

Managing Bushfire Risks 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	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			Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE			Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH			Administrative Change	
						1L LOW	Monitor and keep records.	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	
Consequence Scale:								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 why 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. Preparation	Inadequate training, Lack of equipment	3H	<ul style="list-style-type: none"> - Conduct mandatory bushfire awareness training for all personnel. - Ensure all necessary firefighting equipment is available and maintained. - Develop a bushfire response and evacuation plan. - Install and maintain firebreaks around the perimeter of work areas. - Ensure emergency contact numbers are displayed prominently. - Conduct regular bushfire risk assessment reviews. - Provide protective clothing and gear for all workers. - Ensure communication systems are in place for emergency alerts. - Identify safe evacuation routes and assembly points. - Emphasize the importance of vehicle maintenance for quick evacuation. 	2M
2. Vegetation Management	Dry foliage accumulation, Flammable plant species	4H	<ul style="list-style-type: none"> - Regularly clear dry foliage and debris from high-risk zones. - Implement a program for the removal of flammable plant species. - Use fire-resistant barriers to slow fire spread. - Schedule routine inspections to monitor and manage vegetation growth. - Train workers in safe clearing and disposal techniques for vegetation. - Utilise appropriate equipment with spark arrestors for tasks. - Collaborate with local fire authorities for best practice advice. - Minimise use of machinery during extreme fire risk days. - Deploy controlled burns where feasible and safe. - Establish a monitoring system for changes in vegetation risk. 	3H
3. Equipment Maintenance	Equipment malfunction, Improper use	3H	<ul style="list-style-type: none"> - Implement a regular schedule for inspection and maintenance of all equipment. - Ensure all operators are trained and authorised to use specific equipment. - Provide readily accessible training materials and manuals on equipment usage. - Equip machinery with fire extinguishers and first-aid kits. - Restrict use of equipment under high fire danger conditions. - Document maintenance and any repairs through logs. - Use only equipment that meets Australian Standards for safety. - Store equipment in designated areas away from flammable materials. 	1L

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			<ul style="list-style-type: none"> - Lock out and tag unsafe or faulty equipment until repaired. - Conduct regular drills on equipment shutdown procedures in emergencies. 	
4. Monitoring Weather Conditions	Sudden weather changes, Inaccurate forecasts	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
5. Communication & Coordination	Incomplete information dissemination Lack of coordination	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
6. Emergency Response Drills	Unfamiliarity with procedures, Panic during emergencies	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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7. Site Access Control	Unauthorised entry, Obstructed evacuation routes	4A		2M
8. Fuel Storage and Handling	Fuel leaks, Inadequate containment	4A		2M

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9. Personal Protective Equipment (PPE)	Improper use of PPE, PPE failure	3H	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	1L
10. Water Supply Management	Insufficient water supply, Contaminated water		<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	1L
11. Shelter-in-Place Procedures	Improper shelter locations, Ineffective shelter materials	4A	<div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	2M

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12. Smoke & Air Quality Monitoring	Smoke inhalation, Poor visibility	3H		1L
13. Evacuation Strategies	Inadequate evacuation routes, Congestion during evacuation	4A		1L

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14. Collaboration with Emergency Services	Delayed response, Communication breakdowns	3H	<p>1. Establish a clear communication protocol with emergency services, including a designated contact person and a 24-hour emergency contact number.</p> <p>2. Conduct regular drills and exercises to ensure all staff are familiar with the emergency response procedures.</p> <p>3. Ensure that all staff have access to a reliable means of communication, such as a mobile phone or a two-way radio.</p> <p>4. Develop a clear evacuation route and assembly point, and ensure that all staff are familiar with the route.</p> <p>5. Ensure that all staff are trained in first aid and CPR, and that there is a first aid kit available on the premises.</p> <p>6. Ensure that all staff are aware of the location of fire extinguishers and fire exits.</p> <p>7. Develop a clear emergency response plan, including procedures for fire, flood, and other emergencies.</p> <p>8. Ensure that all staff are familiar with the emergency response plan, and that they are able to follow the procedures in the event of an emergency.</p> <p>9. Regularly review and update the emergency response plan to ensure it remains relevant and effective.</p> <p>10. Ensure that all staff are aware of the location of the nearest hospital and the location of the nearest police station.</p>	1L
15. Community Engagement & Education	Lack of community awareness, Resistance to action	3H	<p>1. Develop a clear communication plan, including a list of key messages and a list of target audiences.</p> <p>2. Use a variety of communication channels, including social media, email, and face-to-face meetings.</p> <p>3. Engage with community leaders and influencers to help spread the message.</p> <p>4. Provide clear and concise information about the project, including the benefits and the risks.</p> <p>5. Listen to the concerns of the community and respond to them in a timely and effective manner.</p> <p>6. Provide opportunities for the community to provide feedback and input into the project.</p> <p>7. Develop a clear action plan, including a list of tasks and a timeline.</p> <p>8. Assign responsibility for each task to a specific person or group of people.</p> <p>9. Monitor progress and report back to the community regularly.</p> <p>10. Celebrate successes and acknowledge the contributions of the community.</p>	1L

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16. Review and Improvement	Outdated risk assessment, Overlooked vulnerabilities	2M		1L

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.