

Ingress And Egress From Work Area 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:

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	Slippery floors, Poor visibility	3H	<ul style="list-style-type: none"> - Ensure adequate lighting is installed and operational - Display warning signs for wet floors - Conduct routine cleaning and drying of floors - Ensure floor surfaces have anti-slip properties - Organize access to PPE such as non-slip footwear - Schedule preparation during low-traffic times - Conduct regular supervision and reminders - Provide training on safe conduct on wet surfaces - Install non-slip mats where applicable - Designate safe walking areas 	2M
2. Entry Checkpoint	Tripping over objects, Unauthorized access	3H	<ul style="list-style-type: none"> - Clear the entry points of obstructions - Install secure and controlled entry systems - Use CCTV to monitor access points - Maintain a log of entry and exits - Provide training for security personnel - Implement visitor checks and approval systems - Regularly inspect entry areas for hazards - Use barrier systems to manage queues - Display clear and visible signage - Ensure emergency exits are accessible 	2M
3. Initial Inspection	Falling objects, Sharp edges	3H	<ul style="list-style-type: none"> - Conduct thorough inspections before use - Use appropriate PPE such as helmets and gloves - Secure loose objects properly - Remove or flag sharp or hazardous objects - Provide training on handling and awareness - Ensure placement of protective guards - Regularly check and maintain inspection equipment - Implement policies for reporting hazards 	2M

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			<ul style="list-style-type: none"> - Perform routine equipment maintenance - Designate inspection responsibilities 	
4. Pathway Clearance	Blocked evacuation routes, Accumulated debris	3H	<ul style="list-style-type: none"> - Establish clear evacuation routes - Remove debris from evacuation routes - Post signs to indicate evacuation routes - Assign personnel to monitor evacuation routes - Conduct regular inspections of evacuation routes - Establish a system for reporting blocked evacuation routes - Train personnel on evacuation procedures - Conduct drills to test evacuation routes - Establish a system for maintaining evacuation routes - Assign personnel to maintain evacuation routes - Conduct regular inspections of evacuation routes - Establish a system for reporting blocked evacuation routes - Train personnel on evacuation procedures - Conduct drills to test evacuation routes - Establish a system for maintaining evacuation routes - Assign personnel to maintain evacuation routes 	1L
5. Equipment Setup	Electrical hazards, Improper lifting techniques	4A	<ul style="list-style-type: none"> - Establish safety zones around equipment - Use proper lifting techniques - Assign personnel to monitor equipment setup - Conduct regular inspections of equipment setup - Establish a system for reporting equipment setup issues - Train personnel on equipment setup procedures - Conduct drills to test equipment setup procedures - Establish a system for maintaining equipment setup - Assign personnel to maintain equipment setup - Conduct regular inspections of equipment setup - Establish a system for reporting equipment setup issues - Train personnel on equipment setup procedures - Conduct drills to test equipment setup procedures - Establish a system for maintaining equipment setup - Assign personnel to maintain equipment setup 	2M
6. Signage Installation	Working at heights, Inadequate communication	3H	<ul style="list-style-type: none"> - Establish safety zones around signage - Use proper working at heights techniques - Assign personnel to monitor signage installation - Conduct regular inspections of signage installation - Establish a system for reporting signage installation issues - Train personnel on signage installation procedures - Conduct drills to test signage installation procedures - Establish a system for maintaining signage installation - Assign personnel to maintain signage installation - Conduct regular inspections of signage installation - Establish a system for reporting signage installation issues - Train personnel on signage installation procedures - Conduct drills to test signage installation procedures - Establish a system for maintaining signage installation - Assign personnel to maintain signage installation 	2M

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7. Climate Control Systems Check	Extreme temperatures, Unexpected system failures	4A		2M
8. Security Assessment	Vandalism, Theft	3H		2M
9. Emergency Preparedness	Lack of emergency awareness, Blocked emergency exits	4A		2M

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10. Closure	Unauthorized access, Poor housekeeping	3H		1L
11. Evacuation Protocols	Confusion during evacuation, Delayed response times	4A		2M
12. Routine Monitoring	Unreported hazards, Deterioration of safety measures	3H		1L

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13. Training and Induction	Lack of knowledge, Inadequate skills	4A		2M
14. Workspace Maintenance	Worn-out equipment, Infrastructure failure	3H		1L
15. Feedback and Improvement	Static risk management policies, Overlooked staff input	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.