

Lone Worker Procedures 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			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:								Notes on Hierarchy of Controls:	
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. Eliminate	
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	
Consequence Scale:								Always document why 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. Start Work Briefing	Missing communication device, Unaware of location protocols	3H	<ul style="list-style-type: none"> - Provide workers with functioning communication devices. - Conduct briefings on location-specific protocols. - Ensure workers understand emergency contacts. - Confirm GPS capabilities of devices are active. - Regular test of communication equipment. - Maintain a log of communication device allocation. - Provide maps and important contacts in printed form. - Use geo-fencing technologies for alerts. - Remind workers to check in at scheduled times. - Verify that device battery is fully charged. 	2M
2. Pre-Departure Checklist	Inadequate safety equipment, Incorrect personal protective equipment	3H	<ul style="list-style-type: none"> - Check list to confirm all safety equipment is packed. - Verification of PPE suitability for tasks. - Supply additional equipment for common contingencies. - Train workers on the selection of correct PPE. - Conduct spot checks on equipment before departure. - Ensure first-aid kits are complete and accessible. - Provide training on equipment usage. - Ensure sun protection gear is included. - Use reflective gear for all outdoor activities. - Confirm equipment with team supervisors. 	2M
3. Travel to Location	Vehicular accidents, Navigational errors	4A	<ul style="list-style-type: none"> - Ensure vehicles undergo regular maintenance checks. - Use GPS devices updated with latest maps. - Implement defensive driving courses for workers. - Establish strict travel reporting protocols. - Use public transport options where feasible. - Limit maximum driving hours per day. - Install driver fatigue alerts in vehicles. - Provide alternative route plans for emergencies. 	2M

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			<ul style="list-style-type: none"> - Train workers in basic vehicle troubleshooting. - Retain emergency breakdown service membership 	
4. Initial Site Evaluation	Unidentified hidden hazards, Unsafe access routes	3H	<ul style="list-style-type: none"> - Conduct a thorough site inspection before starting work. - Use appropriate PPE (hard hat, safety glasses, work boots). - Establish a safe access route to the work area. - Use caution when driving or backing up the vehicle. - Avoid driving on soft or uneven ground. - Use a spotter when backing up or driving in tight spaces. - Keep a clear line of sight at all times. - Avoid distractions while operating the vehicle. - Use hand signals or communication devices to coordinate movements. - Park on a level, stable surface. - Engage the parking brake and chock the wheels when parked. - Use proper tie-down techniques when securing loads. - Avoid overloading the vehicle. - Use proper lifting techniques when handling equipment. - Keep the work area clean and free of clutter. - Use caution when working near overhead power lines. - Avoid working in adverse weather conditions. - Use proper communication protocols throughout the job. - Follow all applicable safety regulations and company policies. - Conduct a final safety check before leaving the site. 	2M
5. Communication Protocols	Loss of contact, Miscommunication of information	4A	<ul style="list-style-type: none"> - Establish clear communication protocols before starting work. - Use two-way radios or other communication devices. - Assign a dedicated communication role to one worker. - Repeat critical information to ensure understanding. - Use standard hand signals or gestures. - Avoid distractions while communicating. - Confirm receipt of messages. - Use a check-and-balance system for critical information. - Establish a backup communication method (e.g., cell phone). - Conduct regular check-ins during the job. - Use clear, concise language. - Avoid jargon or technical terms unless necessary. - Repeat back important instructions. - Use visual aids (e.g., diagrams, photos) to clarify instructions. - Establish a common understanding of the task and goals. - Encourage workers to ask for clarification if needed. - Document communication protocols in the job plan. - Review and update protocols as needed. - Conduct a debriefing session after the job to discuss communication effectiveness. 	2M
6. Working Alone	Injury without assistance, Lone worker panic	4A	<ul style="list-style-type: none"> - Inform someone of your location and expected return time. - Use a check-in system (e.g., text messages, calls). - Carry a fully charged cell phone and a backup communication device. - Have a plan for what to do in an emergency. - Use caution when working in isolated areas. - Avoid working alone in high-risk situations. - Take regular breaks to stay alert. - Stay hydrated and avoid fatigue. - Use proper safety techniques at all times. - Have a first aid kit and know how to use it. - Know the location of the nearest medical facility. - Stay calm in an emergency and follow your plan. - Call for help immediately if needed. - Do not attempt to handle a serious injury alone. - Follow all applicable safety regulations and company policies. - Conduct a safety review after the job to discuss lone worker experiences. 	2M

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7. Emergency Protocols	Delayed response, Non-functioning emergency equipment	4A		2M
8. Routine Reporting	Data overload, Incorrect reporting	3H		2M
9. Hazard Identification	Missed hazards, Incorrect risk evaluation	3H		2M

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10. Job Conclusion	Unsecured tools, Incomplete reporting	3H		1L
11. Equipment Decontamination	Cross-contamination, Improper waste disposal	3H		2M
12. Incident Reporting	Non-reporting of incidents, Lost report data	3H		2M

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13. Continuous Training	Skill degradation, Resistance to new protocols	3H		2M
14. Health Monitoring	Undetected health issues, Inadequate health resources	3H		2M
15. Feedback and Review	Unaddressed complaints, Ineffective feedback system	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.