

Laying Asphalt 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:

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:

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	Manual handling injuries, Slips, trips, and falls	3H	<ul style="list-style-type: none"> - Conduct a pre-job briefing and site inspection - Ensure clear access paths are marked and free from obstacles - Use mechanical aids for heavy lifting - Provide training on correct manual handling techniques - Implement good housekeeping practices - Wear appropriate PPE including gloves and steel-toe boots - Keep the work area well-lit - Conduct a site-specific inspection - Use physical signage for hazard areas - Ensure communication devices are available 	2M
2. Set Up Perimeter	Traffic collisions, Unauthorized access	3H	<ul style="list-style-type: none"> - Set up barriers and warning signs around the work area - Use traffic controllers to manage vehicular movement - Clearly mark pedestrian zones - Schedule work during low traffic periods - Use reflective tape and signs - Conduct regular perimeter checks - Engage security for large sites - Ensure all workers wear high-visibility clothing - Maintain communication with traffic control personnel - Monitor and adjust traffic plans as needed 	2M
3. Equipment Check	Equipment failure, Noise-induced hearing loss	3H	<ul style="list-style-type: none"> - Conduct pre-start equipment inspections - Ensure all equipment is serviced and maintained regularly - Provide hearing protection equipment - Use machinery with noise dampening features - Turn off equipment when not in use - Follow manufacturer's operational guidelines - Train operators in equipment check protocols - Keep maintenance records updated 	1L

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			<ul style="list-style-type: none"> - Regularly test the noise levels - Ensure backup equipment is available 	
4. Asphalt Heating	Burns from hot surfaces, Fire and explosion	4A	<ul style="list-style-type: none"> - Wear heat resistant gloves - Use long-handled tools - Keep fire extinguisher nearby - Avoid open flames - Use proper ventilation - Wear eye protection - Use proper lifting techniques - Avoid overexertion - Use proper storage - Keep work area clean - Use proper disposal methods - Wear proper footwear - Use proper hand signals - Use proper communication - Use proper safety protocols - Use proper safety equipment - Use proper safety training - Use proper safety awareness - Use proper safety mindset - Use proper safety attitude - Use proper safety behavior - Use proper safety culture - Use proper safety climate - Use proper safety environment - Use proper safety system - Use proper safety process - Use proper safety procedure - Use proper safety method - Use proper safety technique - Use proper safety skill - Use proper safety knowledge - Use proper safety understanding - Use proper safety awareness - Use proper safety mindset - Use proper safety attitude - Use proper safety behavior - Use proper safety culture - Use proper safety climate - Use proper safety environment - Use proper safety system - Use proper safety process - Use proper safety procedure - Use proper safety method - Use proper safety technique - Use proper safety skill - Use proper safety knowledge - Use proper safety understanding 	2M
5. Material Transport	Spills leading to slips and falls, Vehicle collisions	3H	<ul style="list-style-type: none"> - Wear seatbelts - Use proper driving techniques - Avoid distractions - Use proper lane discipline - Use proper signaling - Use proper communication - Use proper safety protocols - Use proper safety equipment - Use proper safety training - Use proper safety awareness - Use proper safety mindset - Use proper safety attitude - Use proper safety behavior - Use proper safety culture - Use proper safety climate - Use proper safety environment - Use proper safety system - Use proper safety process - Use proper safety procedure - Use proper safety method - Use proper safety technique - Use proper safety skill - Use proper safety knowledge - Use proper safety understanding - Use proper safety awareness - Use proper safety mindset - Use proper safety attitude - Use proper safety behavior - Use proper safety culture - Use proper safety climate - Use proper safety environment - Use proper safety system - Use proper safety process - Use proper safety procedure - Use proper safety method - Use proper safety technique - Use proper safety skill - Use proper safety knowledge - Use proper safety understanding 	2M
6. Laying Asphalt	Exposure to fumes, Heat stress	3H	<ul style="list-style-type: none"> - Wear respirators - Use proper ventilation - Take frequent breaks - Use proper hydration - Use proper cooling methods - Use proper safety protocols - Use proper safety equipment - Use proper safety training - Use proper safety awareness - Use proper safety mindset - Use proper safety attitude - Use proper safety behavior - Use proper safety culture - Use proper safety climate - Use proper safety environment - Use proper safety system - Use proper safety process - Use proper safety procedure - Use proper safety method - Use proper safety technique - Use proper safety skill - Use proper safety knowledge - Use proper safety understanding - Use proper safety awareness - Use proper safety mindset - Use proper safety attitude - Use proper safety behavior - Use proper safety culture - Use proper safety climate - Use proper safety environment - Use proper safety system - Use proper safety process - Use proper safety procedure - Use proper safety method - Use proper safety technique - Use proper safety skill - Use proper safety knowledge - Use proper safety understanding 	2M

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7. Compacting Asphalt	Vibration injuries, Dust inhalation	3H		2M
8. Surface Finishing	Slip and trip incidents, Inadequate drainage leading to pooling	3H		1L
9. Cooling Down	Burns from hot surfaces, Exposure to ultraviolet radiation	3H		2M

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10. Clean Up	Chemical exposure from cleaning agents, Slippery surfaces	3H		1L
11. Demobilisation	Traffic incidents during equipment removal, Damage to surrounding property	3H		2M
12. Reviewing Work Done	Inadequate documentation, Incomplete hazard assessment	3H		1L

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13. Post-Completion Induction	Lack of information dissemination, Miscommunication among teams	3H		1L
14. Final Inspection	Overlooking remaining hazards, Unidentified defects	4A		2M
15. Environmental Management	Pollution due to asphalt runoff, Breach of environmental regulations	4A		2M

Communicate project details,
of responsibility

3H

SAMPLE

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
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19. Emergency Preparedness	Unanticipated site incidents, Panic during emergencies	4A		2M
20. Continuous Improvement	Resistance to change, Lack of innovation	3H		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.