

## Inspection Of High Structures 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	4A ACUTE	DO NOT PROCEED	Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE			Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE			Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE			Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH			Administrative Change	
						1L LOW	Monitor and keep records.	PPE	
<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. 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	
<b>Consequence Scale:</b>								4. Engineering	
Consequence		People (injury/illness)		Project / Assets		Compliance / Reputation		5. Administrative	
Catastrophic		Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution		6. PPE	
Major		Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage		Always document <b>why</b> a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
Moderate		Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment		<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	
Minor		First-aid only, no lost time		negligible delay		Isolated non-conformance			
Insignificant		No injury		no schedule impact		Deviation caught and corrected on site			

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	Inadequate training, Improper tool selection	3H	<ul style="list-style-type: none"> <li>- Conduct comprehensive training sessions for workers</li> <li>- Ensure only certified personnel are involved</li> <li>- Develop a checklist for tool selection</li> <li>- Incorporate job-specific training modules</li> <li>- Conduct regular safety drills</li> <li>- Ensure supervision by experienced staff</li> <li>- Include training on emergency protocols</li> <li>- Review worker competency regularly</li> <li>- Provide refresher courses as needed</li> <li>- Implement a buddy system for new workers</li> </ul>	2M
2. Site Assessment	Unstable ground conditions, Presence of overhead hazards	4H	<ul style="list-style-type: none"> <li>- Perform geotechnical survey of the site</li> <li>- Identify and mark overhead hazards</li> <li>- Develop a safe access path</li> <li>- Use certified equipment to assess ground stability</li> <li>- Set up barricades around hazardous zones</li> <li>- Conduct regular site inspections</li> <li>- Erect warning signage in high-risk areas</li> <li>- Develop an emergency evacuation plan</li> <li>- Regularly review site conditions</li> <li>- Ensure all personnel wear hard hats</li> </ul>	3H
3. Setting Up Equipment	Improper equipment installation, Electrocutation	3H	<ul style="list-style-type: none"> <li>- Ensure all equipment is installed per manufacturer's instructions</li> <li>- Conduct pre-use inspections</li> <li>- Implement equipment testing procedures</li> <li>- Use ground fault circuit interrupters</li> <li>- Maintain safe distances from power lines</li> <li>- Involve certified electricians for electrical setup</li> <li>- Use non-conductive ladders</li> <li>- Establish a clear demarcation zone</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Conduct visual inspections of cables regularly</li> <li>- Incorporate regular equipment maintenance schedule</li> </ul>	
4. Personal Protective Equipment (PPE) Check	Inadequate PPE, Incorrectly fitted PPE	3H	<ul style="list-style-type: none"> <li>- Ensure all workers wear appropriate PPE (hard hats, safety glasses, gloves, etc.)</li> <li>- Verify that PPE is in good condition and fits properly</li> <li>- Provide training on proper PPE use</li> <li>- Establish a PPE inspection and enforcement protocol</li> <li>- Replace damaged or worn PPE immediately</li> <li>- Conduct regular PPE audits</li> <li>- Encourage workers to report PPE issues</li> <li>- Provide a safe and comfortable environment for PPE use</li> <li>- Ensure PPE is accessible and easy to use</li> <li>- Monitor PPE usage and compliance</li> <li>- Reinforce the importance of PPE through regular communication</li> </ul>	1L
5. Weather Monitoring	Unexpected weather changes, High winds	4A	<ul style="list-style-type: none"> <li>- Monitor weather forecasts and conditions closely</li> <li>- Establish a weather monitoring protocol</li> <li>- Have a plan in place for adverse weather conditions</li> <li>- Communicate weather updates to all workers</li> <li>- Suspend work if conditions become unsafe</li> <li>- Provide shelter and safety equipment for workers during storms</li> <li>- Ensure workers are trained in weather safety</li> <li>- Have a designated weather watcher</li> <li>- Use weather-resistant equipment and materials</li> <li>- Secure all equipment and materials before storms</li> <li>- Evacuate workers if necessary</li> <li>- Document all weather-related incidents</li> <li>- Review and update weather monitoring procedures regularly</li> </ul>	2M
6. Accessing Structure	Falls from height, Collapse of temporary structures	4A	<ul style="list-style-type: none"> <li>- Use proper fall protection techniques</li> <li>- Ensure all access points are safe and secure</li> <li>- Verify the structural integrity of temporary structures</li> <li>- Limit the number of workers on the structure at any one time</li> <li>- Use proper climbing and descent techniques</li> <li>- Establish a safe work zone around the structure</li> <li>- Provide training on fall safety and structure access</li> <li>- Use safety harnesses and lifelines</li> <li>- Ensure all equipment is in good condition</li> <li>- Conduct regular safety checks</li> <li>- Have a rescue plan in place</li> <li>- Communicate clearly with workers on the structure</li> <li>- Use proper signaling techniques</li> <li>- Ensure workers are aware of their surroundings</li> <li>- Provide adequate lighting for the work area</li> <li>- Use proper footing and balance</li> <li>- Avoid overloading the structure</li> <li>- Secure all equipment and materials</li> <li>- Evacuate workers if necessary</li> <li>- Document all access-related incidents</li> <li>- Review and update access procedures regularly</li> </ul>	2M

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7. Conducting Inspection	Inadequate lighting, Proximity to dangerous machinery	3H		2M
8. Documenting Findings	Ergonomic stress, Human errors	2M		1L
9. Communicating Results	Miscommunication, Delayed communication	3H		2M

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10. Reviewing Procedures	Bias in review, Inadequate procedure updates	2M		1L
11. Reporting Issues	Incomplete reporting, Delayed reporting	3H		2M
12. Equipment Dismantling	Equipment failure, Injury from handling	3H		2M

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13. Debriefing Session	Overlooking critical feedback, Low participation	2M		1L
14. Continuous Improvement	Complacency, Failure to implement learnings	3H		2M
15. Incident Response Planning	Unpreparedness for incidents, Confusing response procedures	4A		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.