

Lean-To And Transom Scaffoldings 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"> - Use mechanical aids to transport materials where possible - Conduct site walkthrough to identify existing hazards - Provide adequate lighting at the worksite - Train workers in proper lifting techniques - Ensure all personnel wear safety boots with proper grip - Implement housekeeping protocols - Clearly mark up work surfaces - Conduct regular safety meetings to discuss manual handling - Restrict access to hazardous areas - Address any spills or liquid promptly 	2M
2. Delivery of materials	Collision with moving vehicles, Injury from falling objects	3H	<ul style="list-style-type: none"> - Designate and mark delivery zones - Use spotters during delivery - Ensure drivers are trained in site-specific traffic management - Inspect loads to ensure they are secure - Use barriers to protect pedestrian areas - Schedule deliveries during low-activity times - Implement exclusion zones around delivery areas - Provide PPE—hardhats and high-visibility vests - Prohibit unauthorised personnel from delivery zones - Conduct toolbox talks before starting delivery operations 	2M
3. Erecting scaffold base	Scaffold collapse, Trips and falls	4A	<ul style="list-style-type: none"> - Use scaffold components that match design specifications - Inspect all components before use - Install base plates correctly on stable ground - Check vertical and horizontal alignment continuously - Use qualified personnel for erecting procedures - Train workers on potential collapse signs - Ensure proper bracing and anchors are in place - Inspect scaffold at key stages during erection 	2M

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			<ul style="list-style-type: none"> - Use fall protection systems as required - Prohibit loading scaffold until properly erected and inspected 	
4. Installation of platforms	Platform collapse, Object falling from height	4A	<ul style="list-style-type: none"> - Erect and secure all scaffold components in accordance with the manufacturer's instructions - Ensure all scaffold components are properly aligned and secured - Use proper tie-in techniques to the building structure - Install and maintain fall protection systems for all workers on the scaffold - Prohibit loading the scaffold until it is properly erected and inspected - Use proper climbing techniques and maintain three points of contact - Avoid overloading the scaffold with materials or equipment - Regularly inspect the scaffold for damage or wear - Use proper bracing techniques to prevent lateral movement - Ensure all workers are trained and competent to work on the scaffold - Use proper erection and dismantling procedures - Avoid working on the scaffold in adverse weather conditions - Use proper access and egress methods - Maintain clear walkways and storage areas - Use proper signaling and communication methods - Avoid working near overhead power lines or other hazards - Use proper safety harness and fall arrest systems - Ensure all safety equipment is properly maintained and used - Follow all applicable safety regulations and standards - Conduct a final inspection before use 	2M
5. Installing transoms	Structural failure, Improperly fitted components	4A	<ul style="list-style-type: none"> - Ensure all transoms are properly aligned and secured - Use proper fitting techniques to ensure a snug fit - Avoid overloading the transoms with materials or equipment - Regularly inspect the transoms for damage or wear - Use proper bracing techniques to prevent lateral movement - Ensure all workers are trained and competent to work on the transoms - Use proper erection and dismantling procedures - Avoid working on the transoms in adverse weather conditions - Use proper access and egress methods - Maintain clear walkways and storage areas - Use proper signaling and communication methods - Avoid working near overhead power lines or other hazards - Use proper safety harness and fall arrest systems - Ensure all safety equipment is properly maintained and used - Follow all applicable safety regulations and standards - Conduct a final inspection before use 	2M
6. Securing ledgers	Component displacement, Collapse from improper load bearing	4A	<ul style="list-style-type: none"> - Ensure all ledgers are properly aligned and secured - Use proper fitting techniques to ensure a snug fit - Avoid overloading the ledgers with materials or equipment - Regularly inspect the ledgers for damage or wear - Use proper bracing techniques to prevent lateral movement - Ensure all workers are trained and competent to work on the ledgers - Use proper erection and dismantling procedures - Avoid working on the ledgers in adverse weather conditions - Use proper access and egress methods - Maintain clear walkways and storage areas - Use proper signaling and communication methods - Avoid working near overhead power lines or other hazards - Use proper safety harness and fall arrest systems - Ensure all safety equipment is properly maintained and used - Follow all applicable safety regulations and standards - Conduct a final inspection before use 	2M

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7. Bracing installation	Failure of structural integrity, Improper bracing set-up	4A		2M
8. Installation of scaffold ladders	Falls from height, Inadequate ladder bracing	3H		2M
9. Install railing and mid-rails	Falls over edge, Insufficient structural support	3H		1L

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10. Conduct safety inspection	Failure to identify hazards, Injury from missed safety checks	3H		2M
11. Tagging and cleared for use	Scaffold used without clearance, Misunderstanding of inspection status	2M		1L
12. Scaffolding use	Overloading, Incorrect use	4A		2M

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13. Maintenance and monitoring	Degradation over time, Unexpected failure	3H		2M
14. Dismantling scaffold	Component falls, Injury during disassembly	4A		2M
15. Site clean-up	Injury from remaining debris, Environmental hazards	3H		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.