

Installation Of Outdoor Shutters 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:	

SAMPLE

RISK MATRIX							
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.

  

RISK RATING & REQUIRED ACTION:			
<b>4A</b>	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.		
<b>3H</b>	Review and approve additional controls before task starts. Senior supervisor sign-off needed.		
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.		
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.		

  

Consequence Scale:			
Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance
<b>Insignificant</b>	No injury	no schedule impact	Deviation caught and corrected on site

  

Hierarchy of Controls	
<b>Elimination</b>	Remove the hazard.
<b>Substitution</b>	Replace the hazard.
<b>Isolation</b>	Isolate People from the hazard
<b>Engineering</b>	Isolate the hazard
<b>Administrative</b>	Change
<b>PPE</b>	PPE

  

**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	slips, trips and falls, manual handling injuries	3H	<ul style="list-style-type: none"> <li>- Conduct site inspection to identify any slip or trip hazards</li> <li>- Clear work area of unnecessary obstacles</li> <li>- Use appropriate PPE such as non-slip shoes</li> <li>- Train workers on correct manual handling techniques</li> <li>- Provide mechanical aids for lifting heavy objects</li> <li>- Ensure adequate lighting in the work area</li> <li>- Establish clear communication protocols among team members</li> <li>- Regularly inspect tools and equipment for safety compliance</li> <li>- Position materials to minimise lifting heights</li> <li>- Use signage to indicate potential hazard areas</li> </ul>	2M
2. Transport of Materials	vehicular accidents, load shifting during transport	3H	<ul style="list-style-type: none"> <li>- Secure all materials with appropriate restraints</li> <li>- Conduct vehicle inspections before use</li> <li>- Train drivers on safe driving practices</li> <li>- Adhere to road safety rules and regulations</li> <li>- Plan the transport route to avoid high-risk areas</li> <li>- Use vehicles with adequate load capacity</li> <li>- Assign only trained personnel to load and unload materials</li> <li>- Maintain secure communication between drivers and site team</li> <li>- Conduct risk assessments for unusual or difficult deliveries</li> <li>- Implement traffic management plans for onsite logistics</li> </ul>	2M
3. Unloading of Materials	crushing by falling materials, manual handling injuries	3H	<ul style="list-style-type: none"> <li>- Use forklifts or cranes where possible instead of manual handling</li> <li>- Ensure only trained personnel operate unloading equipment</li> <li>- Clearly mark unloading zones to keep unauthorized personnel out</li> <li>- Implement wearing of high-visibility clothing during operations</li> <li>- Conduct regular safety briefings for personnel involved in unloading</li> <li>- Inspect lifting gear regularly for damage</li> <li>- Ensure all loads are adequately balanced before unloading</li> <li>- Establish a safe buffer zone around unloading areas</li> </ul>	2M



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
			[REDACTED]	
7. Electrical Connection	electric shock, burns	4A	[REDACTED]	2M
8. Testing of Shutter Operation	mechanical failure, burns	3H	[REDACTED]	1L
9. Commissioning and Handover	documentation errors, miscommunication	2M	[REDACTED]	1L

SAMPLE

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			[REDACTED]	
10. Site Clean Up	waste disposal hazards, chemical exposure	2M	[REDACTED]	1L
11. Maintenance Schedule Set Up	overlooked issues, compliance error	2M	[REDACTED]	1L
12. Training of Operators	training-related injuries, operator error	3H	[REDACTED]	1L

SAMPLE

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			[REDACTED]	
13. Decommissioning Procedures	equipment damage, hazardous remnants	2M	[REDACTED]	1L
14. Public Safety Measures	unauthorised access, potential injury	3H	[REDACTED]	1L
15. Documentation and Reporting	incomplete records, inaccurate reports	2M	[REDACTED]	1L

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 FOR 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-of-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/workplaces-and-laws>  
 Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/resources/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>

**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>

**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

**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.

