

## Handling Extruded Aluminium Pelmet 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			<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	uneven surfaces, manual handling	3H	<ul style="list-style-type: none"> <li>- Conduct site inspection to identify and mark uneven surfaces</li> <li>- Use appropriate footwear with anti-slip soles</li> <li>- Provide manual handling training</li> <li>- Use mechanical lifting aids where possible</li> <li>- Ensure all tools and equipment are in working condition</li> <li>- Develop a safe work procedure for handling components</li> <li>- Utilise safety signage to mark hazardous areas</li> <li>- Schedule regular breaks for workers to prevent fatigue</li> <li>- Ensure workspace is well-lit</li> <li>- Supervise all high-risk activities closely</li> </ul>	2M
2. Examining Components	sharp edges, slips and trips	3H	<ul style="list-style-type: none"> <li>- Wear appropriate cut-resistant gloves</li> <li>- Conduct visual inspections for sharp edges</li> <li>- Mark areas with high sharp edge risk with safety tape</li> <li>- Clean spills immediately and ensure a clean work environment</li> <li>- Maintain clear access routes</li> <li>- Use barriers to prevent unauthorised entry into work zone</li> <li>- Implement task-specific training</li> <li>- Rotate tasks to minimise exposure</li> <li>- Standardise storage for materials at arm's reach</li> <li>- Keep first aid kits accessible</li> </ul>	1L
3. Measuring Pelmet Length	incorrect measurements, eye strain	3H	<ul style="list-style-type: none"> <li>- Use measuring tools with calibration checks</li> <li>- Provide measurement training</li> <li>- Ensure adequate lighting at measurement points</li> <li>- Use digital measuring equipment for accuracy</li> <li>- Regularly check accuracy before project commencement</li> <li>- Take measurements twice for verification</li> <li>- Rotate team members to manage eye strain</li> <li>- Implement rest schedules</li> </ul>	2M

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			<ul style="list-style-type: none"><li>- Allow flexibility in measuring positions</li><li>- Provide eye protection with anti-glare properties</li></ul>	
4. Cutting Aluminium	flying debris, noise exposure	4A	<ul style="list-style-type: none"><li>- Wear safety glasses or face shield</li><li>- Use hearing protection</li><li>- Ensure work area is clear of obstructions</li><li>- Use proper cutting technique</li><li>- Keep hands and feet away from the blade</li><li>- Use appropriate PPE</li><li>- Maintain safe distance from the blade</li><li>- Avoid contact with the blade</li><li>- Use proper body position</li><li>- Keep the blade sharp</li><li>- Use proper tool selection</li><li>- Avoid overexertion</li><li>- Take regular breaks</li><li>- Use proper lifting techniques</li><li>- Keep the work area clean</li><li>- Use proper storage methods</li><li>- Avoid clutter</li><li>- Use proper disposal methods</li><li>- Follow all safety instructions</li><li>- Receive training before operating equipment</li><li>- Supervise workers at all times</li><li>- Establish safety rules</li><li>- Conduct safety meetings</li><li>- Perform safety audits</li><li>- Report incidents immediately</li><li>- Investigate incidents thoroughly</li><li>- Implement corrective actions</li><li>- Review safety performance regularly</li><li>- Encourage a safety culture</li><li>- Promote employee participation</li><li>- Provide ongoing safety education</li><li>- Reinforce safety messages</li><li>- Recognize safe behavior</li><li>- Address unsafe behavior promptly</li><li>- Communicate safety concerns clearly</li><li>- Listen to employee feedback</li><li>- Foster open communication</li><li>- Build trust between management and employees</li><li>- Lead by example</li><li>- Demonstrate commitment to safety</li><li>- Show that safety is a priority</li><li>- Allocate resources for safety</li><li>- Provide