

Implement Workplace Health Surveillance Where Required 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:								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	Insufficient knowledge, Inadequate resources	3H	<ul style="list-style-type: none"> - Provide workplace health surveillance training - Allocate adequate budget and time for surveillance - Ensure access to necessary health surveillance equipment - Consult with health professionals for expert advice - Develop clear surveillance protocols and procedures - Identify key personnel responsible for surveillance - Benchmark against industry best practices - Engage staff in process planning - Review legal requirements and standards - Plan for regular updates and improvements 	2M
2. Identify Work Areas	Overlooked hazards, Incorrect area classification	3H	<ul style="list-style-type: none"> - Conduct comprehensive site inspections - Engage employees in identification process - Use validated identification tools and checklists - Classify areas based on work activity and risk level - Identify history of incidents in work areas - Review existing safety data sheets - Ensure regular updates to work area classifications - Consult with experts for area evaluation - Map identified areas with visual markers - Schedule periodic reassessment of work areas 	2M
3. Determine Surveillance Needs	Misinterpretation of data, Failure to identify necessary surveillance	3H	<ul style="list-style-type: none"> - Use risk assessment data to determine needs - Collaborate with occupational health professionals - Analyse previous incident and illness data - Document clear criteria for surveillance needs - Establish a framework for continuous review - Ensure staff are informed of surveillance importance - Define thresholds for when surveillance is required - Create predictive models based on available data 	2M

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			<ul style="list-style-type: none"> - Engage stakeholders in decision-making process - Pilot surveillance activities to validate effectiveness 	
4. Develop Health Surveillance Plan	Incomplete planning, Undocumented procedures	3H	<ul style="list-style-type: none"> - Develop a comprehensive health surveillance plan - Document all procedures and protocols - Conduct a risk assessment for the surveillance plan - Obtain approval from the relevant authorities - Establish a clear line of communication and reporting - Conduct regular monitoring and evaluation - Ensure data confidentiality and security - Provide training for staff involved in surveillance - Establish a system for data collection and analysis - Develop a contingency plan for emergencies 	1L
5. Engage External Consultants	Inadequate qualifications, Higher costs	2M	<ul style="list-style-type: none"> - Conduct a thorough vetting process for consultants - Obtain references and check qualifications - Negotiate clear terms and conditions - Establish a clear scope of work and deliverables - Monitor consultant performance regularly - Ensure consultants have the necessary resources - Establish a system for communication and reporting - Conduct a final evaluation of consultant performance 	1L
6. Conduct Baseline Assessments	Inaccurate data, Incomplete survey coverage	3H	<ul style="list-style-type: none"> - Develop a comprehensive survey instrument - Conduct a pilot survey to test the instrument - Train staff on survey procedures - Ensure survey coverage is representative - Monitor data quality and accuracy - Establish a system for data collection and analysis - Conduct a final evaluation of the baseline assessment 	2M

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7. Implement Surveillance Systems	System failure, Data breaches	3H		2M
8. Provide Staff Training	Insufficient training, Overwork, Staff engagement	3H		2M
9. Monitoring and Review	Compliance failures, Unaddressed findings	3H		2M

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10. Maintain Records	Record loss, Inaccurate documentation	2M		1L
11. Evaluate Health Outcomes	Biased interpretations, Poor feedback	3H		2M
12. Address Identified Health Issues	Delayed response, Inadequate intervention	3H		2M

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13. Update Policies and Procedures	Outdated policies, Unclear procedures	3H		1L
14. Ensure Continuous Improvement	Stagnation of processes, Missed opportunities for enhancement	2M		1L
15. Communicate Results	Inaccurate communication, Misinterpretation of data	3H		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 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.