

## Maintain Osha Safety Standards 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	4A ACUTE	DO NOT PROCEED	Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE			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:

- Eliminate
- Substitute
- Isolate
- Engineering
- Administrative
- 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	improper tool selection, incorrect PPE usage	3H	<ul style="list-style-type: none"> <li>- Conduct pre-site safety briefing</li> <li>- Ensure workers are trained on PPE usage</li> <li>- Display PPE signage prominently at site entrance</li> <li>- Review and adhere to tool selection matrix</li> <li>- Perform tool inspection before use</li> <li>- Provide PPE to all personnel</li> <li>- Allocate time for PPE and tool inspection</li> <li>- Enforce PPE compliance with spot checks</li> <li>- Use clearly labelled PPE storage units</li> <li>- Assign safety officer to oversee preparation phase</li> </ul>	2M
2. Equipment Inspection	equipment malfunction, unchecked wear and tear	3H	<ul style="list-style-type: none"> <li>- Establish and follow a inspection checklist</li> <li>- Train staff on correct inspection procedures</li> <li>- Schedule regular maintenance intervals</li> <li>- Replace faulty equipment immediately</li> <li>- Label non-compliant equipment clearly</li> <li>- Document inspection findings</li> <li>- Ensure availability of spare parts</li> <li>- Use certified inspectors</li> <li>- Limit access to trained personnel only</li> <li>- Implement a digital logging system for inspections</li> </ul>	1L
3. Site Survey	uneven terrain, obstructed pathways	3H	<ul style="list-style-type: none"> <li>- Conduct a thorough site walk-through</li> <li>- Use drones for aerial survey if needed</li> <li>- Mark uneven terrain with high-visibility paint</li> <li>- Provide clear pathway maps</li> <li>- Install temporary lighting where required</li> <li>- Use barricading to prevent access</li> <li>- Conduct a briefing on identified hazards</li> <li>- Erect signs indicating hazard areas</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Use ground-stabilising mats</li> <li>- Update site maps as changes occur</li> </ul>	
4. Worker Training	insufficient training, skill mismatch	3H	<ul style="list-style-type: none"> <li>- Provide comprehensive training for all workers, including safety protocols and equipment use.</li> <li>- Conduct regular refresher training and drills.</li> <li>- Assign experienced workers to supervise and mentor less experienced staff.</li> <li>- Ensure training covers specific tasks and potential hazards.</li> <li>- Implement a competency assessment system.</li> <li>- Provide clear instructions and written procedures.</li> <li>- Encourage a safety culture and reporting of incidents.</li> <li>- Use visual aids and diagrams for complex tasks.</li> <li>- Provide personal protective equipment (PPE) and ensure proper use.</li> <li>- Establish communication protocols.</li> <li>- Conduct pre-work safety meetings.</li> <li>- Monitor worker performance and provide feedback.</li> <li>- Keep training records up to date.</li> <li>- Review and update training materials regularly.</li> <li>- Involve workers in safety discussions.</li> <li>- Provide first aid training.</li> <li>- Ensure workers understand emergency procedures.</li> <li>- Use clear signage and markings.</li> <li>- Implement a permit-to-work system for high-risk activities.</li> <li>- Conduct regular safety audits.</li> <li>- Provide mental health support and resources.</li> <li>- Establish a clear chain of command.</li> <li>- Use standardized terminology.</li> <li>- Provide adequate rest and break times.</li> <li>- Ensure workers are fit to work.</li> <li>- Implement a fatigue management strategy.</li> <li>- Use technology to assist with tasks.</li> <li>- Provide clear instructions for equipment use.</li> <li>- Establish a safety committee.</li> <li>- Conduct regular safety briefings.</li> <li>- Provide clear instructions for emergency evacuation.</li> <li>- Implement a risk assessment process.</li> <li>- Use clear communication channels.</li> <li>- Provide adequate lighting and ventilation.</li> <li>- Ensure workers are aware of their surroundings.</li> <li>- Implement a safety management system.</li> <li>- Provide clear instructions for handling materials.</li> <li>- Establish a safety culture.</li> <li>- Conduct regular safety audits.</li> <li>- Provide adequate rest and break times.</li> <li>- Ensure workers are fit to work.</li> <li>- Implement a fatigue management strategy.</li> <li>- Use technology to assist with tasks.</li> <li>- Provide clear instructions for equipment use.</li> <li>- Establish a safety committee.</li> <li>- Conduct regular safety briefings.</li> <li>- Provide clear instructions for emergency evacuation.</li> <li>- Implement a risk assessment process.</li> <li>- Use clear communication channels.</li> <li>- Provide adequate lighting and ventilation.</li> <li>- Ensure workers are aware of their surroundings.</li> <li>- Implement a safety management system.</li> <li>- Provide clear instructions for handling materials.</li> <li>- Establish a safety culture.</li> </ul>	2M
