

## Installing Tactile Indicators 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			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> 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.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change	
								<b>PPE</b>	
<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. <b>Eliminate</b>	
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	
<b>Consequence Scale:</b>								Always document <b>why</b> 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	Slips, Falls	3H	<ul style="list-style-type: none"> <li>- Conduct a site induction to familiarise with the area.</li> <li>- Ensure proper signage is in place to warn of holes or uneven surfaces.</li> <li>- Use rubber-soled shoes to minimise slip risks.</li> <li>- Clear the work area of unnecessary obstructions.</li> <li>- Ensure good lighting to enhance visibility.</li> <li>- Train workers on safe work procedures.</li> <li>- Provide personal protective equipment (PPE) such as gloves.</li> <li>- Assign tasks to experienced personnel.</li> <li>- Keep emergency contact numbers readily accessible.</li> <li>- Ensure all equipment is in safe working condition.</li> </ul>	2M
2. Site Inspection	Uneven Surfaces, Sharp Objects	3H	<ul style="list-style-type: none"> <li>- Conduct a thorough walk-through of the site.</li> <li>- Document any uneven surfaces or obstacles.</li> <li>- Remove any sharp objects or hazards in the vicinity.</li> <li>- Flag any areas needing attention with high-visibility markers.</li> <li>- Equip workers with safety boots for foot protection.</li> <li>- Use barricades to restrict access to hazardous areas.</li> <li>- Create a checklist to ensure all hazards are identified.</li> <li>- Plan for contingencies if issues arise during inspection.</li> <li>- Engage a qualified supervisor to oversee the inspection.</li> <li>- Ensure teams communicate effectively using radios.</li> </ul>	2M
3. Material Delivery	Manual Handling, Traffic	3H	<ul style="list-style-type: none"> <li>- Plan delivery times to avoid peak traffic periods.</li> <li>- Use mechanised lifting equipment for heavy items.</li> <li>- Train workers in proper lifting techniques.</li> <li>- Establish a traffic management plan.</li> <li>- Ensure delivery areas are clearly marked and free from obstacles.</li> <li>- Provide spotters to guide vehicle movements.</li> <li>- Implement a buddy system for manual handling tasks.</li> <li>- Brief drivers on the site's traffic layout and rules.</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Assess weather conditions that may affect deliveries.</li> <li>- Use trolleys or forklifts where appropriate.</li> </ul>	
4. Setting Out	Measurement Errors, Tripping Hazards	3H	<ul style="list-style-type: none"> <li>- Establish a clear layout plan and communicate it to all staff.</li> <li>- Use high-visibility tape or paint to mark out materials and equipment.</li> <li>- Ensure all materials are stored securely and do not obstruct walkways.</li> <li>- Use trolleys or forklifts to move heavy materials.</li> <li>- Provide training on safe lifting techniques and the use of equipment.</li> <li>- Regularly inspect the work area for hazards and maintain it in a clean and safe condition.</li> <li>- Use appropriate personal protective equipment (PPE) such as high-visibility clothing and safety boots.</li> <li>- Implement a system for managing materials and equipment, ensuring they are stored and moved safely.</li> <li>- Consider the use of barriers or safety cones to restrict access to certain areas.</li> <li>- Ensure all staff are aware of the layout and any potential hazards.</li> <li>- Regularly review and update the layout plan as the project progresses.</li> </ul>	1L
5. Surface Cleaning	Dust, Chemical Exposure	3H	<ul style="list-style-type: none"> <li>- Use appropriate cleaning methods and equipment, such as vacuum cleaners or pressure washers.</li> <li>- Wear appropriate PPE, including respirators, gloves, and eye protection.</li> <li>- Avoid using harsh chemicals or solvents.</li> <li>- Ensure good ventilation in the work area.</li> <li>- Regularly clean and maintain cleaning equipment.</li> <li>- Implement a system for managing cleaning materials and equipment.</li> <li>- Consider the use of barriers or safety cones to restrict access to certain areas.</li> <li>- Ensure all staff are aware of the cleaning process and any potential hazards.</li> <li>- Regularly review and update the cleaning plan as the project progresses.</li> </ul>	2M
6. Layout Placement	Misalignment, Repetitive Strain	3H	<ul style="list-style-type: none"> <li>- Use appropriate lifting techniques and equipment, such as trolleys or forklifts.</li> <li>- Wear appropriate PPE, including high-visibility clothing and safety boots.</li> <li>- Ensure all materials are stored securely and do not obstruct walkways.</li> <li>- Regularly inspect the work area for hazards and maintain it in a clean and safe condition.</li> <li>- Use appropriate personal protective equipment (PPE) such as high-visibility clothing and safety boots.</li> <li>- Implement a system for managing materials and equipment, ensuring they are stored and moved safely.</li> <li>- Consider the use of barriers or safety cones to restrict access to certain areas.</li> <li>- Ensure all staff are aware of the layout and any potential hazards.</li> <li>- Regularly review and update the layout plan as the project progresses.</li> </ul>	1L

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7. Adhesive Application	Chemical Burns, Fumes	3H		2M
8. Indicator Installation	Tool Injury, Pinching	3H		1L
9. Quality Control Check	Oversights, Fatigue	2M		1L

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10. Sign-off and Handover	Miscommunication, Document Errors	2M		1L
11. Site Cleanup	Debris, Waste Disposal	3H		2M
12. Review Meeting	Miscommunication, Lack of Feedback	2M		1L

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13. Documentation Archiving	Data Loss, Unauthorised Access	3H		2M
14. Monitoring and Maintenance Setup	Equipment Failure, Negligence	3H		1L
15. Continuous Improvement Planning	Stagnation, Inefficiencies	2M		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	

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.