

Installation Of New Seats 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			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	Lifting injuries, Slip hazards	3H	<ul style="list-style-type: none"> - Conduct pre-work safety briefing. - Use proper lifting techniques and equipment. - Ensure pathways are free from obstructions and spills are promptly cleaned. - Wear appropriate footwear with non-slip soles. - Perform a manual handling task assessment. - Train workers on hazard identification. - Ensure adequate lighting in the work area. - Provide sufficient space for safe movement. - Use warning signs where necessary. - Implement an incident response plan. 	2M
2. Site Inspection	Tripping, Falling objects	3H	<ul style="list-style-type: none"> - Inspect site for uneven surfaces or obstacles. - Require personal protective equipment (PPE) such as helmets. - Secure tools and materials to prevent falling. - Establish exclusion zones around work areas. - Regularly check and maintain floor surfaces. - Conduct daily site safety inspections. - Ensure proper signage is displayed. - Communicate site layout risks to all employees. - Remove trip hazards immediately. - Provide adequate barriers around site perimeters. 	2M
3. Unpacking Materials	Manual handling injuries, Dust inhalation	2M	<ul style="list-style-type: none"> - Train staff on proper unpacking techniques. - Use lifting aids for heavy objects. - Wear dust masks if necessary. - Have material safety data sheets (MSDS) available. - Store materials at appropriate heights. - Ensure adequate ventilation in unpacking area. - Conduct manual handling training sessions. - Dispose of packaging materials safely. 	1L

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			- Label heavy items appropriately. - Implement regular breaks for workers.	
4. Transporting Seats to Site	Traffic incidents, Equipment malfunction	4A	<ul style="list-style-type: none"> Use designated transport routes and signage. Ensure all equipment is properly secured and maintained. Assign trained personnel for loading/unloading. Conduct pre-trip inspections of vehicles/equipment. Avoid driving through deep water or rough terrain if possible. Use proper tie-down techniques for heavy loads. Maintain safe following distances. Be aware of blind spots when maneuvering. Use hand signals or communication devices between crew members. Plan route ahead of time, considering weather and road conditions. Limit number of passengers per vehicle. Secure cargo area before exiting vehicle. Wear seatbelts at all times while operating equipment. Establish clear communication protocols. Use reflective safety gear during low visibility. Keep emergency contact information readily available. Perform regular maintenance checks on tires and brakes. Use caution around other vehicles and pedestrians. Follow local traffic laws and regulations. Have a contingency plan for breakdowns or emergencies. Use appropriate PPE (hard hats, high-visibility vests). Coordinate movements with site supervisor. Avoid distractions while driving/operating. Use proper hitching and towing procedures. Check load capacity limits. Communicate clearly with team members. Stop immediately if you notice anything unusual. Use proper backing techniques. Keep work areas clear of unnecessary clutter. Use proper signaling when reversing. Stay alert throughout the entire trip. Report any issues or accidents immediately. Use designated parking areas. Secure equipment after arrival. Follow all safety protocols. Use proper tie-down technique. Inspect equipment before use. Wear your seatbelt. Don't drink and drive. Use proper backing technique. Check mirrors frequently. Use proper hitching technique. Secure cargo properly. Follow traffic rules. Use proper tie-down technique. Inspect equipment before use. Wear your seatbelt. Don't drink and drive. Use proper backing technique. Check mirrors frequently. Use proper hitching technique. Secure cargo properly. Follow traffic rules. Use proper tie-down technique. Inspect equipment before use. Wear your seatbelt. Don't drink and drive. Use proper backing technique. Check mirrors frequently. Use proper hitching technique. Secure cargo properly. Follow traffic rules. 	2M
5. Assembling Seats	Pinch points, Tool operation accidents	3H	<ul style="list-style-type: none"> Use proper tool handling techniques. Establish safe zones around work areas. Wear appropriate PPE (gloves, eye protection). Communicate clearly with team members. Use proper lifting/lowering techniques. Secure tools when not in use. Take regular breaks to avoid fatigue. Use proper body mechanics. Clear work area of obstacles. Follow manufacturer instructions for equipment. Use proper tie-down techniques. Wear hard hats in designated areas. Establish clear communication protocols. Use proper hitching and towing procedures. Check load capacity limits. Communicate clearly with team members. Stop immediately if you notice anything unusual. Use designated parking areas. Secure equipment after arrival. Follow all safety protocols. Use proper tie-down technique. Inspect equipment before use. Wear your seatbelt. Don't drink and drive. Use proper backing technique. Check mirrors frequently. Use proper hitching technique. Secure cargo properly. Follow traffic rules. Use proper tie-down technique. Inspect equipment before use. Wear your seatbelt. Don't drink and drive. Use proper backing technique. Check mirrors frequently. Use proper hitching technique. Secure cargo properly. Follow traffic rules. 	2M
6. Installing Seats	Falls from height, Electrocution	4A	<ul style="list-style-type: none"> Use fall protection systems (harnesses, lifelines). De-energize electrical systems before working near them. Use proper ladder safety techniques. Establish safe zones around work areas. Wear appropriate PPE (gloves, eye protection). Communicate clearly with team members. Use proper lifting/lowering techniques. Secure tools when not in use. Take regular breaks to avoid fatigue. Use proper body mechanics. Clear work area of obstacles. Follow manufacturer instructions for equipment. Use proper tie-down techniques. Wear hard hats in designated areas. Establish clear communication protocols. Use proper hitching and towing procedures. Check load capacity limits. Communicate clearly with team members. Stop immediately if you notice anything unusual. Use designated parking areas. Secure equipment after arrival. Follow all safety protocols. Use proper tie-down technique. Inspect equipment before use. Wear your seatbelt. Don't drink and drive. Use proper backing technique. Check mirrors frequently. Use proper hitching technique. Secure cargo properly. Follow traffic rules. 	2M

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7. Fixing Seats Securely	Mechanical injuries, Falling objects	3H		1L
8. Removing Waste Materials	Cuts and lacerations, Burns	3H		2M
9. Conducting Final Checks	Faulty installations, Missed defects	3H		1L

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10. Clean-up and Demobilisation	Injuries from dismantling equipment, Hazardous waste exposure	3H		2M
11. Post-installation Review	Inadequate safety audits, Unreported incidents	2M		1L
12. Training for Use	User unfamiliarity, Improper usage	2M		1L

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13. Maintenance Scheduling	Equipment failure, Missed maintenance checks	3H		1L
14. Reporting and Correction of Faults	Delayed reporting, Incomplete corrections	3H		1L
15. Ongoing Safety Audits	Compliance breaches, Safety procedure lapses	2M		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.