

Legal Implications Of Incorrect Property Valuations 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	Incomplete documentation, Incorrect client details	3H	<ul style="list-style-type: none"> Obtain all necessary documentation prior to commencement Verify client details through multiple sources Conduct a briefing session with all stakeholders Use a checklist to ensure all documentation is complete Implement a pre-submission review process Utilise a secure client data management system Provide training on document management Assign roles for document verification Schedule regular updates with clients Use standardised forms for data collection 	2M
2. Initial Property Survey	Inadequate site access, Hazardous site conditions	3H	<ul style="list-style-type: none"> Conduct a site risk assessment prior to surveys Ensure appropriate PPE is used by all personnel Obtain necessary permissions and permits for site access Develop a site-specific safety plan Use high-visibility clothing when accessing public areas Engage with local authorities for site access insights Provide training on hazard identification Establish clear communication lines with on-site personnel Allocate sufficient time for thorough site surveys Employ experienced personnel for the site survey 	2M
3. Data Collection	Inaccurate measurements, Misinterpretation of data	3H	<ul style="list-style-type: none"> Use calibrated equipment for measurements Implement a quality control system for data accuracy Provide training on data collection techniques Establish a double-check system for data entries Use software tools to minimise human error Conduct regular equipment maintenance Create comprehensive data validation procedures Appoint a data accuracy officer 	2M

Section	Findings	Recommendations
Methods, Bias in	4A	<p>Introduce redundancy checks for critical data points</p> <p>Implement automated data validation scripts</p> <p>Conduct manual spot checks on high-risk data</p> <p>Use multiple data sources to cross-verify</p> <p>Document all data processing steps</p> <p>Perform sensitivity analysis on key variables</p> <p>Engage external auditors for verification</p> <p>Establish clear data ownership and access controls</p> <p>Regularly update data collection methods</p> <p>Provide training on data handling procedures</p>
of findings, Report	3H	<p>Clarify the scope and limitations of the study</p> <p>Present findings in a clear, concise manner</p> <p>Use visual aids to enhance understanding</p> <p>Discuss the implications of the findings</p> <p>Provide a summary of the key results</p> <p>Include a conclusion and future research directions</p> <p>Ensure the report is accessible to the intended audience</p> <p>Review the report for accuracy and consistency</p> <p>Obtain feedback from stakeholders</p> <p>Revise the report based on feedback</p> <p>Finalize and disseminate the report</p>

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7. Client Presentation	Client misunderstandings, Technical jargon	2M		1L
8. Post-Valuation Review	Non-compliance with standards, Missed errors in valuation	4A		2M
9. Documentation and Record Keeping	Loss of critical documents, Poor record management	3H		2M

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10. Communication with Stakeholders	Miscommunication, Information leaks	3H		2M
11. Legal Compliance	Breach of regulations, Legal disputes	4A		2M
12. Client Feedback and Relations	Negative client relations, Unresolved client issues	3H		2M

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13. Continuous Improvement	Lack of process updates, Resistance to change	3H		2M
14. Training and Development	Skills obsolescence, Knowledge gaps	3H		2M
15. Crisis Management	Inadequate crisis response, Communication failures	4A		2M

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16. Risk Assessment Review	Outdated risk assessments, Incomplete reviews	3H		1L
17. Technology Utilisation	Technology failures, Data breaches	4A		2M
18. Quality Control	Substandard outputs, Unchecked errors	4A		2M

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19. Final Approvals	Missed approvals, Delayed submission	3H		1L
20. Project Closure	Incomplete closure procedures, Unresolved project issues	3H		2M

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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.