <li>- Use proper posture</li> <li>- Take regular breaks</li> <li>- Communicate with team members</li> <li>- Use hand signals for safety</li> <li>- Keep work area clean and organized</li> <li>- Use proper lifting techniques</li> <li>- Avoid overexertion</li> <li>- Use proper posture</li> </ul>	2M
5. Attaching insect screens	Collapsing ladder, Pinching fingers	4A	<ul style="list-style-type: none"> <li>- Use proper ladder safety techniques</li> <li>- Ensure ladder is stable and secure</li> <li>- Avoid overexertion</li> <li>- Use proper posture</li> <li>- Take regular breaks</li> <li>- Communicate with team members</li> <li>- Use hand signals for safety</li> <li>- Keep work area clean and organized</li> <li>- Use proper lifting techniques</li> <li>- Avoid overexertion</li> <li>- Use proper posture</li> </ul>	2M
6. Final inspection	Overlooking elements, Defective screens	3H	<ul style="list-style-type: none"> <li>- Double-check all elements</li> <li>- Use checklist for inspection</li> <li>- Communicate with team members</li> <li>- Use hand signals for safety</li> <li>- Keep work area clean and organized</li> <li>- Use proper lifting techniques</li> <li>- Avoid overexertion</li> <li>- Use proper posture</li> </ul>	1L

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7. Clean up	Trip hazards, Improper waste disposal	2M		1L
8. Dealing with customer	Communication breakdown Misunderstanding customer needs	2M		1L
9. Transporting materials	Load shifting, Manual handling injury	3H		2M

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10. Using power tools	Electric shock, Cuts	4A		2M
11. Accessing high windows	Falls from height, Overreaching	4A		3H
12. Providing feedback to team	Miscommunication, Feedback not actioned	2M		1L

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13. Emergency procedures	Slow response to incidents, Inadequate resources	4A		2M
14. Documenting completed work	Incomplete records, Loss of data	3H		1L
15. Reviewing risk assessment	Failure to identify all risks, Slow adaptation to changes	3H		1L

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			<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.