

## Learn And Follow Road Regulations 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<br>HIGH                                   | 3<br>HIGH   | 4<br>ACUTE         | 4<br>ACUTE | 4<br>ACUTE   |                |  | <b>Elimination</b><br>Remove the hazard.   |  |
| LIKELY                                    | 2<br>MODERATE                               | 3<br>HIGH   | 3<br>HIGH          | 4<br>ACUTE | 4<br>ACUTE   | 4A<br>ACUTE    | DO NOT PROCEED   | <b>Substitution</b><br>Replace the hazard.                                       |  |
| POSSIBLE                                  | 1<br>LOW                                    | 2<br>MODERATE   | 3<br>HIGH          | 4<br>ACUTE | 4<br>ACUTE   | 3H<br>HIGH     | Review before work starts.   | Isolation<br>Isolate People from the hazard                                      |  |
| UNLIKELY                                  | 1<br>LOW                                    | 1<br>LOW  | 2<br>MODERATE      | 3<br>HIGH  | 4<br>ACUTE   | 2M<br>MODERATE | Ensure control measures in place.  | <b>Engineering</b><br>Isolate the hazard   |  |
| RARE                                      | 1<br>LOW                                    | 1<br>LOW  | 2<br>MODERATE      | 3<br>HIGH  | 3<br>HIGH  | 1L<br>LOW      | Monitor and keep records.  | <b>Administrative</b><br>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   |  |
| <b>Consequence Scale:</b>                 |   |   |                    |            |  |                |  | 4. Engineering   |  |
| Consequence                               | People (injury/illness)                     |   | Project / Assets   |            | Compliance / Reputation                                  |                | 5. Administrative  |  |  |
| Catastrophic                              | Fatality or permanent total disability      |   | project shutdown   |            | Significant regulator intervention; criminal prosecution |                | 6. PPE   |  |  |
| Major                                     | Serious injury/illness (hospital > 5 days)  |   | critical delay     |            | Improvement notice; major media coverage                 |                | Always document <b>why</b> a lower-order control is accepted if elimination or substitution is not reasonably practicable. |  |  |
| Moderate                                  | Medical-treatment injury; lost-time > 1 day |   | moderate delay     |            | Minor breach; adverse client comment                     |                | aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.             |  |  |
| Minor                                     | First-aid only, no lost time                |   | negligible delay   |            | Isolated non-conformance                                 |                |  |  |  |
| Insignificant                             | No injury                                   |   | no schedule impact |            | Deviation caught and corrected on site                   |                |  |  |  |

