

## Measure And Mark Out Worksite 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			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> 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.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change	
								<b>PPE</b>	
<b>Risk Rating &amp; Required Action:</b>								<b>Notes on Hierarchy of Controls:</b>	
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. <b>Eliminate</b>	
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	
<b>Consequence Scale:</b>								Always document <b>why</b> 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	Slips and trips, Exposure to sharp tools	2M	<ul style="list-style-type: none"> <li>- Ensure work area is clean and dry at all times</li> <li>- Use slip-resistant mats</li> <li>- Keep tools in a designated toolbox to prevent accidental contact</li> <li>- Ensure adequate lighting is present</li> <li>- Wear suitable non-slip footwear</li> <li>- Conduct a site visit to identify potential hazards</li> <li>- Use anti-fatigue mats to reduce strain</li> <li>- Provide safety training on the use of tools</li> <li>- Establish a secure and stable area for equipment storage</li> <li>- Use ladders such as scissor lifts</li> </ul>	1L
2. Gather Materials	Heavy lifting, Pinching	3M	<ul style="list-style-type: none"> <li>- Use proper lifting techniques</li> <li>- Plan the lift before starting</li> <li>- Use mechanical aids where possible</li> <li>- Ensure materials are not too high or unstable</li> <li>- Have another person assist with heavy loads</li> <li>- Wear gloves to protect hands</li> <li>- Store materials at waist height if possible</li> <li>- Use handles or lifting straps</li> <li>- Avoid twisting movements while lifting</li> <li>- Communicate with team members during the lift</li> </ul>	2M
3. Measure Area	Repetitive strain, Incorrect measurements	2M	<ul style="list-style-type: none"> <li>- Use ergonomically designed tools</li> <li>- Take regular breaks</li> <li>- Follow standard measuring procedures</li> <li>- Double-check all measurements</li> <li>- Train workers on proper measuring techniques</li> <li>- Use digital devices to reduce errors</li> <li>- Calibrate measuring devices regularly</li> <li>- Where possible, use mechanical supports</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Rotate tasks to prevent strain</li> <li>- Clearly mark measuring points</li> </ul>	
4. Mark Out Boundaries	Exposure to chemicals in marking paint, Inaccurate markings	3H	<ul style="list-style-type: none"> <li>- Use proper ventilation and protective equipment when using marking paint</li> <li>- Follow manufacturer's instructions for marking paint application</li> <li>- Double-check measurements and markings for accuracy</li> <li>- Use high-quality marking paint and tools</li> <li>- Establish a clear communication system with the team</li> <li>- Perform regular safety checks and equipment maintenance</li> <li>- Use fall protection when working at heights</li> <li>- Implement a strict safety protocol for handling chemicals</li> <li>- Provide training on proper marking techniques</li> <li>- Use personal protective equipment (PPE) like gloves and eye protection</li> <li>- Establish a safe work area and clear the area of obstacles</li> <li>- Use proper lifting techniques to avoid strain</li> <li>- Implement a system for tracking and managing materials</li> <li>- Use clear and concise communication to avoid misunderstandings</li> <li>- Perform a final inspection of the layout before proceeding</li> </ul>	2M
5. Set Up Tools	Tools falling, Electrical hazards	3H	<ul style="list-style-type: none"> <li>- Use proper tool storage and handling techniques</li> <li>- Inspect tools for damage before use</li> <li>- Use safety barriers and caution tape to mark off work areas</li> <li>- Implement a strict safety protocol for handling electrical equipment</li> <li>- Use proper lifting techniques to avoid strain</li> <li>- Establish a clear communication system with the team</li> <li>- Perform regular safety checks and equipment maintenance</li> <li>- Use fall protection when working at heights</li> <li>- Implement a system for tracking and managing materials</li> <li>- Use clear and concise communication to avoid misunderstandings</li> <li>- Perform a final inspection of the layout before proceeding</li> </ul>	2M
6. Verify Layout	Miscommunication, Alignment errors	2M	<ul style="list-style-type: none"> <li>- Use clear and concise communication to avoid misunderstandings</li> <li>- Perform a final inspection of the layout before proceeding</li> <li>- Use proper tool storage and handling techniques</li> <li>- Inspect tools for damage before use</li> <li>- Use safety barriers and caution tape to mark off work areas</li> <li>- Implement a strict safety protocol for handling electrical equipment</li> <li>- Use proper lifting techniques to avoid strain</li> <li>- Establish a clear communication system with the team</li> <li>- Perform regular safety checks and equipment maintenance</li> <li>- Use fall protection when working at heights</li> <li>- Implement a system for tracking and managing materials</li> </ul>	1L

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7. Clean Work Area	Contact with hazardous waste, Trips and falls	2M		1L
8. Conduct Safety Check	Overlooking hazard, Malfunctioning safety equipment	3H		2M
9. Begin Marking Process	Inhalation of dust, Eye injuries	3H		2M

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10. Review Completed Work	Overlooking errors, Incomplete documentation	2M		1L
11. Return Tools to Storage	Misplacement, Tripping over tools	2M		1L
12. Conduct Post-Work Evaluation	Missed hazards in evaluation, Lack of feedback	3H		2M

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13. Communicate with Stakeholders	Miscommunication, Inadequate information sharing	2M		1L
14. Secure Worksite	Unauthorised access, Environmental damage	3H		2M
15. Document and Review Feedback	Incomplete records, Loss of critical information	2M		1L

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16. Equipment Maintenance	Mechanical failure, Injury from equipment	3H		2M
17. Plan Future Works	Poor resource allocation, Unrealistic timelines	2M		1L
18. Monitor Weather Conditions	Extreme weather, Unforeseen weather changes	4A		2M

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19. Review Emergency Protocols	Inadequate emergency response, Unclear evacuation routes	3H		2M
20. Assess Training Needs	Skill gaps, Training fatigue	3H		2M

## 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.