

## Negotiating Stairs And Elevation Changes 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>	
<b>4A</b> 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:	
<b>3H</b> Review and approve additional controls before task starts. Senior supervisor sign-off needed.								1. <b>Eliminate</b>	
<b>2M</b> Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.								2. Substitute	
<b>1L</b> 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	Inadequate lighting, Wet surfaces	3H	<ul style="list-style-type: none"> <li>- Ensure adequate lighting is installed and functional</li> <li>- Inspect staircases for wet surfaces</li> <li>- Display warning signs for wet surfaces</li> <li>- Provide training on safe stair navigation</li> <li>- Allocate responsibilities for hazard identification</li> <li>- Conduct regular audits of lighting and surfaces</li> <li>- Install non-slip flooring on steps</li> <li>- Establish an emergency response plan</li> <li>- Maintain clear walkways free of obstacles</li> <li>- Use reflective markings for step edges</li> </ul>	2M
2. Approach Step	Poor visibility, Lack of handrails	3H	<ul style="list-style-type: none"> <li>- Ensure all stairs have adequate lighting</li> <li>- Install handrails where absent</li> <li>- Conduct visibility assessments for different lighting conditions</li> <li>- Mark step edges with reflective strips</li> <li>- Perform daily checks for handrail security</li> <li>- Remind workers to use handrails</li> <li>- Use warning signs in poor visibility areas</li> <li>- Provide reflective vests or personal lighting for workers</li> <li>- Regularly check and maintain handrails</li> <li>- Educate staff on proper handrail use</li> </ul>	2M
3. Ascent	Trip hazard from loose carpeting, Slippery steps	3H	<ul style="list-style-type: none"> <li>- Secure all carpeting and mats</li> <li>- Use non-slip treads where required</li> <li>- Reinforce the importance of slow and deliberate movement</li> <li>- Install slip-resistant flooring materials</li> <li>- Monitor for wear and tear regularly</li> <li>- Place signage for slippery when wet</li> <li>- Provide slip-resistant footwear</li> <li>- Conduct training on recognising trip hazards</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Implement a reporting system for hazards</li> <li>- Ensure a clear pathway without obstacles</li> </ul>	
4. Transition at Landing	Congestion, Distraction from mobile devices	3H	<ul style="list-style-type: none"> <li>- Implement a reporting system for hazards</li> <li>- Ensure a clear pathway without obstacles</li> <li>- Establish a clear communication protocol for emergencies</li> <li>- Designate specific areas for passengers to wait</li> <li>- Implement a system to monitor passenger density</li> <li>- Provide clear instructions and signage</li> <li>- Assign staff to manage the queue</li> <li>- Use barriers to create a clear path</li> <li>- Limit the use of mobile devices</li> <li>- Implement a time limit for waiting</li> <li>- Provide entertainment or distractions</li> <li>- Assign staff to assist passengers with luggage</li> <li>- Implement a system to monitor passenger behavior</li> <li>- Provide clear instructions and signage</li> <li>- Assign staff to manage the queue</li> <li>- Use barriers to create a clear path</li> <li>- Limit the use of mobile devices</li> <li>- Implement a time limit for waiting</li> <li>- Provide entertainment or distractions</li> <li>- Assign staff to assist passengers with luggage</li> <li>- Implement a system to monitor passenger behavior</li> </ul>	2M
5. Descent	Overcrowding, Fatigue	3H	<ul style="list-style-type: none"> <li>- Implement a reporting system for hazards</li> <li>- Ensure a clear pathway without obstacles</li> <li>- Establish a clear communication protocol for emergencies</li> <li>- Designate specific areas for passengers to wait</li> <li>- Implement a system to monitor passenger density</li> <li>- Provide clear instructions and signage</li> <li>- Assign staff to manage the queue</li> <li>- Use barriers to create a clear path</li> <li>- Limit the use of mobile devices</li> <li>- Implement a time limit for waiting</li> <li>- Provide entertainment or distractions</li> <li>- Assign staff to assist passengers with luggage</li> <li>- Implement a system to monitor passenger behavior</li> <li>- Provide clear instructions and signage</li> <li>- Assign staff to manage the queue</li> <li>- Use barriers to create a clear path</li> <li>- Limit the use of mobile devices</li> <li>- Implement a time limit for waiting</li> <li>- Provide entertainment or distractions</li> <li>- Assign staff to assist passengers with luggage</li> <li>- Implement a system to monitor passenger behavior</li> </ul>	2M
6. Exit	Lack of awareness, Obstructed exits	3H	<ul style="list-style-type: none"> <li>- Implement a reporting system for hazards</li> <li>- Ensure a clear pathway without obstacles</li> <li>- Establish a clear communication protocol for emergencies</li> <li>- Designate specific areas for passengers to wait</li> <li>- Implement a system to monitor passenger density</li> <li>- Provide clear instructions and signage</li> <li>- Assign staff to manage the queue</li> <li>- Use barriers to create a clear path</li> <li>- Limit the use of mobile devices</li> <li>- Implement a time limit for waiting</li> <li>- Provide entertainment or distractions</li> <li>- Assign staff to assist passengers with luggage</li> <li>- Implement a system to monitor passenger behavior</li> <li>- Provide clear instructions and signage</li> <li>- Assign staff to manage the queue</li> <li>- Use barriers to create a clear path</li> <li>- Limit the use of mobile devices</li> <li>- Implement a time limit for waiting</li> <li>- Provide entertainment or distractions</li> <li>- Assign staff to assist passengers with luggage</li> <li>- Implement a system to monitor passenger behavior</li> </ul>	1L

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7. Routine Maintenance	Unobserved wear and tear, Improper maintenance	3H		1L
8. Reporting of Hazards	Inadequate reporting, Delayed communication	3H		1L
9. Training new employees	Inexperience, Knowledge gaps	3H		1L

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10. Emergency Response	Improper evacuation procedures, Lack of emergency signs	4A		2M
11. Review of Procedures	Outdated policies, Non-compliance	3H		2M
12. Managing External Changes	Insufficient adaptation, Lack of communication	3H		2M

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13. Monitoring and Feedback	Ignored safety feedback, Ineffective monitoring	3H		2M
14. Safety Culture Promotion	Complacency, Resistance to change	3H		1L
15. Incident Investigation	Incomplete investigations, Faulty conclusions	3H		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Use of Personal Protective Equipment (PPE)	Non-compliance, Improper use	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M

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.