| 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. Assess Learning Objectives | Misinterpretation of regulations, Outdated information | 3H           | <ul style="list-style-type: none"> <li>- Conduct training sessions with certified instructors</li> <li>- Regularly update instructional materials</li> <li>- Use official government sources for information</li> <li>- Validate information through cross-reference</li> <li>- Implement a feedback system for continuous improvements</li> <li>- Set a schedule for regular curriculum reviews</li> <li>- Include interactive Q&amp;A sessions</li> <li>- Develop competency evaluation tests</li> <li>- Adopt a peer review system for materials</li> <li>- Ensure timely dissemination of updated information</li> </ul>             | 2M            |
| 2. Gather Required Materials  | Missing materials, Incorrect reference documents       | 3H           | <ul style="list-style-type: none"> <li>- Create a checklist of essential materials</li> <li>- Assign a supervisor for material verification</li> <li>- Ensure access to a complete library of regulations</li> <li>- Use electronic sources for up-to-date documents</li> <li>- Establish partnerships with verified distributors</li> <li>- Incorporate redundancy measures for materials</li> <li>- Conduct regular inventory checks</li> <li>- Implement a centralised document management system</li> <li>- Allocate sufficient budget for resource acquisition</li> <li>- Prioritise the acquisition of updated editions</li> </ul> | 2M            |
| 3. Schedule Training Sessions | Unavailable personnel, Facility double-booking         | 3H           | <ul style="list-style-type: none"> <li>- Utilise scheduling software for session planning</li> <li>- Confirm availability of trainers and participants well in advance</li> <li>- Book facilities with contingency options</li> <li>- Develop a cancellation and rescheduling policy</li> <li>- Ensure communication of schedules to all parties</li> <li>- Optimise session timings for maximum attendance</li> <li>- Prepare a backup team for unforeseen unavailability</li> <li>- Include virtual training options</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 |
|                                   |  |              | <ul style="list-style-type: none"> <li>- Facilitate participant registration in advance</li> <li>- Post reminders of upcoming sessions</li> </ul>  |               |
| 4. Evaluate Participant Readiness | Unprepared participants, Misunderstanding of prerequisites | 3H           | <ul style="list-style-type: none"> <li>- Conduct a pre-session assessment to identify participants who may need additional support.</li> <li>- Provide clear instructions and materials in advance.</li> <li>- Assign a facilitator to monitor participant understanding and provide clarification as needed.</li> <li>- Encourage participants to ask questions and seek clarification.</li> <li>- Provide a list of resources and support services.</li> <li>- Offer a pre-session orientation session.</li> <li>- Assign a facilitator to monitor participant understanding and provide clarification as needed.</li> <li>- Encourage participants to ask questions and seek clarification.</li> <li>- Provide a list of resources and support services.</li> <li>- Offer a pre-session orientation session.</li> </ul> | 2M            |
| 5. Conduct Training Sessions      | Information overload, Participant disengagement            | 3H           | <ul style="list-style-type: none"> <li>- Break down complex information into smaller, manageable chunks.</li> <li>- Use interactive methods to engage participants.</li> <li>- Monitor participant engagement and provide feedback.</li> <li>- Encourage participants to ask questions and seek clarification.</li> <li>- Provide a list of resources and support services.</li> <li>- Offer a pre-session orientation session.</li> <li>- Assign a facilitator to monitor participant understanding and provide clarification as needed.</li> <li>- Encourage participants to ask questions and seek clarification.</li> <li>- Provide a list of resources and support services.</li> <li>- Offer a pre-session orientation session.</li> </ul>   | 2M            |
| 6. Test Knowledge Retention       | Inadequate testing methods, Participant test anxiety       | 3H           | <ul style="list-style-type: none"> <li>- Use a variety of testing methods to assess knowledge retention.</li> <li>- Provide clear instructions and materials in advance.</li> <li>- Assign a facilitator to monitor participant understanding and provide clarification as needed.</li> <li>- Encourage participants to ask questions and seek clarification.</li> <li>- Provide a list of resources and support services.</li> <li>- Offer a pre-session orientation session.</li> <li>- Assign a facilitator to monitor participant understanding and provide clarification as needed.</li> <li>- Encourage participants to ask questions and seek clarification.</li> <li>- Provide a list of resources and support services.</li> <li>- Offer a pre-session orientation session.</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 |
|   |   |              |  |               |
| 7. Issue Certifications                   | Certification errors, Delayed issuance                            | 3H           |  | 1L            |
| 8. Implement Regulation Knowledge On-Road | Failure to adhere to regulatory changes, Participant apprehension | 4A           |  | 2M            |
| 9. Review and Update Training Content     | Stale content, Overlooked regulatory changes                      | 3H           |  | 1L            |

| 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 |
|  |   |              |  |               |
| 10. Conduct Participant Feedback Sessions  | Unreceived feedback, Negative feedback without resolution       | 3H           |  | 2M            |
| 11. Evaluate Training Efficiency           | Inaccurate evaluation metrics, Resistance to evaluation results | 3H           |  | 2M            |
| 12. Maintain Communication with Follow-Ups | Lack of follow-through, Poor participant responses              | 3H           |  | 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 |
|   |   |              |  |               |
| 13. Align Stakeholder Expectations      | Misaligned stakeholder objectives, Unclear roles and responsibilities | 3H           |  | 2M            |
| 14. Adjust Curriculum Based on Feedback | Inadequate integration of feedback<br>Delayed curriculum adjustment   | 3H           |  | 1L            |
| 15. Prepare Reporting and Documentation | Incomplete records, Misplaced documentation                           | 3H           |  | 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 |
|   |   |              |  |               |
| 16. Training Continual Improvement Plan | Stagnant training methodologies, Participant burnout      | 3H           |  | 1L            |
| 17. Optimal Resource Allocation         | Insufficient resources, Overallocated resources           | 3H           |  | 2M            |
| 18. Monitor Legal Compliance            | Noncompliance with regulations, Legal notification delays | 4A           |  | 2M            |

4A

5, Inadequate risk measures

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.