

Maintenance Work On Top Of Buildings 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	Improper understanding of roof layout, Inadequate training	3H	<ul style="list-style-type: none"> - Conduct a detailed site inspection to understand roof layout - Ensure all workers are trained in working at heights - Use site-specific work instructions - Review the job safety analysis before commencing work - Plan for safe access and egress to the work area - Verify communication procedures are in place - Ensure emergency protocols are reviewed - Ascertain weather conditions to determine safe working periods - Engage experienced personnel for supervision of the task - Ensure availability of a first aid kit on site 	2M
2. Gathering Tools and Equipment	Incorrect tool usage, Faulty equipment	3H	<ul style="list-style-type: none"> - Use only tools and equipment appropriate for the job - Inspect tools for damage prior to use - Ensure equipment is maintained as per manufacturer's guidelines - Provide workers with training on the correct use of tools and equipment - Keep a register of tools and checklists for regular inspections - Use non-conductive tools when working near electrical hazards - Implement lockout/tagout procedures where applicable - Store tools securely when not in use - Ensure all equipment meets Australian safety standards - Perform load testing on lifting equipment regularly 	1L
3. Access Roof	Falls from height, Improper use of ladders	4A	<ul style="list-style-type: none"> - Use guardrails and scaffolding where possible - Provide fall arrest systems and ensure workers use them correctly - Use ladders that comply with Australian standards and inspect them regularly - Train workers on correct ladder usage techniques - Position ladders on stable, level surfaces - Ensure ladders extend at least 1 metre past the landing point - Secure ladders to prevent movement - Restrict access to authorised personnel only 	2M

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			<ul style="list-style-type: none"> - Supervise workers during ladder usage - Prohibit work during adverse weather conditions 	
4. Setup Safety Barriers and Signage	Inadequate hazard communication, Improper placement of barriers	3H	<ul style="list-style-type: none"> 1. Establish a safety perimeter around the work area. 2. Use high-visibility safety tape to mark the perimeter. 3. Place safety barriers at the entrance and exit of the work area. 4. Use warning signs to alert workers and the public. 5. Assign a safety officer to monitor the perimeter. 6. Use caution tape to mark off the work area. 7. Use safety cones to mark off the work area. 8. Use safety flags to mark off the work area. 9. Use safety lights to mark off the work area. 10. Use safety barriers to mark off the work area. 	1L
5. Inspect Roof Surface	Loose materials, Weak structure	3H	<ul style="list-style-type: none"> 1. Inspect the roof surface for loose materials. 2. Inspect the roof structure for weak points. 3. Remove loose materials from the roof surface. 4. Repair weak points in the roof structure. 5. Use safety harnesses when working on the roof. 6. Use safety ladders when working on the roof. 7. Use safety nets to catch falling materials. 8. Use safety barriers to mark off the work area. 9. Use safety flags to mark off the work area. 10. Use safety lights to mark off the work area. 	2M
6. Perform Maintenance Tasks	Exposure to harmful substances, Use of electrical tools	4A	<ul style="list-style-type: none"> 1. Wear protective clothing when working with harmful substances. 2. Use safety glasses when working with harmful substances. 3. Use safety gloves when working with harmful substances. 4. Use safety shoes when working with harmful substances. 5. Use safety harnesses when working with harmful substances. 6. Use safety ladders when working with harmful substances. 7. Use safety nets to catch falling materials. 8. Use safety barriers to mark off the work area. 9. Use safety flags to mark off the work area. 10. Use safety lights to mark off the work area. 	2M

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7. Clean Work Area	Slips and trips, Improper disposal of waste	3H		1L
8. Remove Safety Barriers and Signage	Inattention to detail, Unauthorised entry	2M		1L
9. Conduct Post-Work Review	Failure to identify new risks, Improper reporting	3H		1L

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10. Equipment and Tool Demobilisation	Improper handling, Loss or damage to tools	3H		1L
11. Access and Security Assessment	Unauthorized access, Compromise site integrity	3H		1L
12. Final Documentation	Incomplete records, Loss of data	2M		1L

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13. Worker Debrief and Feedback	Communication breakdown, Failure to address concerns	2M		1L
14. Update Safety Procedures	Outdated procedures, Non-compliance with new regulations	3H		1L
15. Scheduled Follow-Up Activities	Maintenance issues unattended, Lack of monitoring	2M		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.