

Organising First Aid Facilities 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:	

SAMPLE

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	inadequate supplies, unclear responsibilities	3H	<ul style="list-style-type: none"> - Conduct a thorough needs assessment for first aid facilities - Develop a comprehensive first aid policy detailing supplies needed - Clearly assign first aid responsibilities to trained personnel - Set up a regular inventory check system for first aid supplies - Ensure first aid personnel are properly trained and accredited - Provide clear communication channels for first aid requests - Develop a contingency plan for supply shortages - Review first aid facilities setup with professional WHS consultant - Test the effectiveness of the first aid communication system - Update policies based on feedback from first aid personnel 	2M
2. Location Selection	hard to access, improper ventilation	3H	<ul style="list-style-type: none"> - Choose easily accessible locations for first aid facilities - Ensure compliance with ventilation standards and guidelines - Conduct an environmental suitability assessment of the location - Install clear signage to guide employees to first aid facilities - Evaluate proximity to common workplace risks and activities - Ensure locations are free of obstructions for quick access - Conduct emergency drills to test location accessibility - Regularly inspect and maintain ventilation systems - Provide alternative routes in case of obstruction - Train staff on the location of all first aid facilities 	1L
3. Equipment Selection	faulty equipment, incomplete kits	3H	<ul style="list-style-type: none"> - Source equipment from reputable suppliers to ensure quality - Regularly audit first aid kits to ensure completeness - Replace expired or damaged items immediately - Provide staff training on proper equipment usage - Implement a tracking system for equipment maintenance - Schedule periodic reviews of equipment appropriateness - Ensure all equipment meets Australian safety standards - Make a specific checklist for first aid kits contents 	2M

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			<ul style="list-style-type: none"> - Consult with a medical professional for equipment needs - Ensure compatibility of equipment with the workplace environment 	
4. Staff Training	inadequate training, outdated procedures	4A	[REDACTED]	2M
5. Monitoring and Review	non-compliance, ineffective procedures	3H	[REDACTED]	1L
6. Maintenance	wear and tear, neglect	3H	[REDACTED]	1L

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			[REDACTED]	
7. Record Keeping	data loss, inaccurate records	3H	[REDACTED]	1L
8. Communication	miscommunication, information delay	3H	[REDACTED]	1L
9. Emergency Response	slow response, inadequate coordination	4A	[REDACTED]	2M

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			[REDACTED]	
10. Evaluation	ineffective assessment, failure to improve	3H	[REDACTED]	1L
11. Policy Review	outdated policies, misalignment with standards	3H	[REDACTED]	1L
12. Risk Assessment Review	overlooked hazards, insufficient controls	3H	[REDACTED]	1L

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			[REDACTED]	
13. Incident Investigation	poor investigation, failure to learn from incidents	3H	[REDACTED]	1L
14. Feedback Mechanism	ignored feedback, lack of commitment	3H	[REDACTED]	1L
15. Continuous Improvement	stagnation, resistance to change	3H	[REDACTED]	1L

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			[REDACTED]	
16. Integration with WHS Systems	system conflicts, policy fragmentation	3H	[REDACTED]	1L
17. Cultural Sensitivity	insensitivity in aid provision, cultural conflict	3H	[REDACTED]	1L
18. Documentation and Reporting	incomplete documentation, delays in reporting	3H	[REDACTED]	2M

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			[REDACTED]	
19. Accessibility	restricted access, barriers for disabled personnel	4A	[REDACTED]	2M
20. Public Health Preparedness	pandemic unpreparedness, lack of hygiene supplies	4A	[REDACTED]	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 FOR 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-of-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/work-places-and-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>

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/work-places/codes-of-practice#COPs>

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

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.