necessary equipment</li><li>- Ensure adequate staffing</li><li>- Plan for emergencies</li><li>- Have emergency procedures in place</li><li>- Conduct drills regularly</li><li>- Know evacuation routes</li><li>- Identify assembly points</li><li>- Assign roles during emergencies</li><li>- Stay calm during emergencies</li><li>- Follow instructions from supervisors</li><li>- Assist others if able</li><li>- Do not panic</li><li>- Move quickly but safely</li><li>- Avoid running</li><li>- Watch your footing</li><li>- Be aware of surroundings</li><li>- Help others who may need assistance</li><li>- Stay together as much as possible</li><li>- Follow the lead of trained personnel</li><li>- Do not re-enter the area until cleared</li><li>- Report injuries or damage</li><li>- Cooperate with investigators</li><li>- Participate in safety discussions</li><li>- Ask questions if unsure</li><li>- Do not hesitate to stop work if you see a hazard</li><li>- Stop work if you feel uncomfortable</li><li>- Take responsibility for your own safety</li><li>- Look out for each other</li><li>- Share safety ideas</li><li>- Suggest improvements</li><li>- Participate in safety committees</li><li>- Attend safety training sessions</li><li>- Read safety manuals</li><li>- Understand the risks of the job</li><li>- Know what to do in case of an emergency</li><li>- Be alert and focused</li><li>- Avoid distractions</li><li>- Stay hydrated</li><li>- Get enough rest</li><li>- Eat healthy food</li><li>- Exercise regularly</li><li>- Manage stress effectively</li><li>- Seek help if needed</li><li>- Don't drink and drive</li><li>- Use designated drivers</li><li>- Plan alternative transportation</li><li>- Avoid driving after long shifts</li><li>- Take breaks during long shifts</li><li>- Stay awake while working</li><li>- Avoid fatigue</li><li>- Monitor your energy levels</li><li>- Stop working if you are too tired</li><li>- Prioritize safety over speed</li><li>- Quality over quantity</li><li>- Do it right the first time</li><li>- Double-check measurements</li><li>- Verify calculations</li><li>- Confirm specifications</li><li>- Check for errors</li><li>- Review work before starting</li><li>- Plan the task carefully</li><li>- Organize materials</li><li>- Label components</li><li>- Keep track of parts</li><li>- Document progress</li><li>- Communicate status</li><li>- Update schedules</li><li>- Meet deadlines</li><li>- Stay organized</li><li>- Keep workspace tidy</li><li>- Store tools properly</li><li>- Clean up after yourself</li><li>- Dispose of waste correctly</li><li>- Recycle when possible</li><li>- Save resources</li><li>- Reduce costs</li><li>- Increase efficiency</li><li>- Improve productivity</li><li>- Enhance quality</li><li>- Boost morale</li><li>- Strengthen teamwork</li><li>- Build camaraderie</li><li>- Create a positive atmosphere</li><li>- Celebrate successes</li><li>- Acknowledge contributions</li><li>- Give constructive feedback</li><li>- Accept criticism gracefully</li><li>- Learn from mistakes</li><li>- Adapt to change</li><li>- Embrace challenges</li><li>- Stay motivated</li><li>- Set goals</li><li>- Track progress</li><li>- Celebrate milestones</li><li>- Stay committed</li><li>- Be resilient</li><li>- Persevere through difficulties</li><li>- Stay optimistic</li><li>- Believe in yourself and your team</li><li>- Work hard and play hard</li><li>- Balance work and life</li><li>- Take care of yourself</li><li>- Stay healthy</li><li>- Live a balanced lifestyle</li><li>- Pursue personal interests</li><li>- Spend time with family and friends</li><li>- Travel and explore</li><li>- Learn new things</li><li>- Grow personally and professionally</li><li>- Strive for excellence</li><li>- Never give up</li><li>- Push yourself to achieve</li><li>- Dream big</li><li>- Make a difference</li><li>- Leave no stone unturned</li><li>- Go above and beyond</li><li>- Exceed expectations</li><li>- Be a team