

Measure And Mark Out Site 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. Preparation	Uneven surfaces, Poor lighting	3H	<ul style="list-style-type: none"> - Conduct site inspection for surface irregularities. - Use high-visibility lighting for the area. - Wear appropriate non-slip footwear. - Ensure all team members are briefed on site conditions. - Mark uneven areas with warning tape. - Ensure pathway is clear from obstacles. - Conduct risk assessment, review of weather conditions. - Verify availability of emergency lighting supplies. - Establish a check-in system for workers. - Assign responsibility for hazard identification at the site. 	2M
2. Equipment Inspection	Faulty tools, Damaged equipment	3H	<ul style="list-style-type: none"> - Conduct thorough inspection of all tools before use. - Keep a log of inspection results for reference. - Tag and remove any faulty tools from service immediately. - Ensure maintenance records are up to date. - Verify that equipment is serviced as per manufacturer's instructions. - Use only equipment that meets safety standards. - Allocate a trained person for conducting inspections. - Provide tool inspection training for all workers. - Have repair kits and spare tools on-site. - Establish a clear protocol for reporting damaged equipment. 	1L
3. Setting Out	Incorrect measurements, Weather changes	4A	<ul style="list-style-type: none"> - Use verified and calibrated measuring tools. - Double-check all measurements and calculations. - Use protective covers to safeguard equipment against weather. - Monitor local weather forecasts regularly. - Have alternative plans for adverse weather conditions. - Employ marking techniques that are visible under varying weather conditions. - Set up temporary shelters if necessary. - Ensure communication devices are weatherproof. 	2M

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			<ul style="list-style-type: none"> - Schedule tasks in accordance with favourable weather patterns. - Train staff in interpreting and using weather data. 	
4. Site Marking	Visibility issues, Worker fatigue	3H	<ul style="list-style-type: none"> - Establish a clear communication system between workers and supervisors. - Use high-visibility safety gear and reflective markers. - Implement a strict safety protocol for marking, including the use of safety cones and barriers. - Ensure workers are adequately trained and experienced in site marking tasks. - Conduct regular safety briefings and toolbox talks. - Use appropriate equipment and tools for marking, ensuring they are well-maintained. - Establish a clear work area and restrict access to non-essential personnel. - Implement a system for monitoring and reporting safety incidents. - Use clear and concise instructions and signage. - Ensure workers are well-rested and hydrated. - Implement a system for monitoring and reporting safety incidents. - Use clear and concise instructions and signage. - Ensure workers are well-rested and hydrated. 	1L
5. Checking Marked Lines	Misalignment, Human error	4A	<ul style="list-style-type: none"> - Implement a strict safety protocol for marking, including the use of safety cones and barriers. - Ensure workers are adequately trained and experienced in site marking tasks. - Conduct regular safety briefings and toolbox talks. - Use appropriate equipment and tools for marking, ensuring they are well-maintained. - Establish a clear work area and restrict access to non-essential personnel. - Implement a system for monitoring and reporting safety incidents. - Use clear and concise instructions and signage. - Ensure workers are well-rested and hydrated. - Implement a system for monitoring and reporting safety incidents. - Use clear and concise instructions and signage. - Ensure workers are well-rested and hydrated. 	2M
6. Utility Location Verification	Accidental hits to utilities, Inaccurate records	4A	<ul style="list-style-type: none"> - Implement a strict safety protocol for marking, including the use of safety cones and barriers. - Ensure workers are adequately trained and experienced in site marking tasks. - Conduct regular safety briefings and toolbox talks. - Use appropriate equipment and tools for marking, ensuring they are well-maintained. - Establish a clear work area and restrict access to non-essential personnel. - Implement a system for monitoring and reporting safety incidents. - Use clear and concise instructions and signage. - Ensure workers are well-rested and hydrated. - Implement a system for monitoring and reporting safety incidents. - Use clear and concise instructions and signage. - Ensure workers are well-rested and hydrated. 	1L

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7. Equipment Setup	Working at heights, Incorrect assembly	3H		1L
8. Conducting Measurement	Measurement error, Inaccurate records	3H		1L
9. Recording Data	Data loss, Inaccurate records	3H		1L

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10. Reviewing and Finalising	Overlooking critical details, Misinterpretation of data	4A		2M
11. Site Clean-up	Exposure to dust, Trip hazards	2M		1L
12. Equipment Takedown	Strains and injuries, Falling objects	3H		1L

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13. Final Inspection	Missed hazard identification, Non-compliance with standards	3H		1L
14. Document Handover	Incorrect documentation, Loss of records	3H		1L
15. Team Debrief	Unaddressed issues remain, Inadequate communication	4A		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) Regulation 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.