

Flutter Kick Technique Instruction 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:

- Eliminate**
- Substitute
- Isolate
- Engineering
- Administrative
- 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	Unfamiliar with the environment, Lack of proper equipment	3H	<ul style="list-style-type: none"> - Conduct site visit beforehand to understand the environment - Ensure availability of proper diving suits - Review weather and sea condition forecast - Arrange for necessary equipment and spares - Brief on emergency communication protocols - Verify equipment condition checklist - Plan for alternative locations if conditions are unsuitable - Arrange for qualified instructors for support - Ensure secure storage for equipment - Maintain an up-to-date contact list of emergency services 	2M
2. Briefing	Miscommunication, Lack of understanding by participant	3H	<ul style="list-style-type: none"> - Use clear, simple language - Provide written instructions - Allow time for questions and answers - Use diagrams or videos to clarify instructions - Confirm understanding by asking participants to repeat key points - Ensure bilingual support if needed - Limit group sizes for personalised attention - Provide a summary of key safety messages - Check participant feedback forms for adjustments - Use a microphone/loudspeaker if needed to ensure clarity 	2M
3. Equipment Check	Faulty equipment, Improper use of gear	3H	<ul style="list-style-type: none"> - Conduct a thorough check of all equipment - Use a checklist for verification - Demonstrate correct equipment usage - Encourage participants to practice using the equipment - Replace any faulty equipment immediately - Host a briefing on the importance of equipment maintenance - Assign an equipment supervisor - Develop and follow a regular maintenance schedule 	1L

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			<ul style="list-style-type: none"> - Ensure that equipment suits participant's size and fitness level - Keep records of equipment checks and maintenance 	
4. Warm-Up	Muscle strain, Overexertion	3H	<ul style="list-style-type: none"> - Warm up for 10 minutes before the session - Use appropriate equipment for the participant's size and fitness level - Monitor participant's heart rate and breathing during the warm-up - Stop the warm-up if the participant shows signs of fatigue or discomfort - Use appropriate equipment for the participant's size and fitness level - Monitor participant's heart rate and breathing during the warm-up - Stop the warm-up if the participant shows signs of fatigue or discomfort - Use appropriate equipment for the participant's size and fitness level - Monitor participant's heart rate and breathing during the warm-up - Stop the warm-up if the participant shows signs of fatigue or discomfort 	2M
5. Water Entry	Slips and falls, Sudden temperature change shock	4A	<ul style="list-style-type: none"> - Enter the water slowly and carefully - Use appropriate equipment for the participant's size and fitness level - Monitor participant's heart rate and breathing during the water entry - Stop the water entry if the participant shows signs of fatigue or discomfort - Use appropriate equipment for the participant's size and fitness level - Monitor participant's heart rate and breathing during the water entry - Stop the water entry if the participant shows signs of fatigue or discomfort - Use appropriate equipment for the participant's size and fitness level - Monitor participant's heart rate and breathing during the water entry - Stop the water entry if the participant shows signs of fatigue or discomfort 	2M
6. Basic Technique Instruction	Misalignment leading to injury, Overexertion	3H	<ul style="list-style-type: none"> - Use appropriate equipment for the participant's size and fitness level - Monitor participant's heart rate and breathing during the instruction - Stop the instruction if the participant shows signs of fatigue or discomfort - Use appropriate equipment for the participant's size and fitness level - Monitor participant's heart rate and breathing during the instruction - Stop the instruction if the participant shows signs of fatigue or discomfort - Use appropriate equipment for the participant's size and fitness level - Monitor participant's heart rate and breathing during the instruction - Stop the instruction if the participant shows signs of fatigue or discomfort 	2M

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7. Practice Sessions	Fatigue, Distraction	3H		1L
8. Skill Evaluation	Injury due to pressure, Misjudgement of skill level	3H		2M
9. Feedback & Adjustment	Miscommunication, Negative feedback impact	3H		2M

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10. Cool-Down	Muscle stiffness, Dizziness	2M		1L
11. Equipment Pack-Up	Injury from incorrect handling, Equipment loss	3H		1L
12. Site Debrief	Lack of information, Emotional distress	2M		1L

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13. Reporting	Data inaccuracies, Confidentiality issues	3H		2M
14. Incident Management	Delay in response, Improper documentation	4A		2M
15. Follow-Up Communication	Miscommunication, Incomplete or missed updates	3H		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.