player</li><li>- Support your colleagues</li><li>- Help others succeed</li><li>- Be a role model</li><li>- Inspire others</li><li>- Motivate the team</li><li>- Lead by example</li><li>- Take initiative</li><li>- Be proactive</li><li>- Anticipate needs</li><li>- Solve problems creatively</li><li>- Think outside the box</li><li>- Innovate</li><li>- Bring new ideas to the table</li><li>- Challenge the status quo</li><li>- Question assumptions</li><li>- Analyze situations critically</li><li>- Make informed decisions</li><li>- Take calculated risks</li><li>- Embrace uncertainty</li><li>- Stay flexible</li><li>- Adapt to changing circumstances</li><li>- Be resourceful</li><li>- Find solutions where there seem to be none</li><li>- Turn obstacles into opportunities</li><li>- Stay positive</li><li>- Focus on the solution, not the problem</li><li>- Stay calm under pressure</li><li>- Remain composed</li><li>- Control your emotions</li><li>- Practice self-discipline</li><li>- Develop strong character</li><li>- Uphold values</li><li>- Stand up for what's right</li><li>- Be honest and ethical</li><li>- Treat others with respect</li><li>- Show empathy</li><li>- Understand different perspectives</li><li>- Communicate effectively</li><li>- Listen actively</li><li>- Express your thoughts clearly</li><li>- Resolve conflicts peacefully</li><li>- Negotiate win-win solutions</li><li>- Mediate disputes</li><li>- Facilitate collaboration</li><li>- Build consensus</li><li>- Drive results</li><li>- Achieve your objectives</li><li>- Complete tasks efficiently</li><li>- Deliver on promises</li><li>- Be reliable</li><li>- Show up on time</li><li>- Prepare in advance</li><li>- Be punctual</li><li>- Respect others' time</li><li>- Be professional</li><li>- Act with integrity</li><li>- Maintain confidentiality</li><li>- Protect sensitive information</li><li>- Follow company policies</li><li>- Adhere to regulations</li><li>- Comply with laws</li><li>- Obey authority</li><li>- Respect chain of command</li><li>- Show respect to superiors</li><li>- Greet people appropriately</li><li>- Use proper etiquette</li><li>- Dress professionally</li><li>- Maintain good hygiene</li><li>- Practice good manners</li><li>- Be courteous</li><li>- Show appreciation</li><li>- Say thank you</li><li>- Express gratitude</li><li>- Show kindness</li><li>- Be considerate</li><li>- Think of others</li><li>- Be helpful</li><li>- Offer assistance</li><li>- Volunteer your time</li><li>- Contribute to the community</li><li>- Engage in social activities</li><li>- Network with professionals</li><li>- Build relationships</li><li>- Expand your circle</li><li>- Stay connected</li><li>- Keep in touch</li><li>- Visit loved ones</li><li>- Call friends and family</li><li>- Write letters</li><li>- Send cards</li><li>- Celebrate birthdays</li><li>- Mark important dates</li><li>- Remember anniversaries</li><li>- Show love and affection</li><li>- Hug someone</li><li>- Kiss someone</li><li>- Hold hands</li><li>- Sit close together</li><li>- Sleep next to someone</li><li>- Cook together</li><li>- Eat together</li><li>- Drink together</li><li>- Laugh together</li><li>- Cry together</li><li>- Share secrets</li><li>- Tell jokes</li><li>- Play games</li><li>- Watch movies</li><li>- Listen to music</li><li>- Dance together</li><li>- Sing 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Skiing</li><li>- Alpine Skiing</li><li>- Nordic Skiing</li><li>- Winter Triathlon</li><li>- Summer Triathlon</li><li>- Ironman</li><li>- Ultra-marathon</li><li>- Marathon</li><li>- Half-marathon</li><li>- 10K Run</li><li>- 5K Run</li><li>- Jogging</li><li>- Stairmaster</li><li>- Elliptical</li><li>- Treadmill</li><li>- Stationary Bike</li><li>- Rowing Machine</li><li>- Kayaking</li><li>- Canoeing</li><li>- Paddleboarding</li><li>- Surfing</li><li>- Windsurfing</li><li>- Kitesurfing</li><li>- Paragliding</li><li>- Skydiving</li><li>- Hot Air