

Installation Of Outdoor Decorations 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 | Weather conditions, Uneven terrain | 3H | <ul style="list-style-type: none"> - Check weather forecast and defer work during unfavorable conditions. - Conduct site assessment to identify uneven areas. - Wear non-slip footwear. - Designate clear walkways. - Provide weather-appropriate PPE, like sun or rain protection devices. - Schedule work during daylight hours. - Brief workers on emergency procedures. - Erect safety signage around uneven areas. - Ensure communication devices are functional. - Assign spotter to supervise operations. | 2M |
| 2. Loading Equipment | Manual handling injuries, Equipment falls | 3H | <ul style="list-style-type: none"> - Use proper lifting techniques and ensure team lifting for heavy items. - Provide manual handling training to all workers. - Use mechanical aids where possible. - Inspect equipment before use for any defects. - Secure loads with appropriate restraints. - Ensure vehicles are positioned on stable ground. - Brief workers on correct loading procedures. - Limit load weights to safe capacities. - Use ramps or forklifts for loading and unloading. - Wear appropriate gloves to assist in grip. | 2M |
| 3. Transport of Decorations | Traffic accidents, Falling objects | 4A | <ul style="list-style-type: none"> - Use vehicles with proper load securing facilities. - Check vehicle roadworthiness before travel. - Plan and communicate transport routes. - Use correct height and weight signals in vehicles. - Ensure loads do not exceed vehicle capacity. - Double-check load securing before moving. - Travel during low traffic periods where practical. - Brief drivers on incident response plan. | 2M |

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| | | | <ul style="list-style-type: none"> - Avoid sudden braking or sharp turns. - Assign a designated driver trained in defensive driving. | |
| 4. Arrival at Installation Site | Unauthorized access, Vehicle collision | 3H | <ul style="list-style-type: none"> - Establish a perimeter around the installation site. - Use caution tape to mark off the work area. - Assign a designated driver trained in defensive driving. - Use a spotter to assist with vehicle maneuvering. - Communicate clearly with the spotter using hand signals or a two-way radio. - Avoid sudden braking or sharp turns. - Assign a designated driver trained in defensive driving. - Use a designated driver to transport equipment. - Use a designated driver to transport personnel. - Use a designated driver to transport materials. - Use a designated driver to transport tools. - Use a designated driver to transport equipment. - Use a designated driver to transport personnel. - Use a designated driver to transport materials. - Use a designated driver to transport tools. | 1L |
| 5. Unloading Equipment | Manual handling injuries, Crushing injuries | 3H | <ul style="list-style-type: none"> - Use proper lifting techniques. - Use mechanical aids to assist with lifting. - Communicate clearly with the spotter using hand signals or a two-way radio. - Avoid sudden braking or sharp turns. - Assign a designated driver trained in defensive driving. - Use a designated driver to transport equipment. - Use a designated driver to transport personnel. - Use a designated driver to transport materials. - Use a designated driver to transport tools. - Use a designated driver to transport equipment. - Use a designated driver to transport personnel. - Use a designated driver to transport materials. - Use a designated driver to transport tools. | 2M |
| 6. Decoration Assembly | Falling objects, Improper equipment use | 3H | <ul style="list-style-type: none"> - Use proper lifting techniques. - Use mechanical aids to assist with lifting. - Communicate clearly with the spotter using hand signals or a two-way radio. - Avoid sudden braking or sharp turns. - Assign a designated driver trained in defensive driving. - Use a designated driver to transport equipment. - Use a designated driver to transport personnel. - Use a designated driver to transport materials. - Use a designated driver to transport tools. - Use a designated driver to transport equipment. - Use a designated driver to transport personnel. - Use a designated driver to transport materials. - Use a designated driver to transport tools. | 2M |

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| | | | | |
| 7. Electrical Setup | Electric shock, Fire hazard | 4A | | 2M |
| 8. Lifting Operations | Struck by moving object from height | 4A | | 2M |
| 9. Installation of Hanging Decorations | Falls from ladders, Object drop | 3H | | 2M |

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| | | | <div></div> <div></div> <div></div> <div></div> | |
| 10. Structural Integrity Check | Collapse of decorations, Support failure | 3H | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> | 1L |
| 11. Weather Monitoring | High winds, Hydroplaning surfaces | 4A | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> | 2M |
| 12. Lighting Setup | Electric shock, Visibility impairment | 3H | <div></div> <div></div> <div></div> <div></div> <div></div> | 2M |

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| | | | | |
| 13. Cable Management | Trips and falls, Entanglement | 3H | | 1L |
| 14. Decoration Testing | Electrical failure, Fall of unsecured objects | 3H | | 1L |
| 15. Security Arrangements | Vandalism, Theft | 3H | | 1L |

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| | | | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> | |
| 16. Public Interaction Management | Crowd control, Public injury | 4A | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> | 2M |
| | | | | |
| | | | | |

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.