5. Task Allocation	work overload, task confusion	3H	<ul style="list-style-type: none"> <li>- Clearly define and communicate tasks to workers.</li> <li>- Avoid assigning too many tasks to a single worker.</li> <li>- Prioritize tasks based on urgency and importance.</li> <li>- Provide clear instructions and resources for each task.</li> <li>- Establish a system for task delegation and handover.</li> <li>- Monitor worker workload and adjust task allocation as needed.</li> <li>- Encourage workers to report task confusion or overload.</li> <li>- Provide training on task management and prioritization.</li> <li>- Use visual aids and diagrams to clarify tasks.</li> <li>- Establish a clear chain of command.</li> <li>- Conduct regular safety briefings.</li> <li>- Provide clear instructions for emergency evacuation.</li> <li>- Implement a risk assessment process.</li> <li>- Use clear communication channels.</li> <li>- Provide adequate lighting and ventilation.</li> <li>- Ensure workers are aware of their surroundings.</li> <li>- Implement a safety management system.</li> <li>- Provide clear instructions for handling materials.</li> <li>- Establish a safety culture.</li> <li>- Conduct regular safety audits.</li> <li>- Provide adequate rest and break times.</li> <li>- Ensure workers are fit to work.</li> <li>- Implement a fatigue management strategy.</li> <li>- Use technology to assist with tasks.</li> <li>- Provide clear instructions for equipment use.</li> <li>- Establish a safety committee.</li> <li>- Conduct regular safety briefings.</li> <li>- Provide clear instructions for emergency evacuation.</li> <li>- Implement a risk assessment process.</li> <li>- Use clear communication channels.</li> <li>- Provide adequate lighting and ventilation.</li> <li>- Ensure workers are aware of their surroundings.</li> <li>- Implement a safety management system.</li> <li>- Provide clear instructions for handling materials.</li> <li>- Establish a safety culture.</li> </ul>	1L
6. Tools and Materials Handling	manual handling injuries, improper storage	3H	<ul style="list-style-type: none"> <li>- Provide training on proper manual handling techniques.</li> <li>- Use mechanical aids (e.g., hoists, trolleys) to reduce manual handling.</li> <li>- Ensure tools and materials are stored safely and securely.</li> <li>- Implement a system for tool and material management.</li> <li>- Monitor worker behavior and provide feedback.</li> <li>- Encourage workers to report unsafe practices.</li> <li>- Provide training on tool and material safety.</li> <li>- Use visual aids and diagrams to illustrate safe practices.</li> <li>- Establish a clear chain of command.</li> <li>- Conduct regular safety briefings.</li> <li>- Provide clear instructions for emergency evacuation.</li> <li>- Implement a risk assessment process.</li> <li>- Use clear communication channels.</li> <li>- Provide adequate lighting and ventilation.</li> <li>- Ensure workers are aware of their surroundings.</li> <li>- Implement a safety management system.</li> <li>- Provide clear instructions for handling materials.</li> <li>- Establish a safety culture.</li> <li>- Conduct regular safety audits.</li> <li>- Provide adequate rest and break times.</li> <li>- Ensure workers are fit to work.</li> <li>- Implement a fatigue management strategy.</li> <li>- Use technology to assist with tasks.</li> <li>- Provide clear instructions for equipment use.</li> <li>- Establish a safety committee.</li> <li>- Conduct regular safety briefings.</li> <li>- Provide clear instructions for emergency evacuation.</li> <li>- Implement a risk assessment process.</li> <li>- Use clear communication channels.</li> <li>- Provide adequate lighting and ventilation.</li> <li>- Ensure workers are aware of their surroundings.</li> <li>- Implement a safety management system.</li> <li>- Provide clear instructions for handling materials.</li> <li>- Establish a safety culture.</li> </ul>	1L

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7. Emergency Preparedness	response delays, lack of first aid supplies	4A		2M
8. Communication	communication breakdown, language barriers	4A		2M
9. Contractor Management	unverified contractor credentials, non-compliance with safety standards	4A		2M

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10. Machinery Operation	entanglement, operator error	4A		2M
11. Work at Heights	falls, inadequate fall protection	4A		2M
12. Chemical Handling	chemical burns, inhalation of toxic fumes	4A		2M

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13. Hot Work	fires, burns	4A		2M
14. Confined Space Entry	asphyxiation, restricted movement	4A		2M
15. Waste Disposal	hazardous waste exposure, environmental contamination	4A		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	

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>

### 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>

### 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>

### 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.

### 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>

### 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>

### 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