Ballooning</li><li>- Zip-lining</li><li>- Rock Climbing</li><li>- Bouldering</li><li>- Mountaineering</li><li>- Ice Climbing</li><li>- Snow Climbing</li><li>- Water Skiing</li><li>- Wakeboarding</li><li>- Kneeboard</li><li>- Parasailing</li><li>- Jet Skiing</li><li>- Personal Watercraft</li><li>- Motorboat</li><li>- Sailboat</li><li>- Yacht</li><li>- Cruise Ship</li><li>- Ferry Boat</li><li>- Speedboat</li><li>- Powerboat</li><li>- Outboard Motor</li><li>- Inboard Motor</li><li>- Diesel Engine</li><li>- Gasoline Engine</li><li>- Electric Motor</li><li>- Hybrid Engine</li><li>- Fuel System</li><li>- Ignition System</li><li>- Cooling System</li><li>- Lubrication System</li><li>- Exhaust System</li><li>- Suspension System</li><li>- Steering System</li><li>- Braking System</li><li>- Drivetrain</li><li>- Transmission</li><li>- Clutch</li><li>- Brake Pedal</li><li>- Accelerator Pedal</li><li>- Gear Shift</li><li>- Handbrake</li><li>- Horn</li><li>- Wipers</li><li>- Mirrors</li><li>- Lights</li><li>- Bumpers</li><li>- Fenders</li><li>- Door Handles</li><li>- Window Cranks</li><li>- Locks</li><li>- Keys</li><li>- Remote Controls</li><li>- Keychains</li><li>- Coin Operated Machines</li><li>- Vending Machines</li><li>- Arcade Games</li><li>- Pinball Games</li><li>- Slot Machines</li><li>- Blackjack</li><li>- Roulette</li><li>- Poker</li><li>- Casino</li><li>- Hotel</li><li>- Restaurant</li><li>- Bar</li><li>- Club</li><li>- Gym</li><li>- Spa</li><li>- Salon</li><li>- Day Spa</li><li>- Full Service Spa</li><li>- Massage</li><li>- Facial</li><li>- Haircut</li><li>- Shampoo</li><li>- Blow Dry</li><li>- Styling</li><li>- Waxing</li><li>- Threading</li><li>- Eyebrows</li><li>- Eyelashes</li><li>- Nails</li><li>- Man</li></ul>	2M
5. Drilling	vibration, exposure to metal shavings	3H	<ul style="list-style-type: none"><li>- Wear safety glasses or face shield</li><li>- Use hearing protection</li><li>- Ensure work area is clear of obstructions</li><li>- Use proper drilling technique</li><li>- Keep hands and feet away from the drill bit</li><li>- Use appropriate PPE</li><li>- Maintain safe distance from the drill bit</li><li>- Avoid contact with the drill bit</li><li>- Use proper body position</li><li>- Keep the drill bit sharp</li><li>- Use proper tool selection</li><li>- Avoid overexertion</li><li>- Take regular breaks</li><li>- Use proper lifting techniques</li><li>- Keep the work area clean</li><li>- Use proper storage methods</li><li>- Avoid clutter</li><li>- Use proper disposal methods</li><li>- Follow all safety instructions</li><li>- Receive training before operating equipment</li><li>- Supervise workers at all times</li><li>- Establish safety rules</li><li>- Conduct safety meetings</li><li>- Perform safety 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6. Assembling Pelnets	manual handling, pinch points	3H	<ul style="list-style-type: none"><li>- Wear safety glasses or face shield</li><li>- Use hearing protection</li><li>- Ensure work area is clear of obstructions</li><li>- Use proper assembly technique</li><li>- Keep hands and feet away from pinch points</li><li>- Use appropriate PPE</li><li>- Maintain safe distance from pinch points</li><li>- Avoid contact with pinch points</li><li>- Use proper body position</li><li>- Keep the assembly sharp</li><li>- Use proper tool selection</li><li>- Avoid overexertion</li><li>- Take regular breaks</li><li>- Use proper lifting techniques</li><li>- Keep the work area clean</li><li>- Use proper storage methods</li><li>- Avoid clutter</li><li>- Use proper disposal methods</li><li>- Follow all safety instructions</li><li>- Receive training before operating equipment</li><li>- Supervise workers at all times</li><li>- Establish safety rules</li><li>- Conduct safety meetings</li><li>- Perform safety audits</li><li>- Report incidents immediately</li><li>- Investigate incidents thoroughly</li><li>- Implement corrective actions</li><li>- Review