

Install Plate Glass In Clubhouse 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	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	

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	Manual handling injuries, Tripping hazards	3H	<ul style="list-style-type: none"> - Conduct site assessment to identify tripping hazards - Provide manual handling training - Ensure adequate lighting in the work area - Use appropriate manual handling techniques - Provide PPE such as gloves and safety boots - Remove unnecessary clutter from the workspace - Chapter frequent breaks to prevent fatigue - Use pallet jacks or trolleys for heavy items - Plan workflow to minimise carrying distance - Begin each shift with team briefing 	2M
2. Transport Materials	Vehicle collisions, Load shifting during transport	4H	<ul style="list-style-type: none"> - Use qualified personnel for transportation - Ensure vehicles are roadworthy and inspected - Secure loads properly with straps - Use vehicles equipped with necessary restraints - Plan the safest route to minimise travel - Avoid transportation during peak traffic - Use spotters when reversing vehicles - Conduct pre-trip briefing about risks and controls - Adhere to all road regulations and speed limits - Use vehicles with adequate capacity for load size 	3H
3. Site Arrival	Slips on wet surfaces, Noise from machinery	3H	<ul style="list-style-type: none"> - Inspect site for wet or slippery conditions - Use absorbent mats on wet floor areas - Provide hearing protection where necessary - Keep machinery and equipment maintained - Limit crew size in high-noise areas - Conduct site orientation for new workers - Warning signage for wet floors - Ensure communication devices are functional 	2M

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			<ul style="list-style-type: none"> - Designate a worksite safety officer - Evaluate weather conditions prior to site entry 	
4. Set Up Work Area	Electrical hazards, Falls from height	4A	<ul style="list-style-type: none"> - Establish a safety perimeter around the work area - Use proper fall protection techniques - Ensure all electrical equipment is properly grounded - Use ladders and scaffolding correctly - Wear appropriate PPE (hard hat, safety glasses, gloves) - Keep work area clean and free of clutter - Use proper lifting techniques - Avoid overexertion - Use proper tool handling techniques - Keep hands and feet clear of moving parts - Use proper communication techniques - Establish a clear line of sight - Use proper footing - Avoid distractions - Use proper body mechanics - Keep a clear path to and from the work area - Use proper storage techniques - Avoid carrying heavy loads - Use proper walking techniques - Avoid running or rushing - Use proper stopping techniques - Keep a clear path to and from the work area - Use proper storage techniques - Avoid carrying heavy loads - Use proper walking techniques - Avoid running or rushing - Use proper stopping techniques 	2M
5. Handling Glass Panels	Cuts from sharp edges, Striking from glass fragments	4A	<ul style="list-style-type: none"> - Use proper handling techniques - Wear appropriate PPE (gloves, safety glasses) - Use proper lifting techniques - Avoid overexertion - Use proper tool handling techniques - Keep hands and feet clear of moving parts - Use proper communication techniques - Establish a clear line of sight - Use proper footing - Avoid distractions - Use proper body mechanics - Keep a clear path to and from the work area - Use proper storage techniques - Avoid carrying heavy loads - Use proper walking techniques - Avoid running or rushing - Use proper stopping techniques 	2M
6. Positioning Glass	Dropping panels, Pinching fingers	4A	<ul style="list-style-type: none"> - Use proper handling techniques - Wear appropriate PPE (gloves, safety glasses) - Use proper lifting techniques - Avoid overexertion - Use proper tool handling techniques - Keep hands and feet clear of moving parts - Use proper communication techniques - Establish a clear line of sight - Use proper footing - Avoid distractions - Use proper body mechanics - Keep a clear path to and from the work area - Use proper storage techniques - Avoid carrying heavy loads - Use proper walking techniques - Avoid running or rushing - Use proper stopping techniques 	2M

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7. Installing Glass	Improper installation leading to collapse, Exposure to silicon sealant fumes	4A		2M
8. Securing Glass	Failure of securing mechanism, related injuries	4A		1L
9. Clean-Up	Injury from remaining debris, Chemical exposure from cleaning agents	3H		2M

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10. Risk Assessment Review	Overlooking updated risks, Failure to document changes	2M		1L
11. Workforce Training	Lack of understanding of safety protocols, Inadequate use of equipment	3H		1L
12. Regular Maintenance of Equipment	Equipment failure, Delayed maintenance leading to issues	3H		1L

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13. Emergency Preparedness	Unplanned incidents, Communication breakdown during emergencies	4A		2M
14. Ventilation Management	Poor air quality, Overheating due to inadequate ventilation	3H		2M
15. Post-Installation Inspection	Structural weaknesses, Missed safety checks	4A		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.