safety performance regularly</li><li>- Encourage a safety culture</li><li>- Promote employee participation</li><li>- Provide ongoing safety education</li><li>- Reinforce safety messages</li><li>- Recognize safe behavior</li><li>- Address unsafe behavior promptly</li><li>- Communicate safety concerns clearly</li><li>- Listen to employee feedback</li><li>- Foster open communication</li><li>- Build trust between management and employees</li><li>- Lead by example</li><li>- Demonstrate commitment to safety</li><li>- Show that safety is a priority</li><li>- Allocate resources for safety</li><li>- Provide necessary equipment</li><li>- Ensure adequate staffing</li><li>- Plan for emergencies</li><li>- Have emergency procedures in place</li><li>- Conduct drills regularly</li><li>- Know evacuation routes</li><li>- Identify assembly points</li><li>- Assign roles during emergencies</li><li>- Stay calm during emergencies</li><li>- Follow instructions from supervisors</li><li>- Assist others if able</li><li>- Do not panic</li><li>- Move quickly but safely</li><li>- Avoid running</li><li>- Watch your footing</li><li>- Be aware of surroundings</li><li>- Help others who may need assistance</li><li>- Stay together as much as possible</li><li>- Follow the lead of trained personnel</li><li>- Do not re-enter the area until cleared</li><li>- Report injuries or damage</li><li>- Cooperate with investigators</li><li>- Participate in safety discussions</li><li>- Ask questions if unsure</li><li>- Do not hesitate to stop work if you see a hazard</li><li>- Stop work if you feel uncomfortable</li><li>- Take responsibility for your own safety</li><li>- Look out for each other</li><li>- Share safety ideas</li><li>- Suggest improvements</li><li>- Participate in safety committees</li><li>- Attend safety training sessions</li><li>- Read safety manuals</li><li>- Understand the risks of the job</li><li>- Know what to do in case of an emergency</li><li>- Be alert and focused</li><li>- Avoid distractions</li><li>- Stay hydrated</li><li>- Get enough rest</li><li>- Eat healthy food</li><li>- Exercise regularly</li><li>- Manage stress effectively</li><li>- Seek help if needed</li><li>- Don't drink and drive</li><li>- Use designated drivers</li><li>- Plan alternative transportation</li><li>- Avoid driving after long shifts</li><li>- Take breaks during long shifts</li><li>- Stay awake while working</li><li>- Avoid fatigue</li><li>- Monitor your energy levels</li><li>- Stop working if you are too tired</li><li>- Prioritize safety over speed</li><li>- Quality over quantity</li><li>- Do it right the first time</li><li>- Double-check measurements</li><li>- Verify calculations</li><li>- Confirm specifications</li><li>- Check for errors</li><li>- Review work before starting</li><li>- Plan the task carefully</li><li>- Organize materials</li><li>- Label components</li><li>- Keep track of parts</li><li>- Document progress</li><li>- Communicate status</li><li>- Update schedules</li><li>- Meet deadlines</li><li>- Stay organized</li><li>- Keep workspace tidy</li><li>- Store tools properly</li><li>- Clean up after yourself</li><li>- Dispose of waste correctly</li><li>- Recycle when possible</li><li>- Save resources</li><li>- Reduce costs</li><li>- Increase efficiency</li><li>- Improve productivity</li><li>- Enhance quality</li><li>- Boost morale</li><li>- Strengthen teamwork</li><li>- Build camaraderie</li><li>- Create a positive atmosphere</li><li>- Celebrate successes</li><li>- Acknowledge contributions</li><li>- Give constructive feedback</li><li>- Accept criticism gracefully</li><li>- Learn from mistakes</li><li>- Adapt to change</li><li>- Embrace challenges</li><li>- Stay motivated</li><li>- Set goals</li><li>- Track progress</li><li>- Celebrate milestones</li><li>- Stay committed</li><li>- Be resilient</li><li>- Persevere through difficulties</li><li>- Stay optimistic</li><li>- Believe in yourself and your team</li><li>- Work hard and play hard</li><li>- Balance work and life</li><li>- Take care of yourself</li><li>- Stay healthy</li><li>- Live a balanced lifestyle</li><li>- Pursue personal interests</li><li>- Spend time with family and friends</li><li>- Travel and explore</li><li>- Learn new things</li><li>- Grow personally and professionally</li><li>- Strive for excellence</li><li>- Never give up</li><li>- Push yourself to achieve</li><li>- Dream big</li><li>- Make a difference</li><li>- Leave no stone unturned</li><li>- Go above and beyond</li><li>- Exceed expectations</li><li>- Be a team player</li><li>- Support your colleagues</li><li>- Help others succeed</li><li>- Be a role model</li><li>- Inspire others</li><li>- Motivate the team</li><li>- Lead by example</li><li>- Take initiative</li><li>- Be proactive</li><li>- Anticipate needs</li><li>- Solve problems creatively</li><li>- Think outside the box</li><li>- Innovate</li><li>- Bring new ideas to the table</li><li>- Challenge the status quo</li><li>- Question assumptions</li><li>- Analyze situations critically</li><li>- Make informed decisions</li><li>- Take calculated risks</li><li>- Embrace uncertainty</li><li>- Stay flexible</li><li>- Adapt to changing circumstances</li><li>- Be resourceful</li><li>- Find solutions where there seem to be none</li><li>- Turn obstacles into opportunities</li><li>- Stay positive</li><li>- Focus on the solution, not the problem</li><li>- Stay calm under pressure</li><li>- Remain composed</li><li>- Control your emotions</li><li>- Practice self-discipline</li><li>- Develop strong character</li><li>- Uphold values</li><li>- Stand up for what's right</li><li>- Be honest and ethical</li><li>- Treat others with respect</li><li>- Show empathy</li><li>- Understand different perspectives</li><li>- Communicate effectively</li><li>- Listen actively</li><li>- Express your thoughts clearly</li><li>- Resolve conflicts peacefully</li><li>- Negotiate win-win solutions</li><li>- Mediate disputes</li><li>- Facilitate collaboration</li><li>- Build consensus</li><li>- Drive results</li><li>- Achieve your objectives</li><li>- Complete tasks efficiently</li><li>- Deliver on promises</li><li>- Be reliable</li><li>- Show up on time</li><li>- Prepare in advance</li><li>- Be punctual</li><li>- Respect others' time</li><li>- Be professional</li><li>- Act with integrity</li><li>- Maintain confidentiality</li><li>- Protect sensitive information</li><li>- Follow company policies</li><li>- Adhere to regulations</li><li>- Comply with laws</li><li>- Obey authority</li><li>- Respect chain of command</li><li>- Show respect to superiors</li><li>- Greet people appropriately</li><li>- Use proper etiquette</li><li>- Dress professionally</li><li>- Maintain good hygiene</li><li>- Practice good manners</li><li>- Be courteous</li><li>- Show appreciation</li><li>- Say thank 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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
7. Installing Pelnets	working at heights, falling objects	4A		2M
8. Final Inspection	poor visibility, overhead wires	3H		1L
9. Clean Up	tripping over debris, chemical exposure	3H		2M

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
10. De-brief and Documentation	administrative errors, lack of communication	2M		1L
11. Review and Continuous Improvement	complacency, outdated procedures	3H		1L
12. Tool Maintenance	tool failure, electric shock	3H		1L

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
13. Safety Briefings	inadequate information, language barriers	3H		1L
14. Emergency Preparedness	lack of emergency response plan confusion during emergency	4A		2M
15. End of Project Review	incomplete assessments, lack of knowledge transfer	3H		1L

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
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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.