

Outdoor Promotional Activities In Busy Streets 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			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	Weather conditions, Slippery surfaces	3H	<ul style="list-style-type: none"> - Check weather forecast before selecting the date - Ensure adequate non-slip footwear for all staff - Plan alternative indoor options in case of inclement weather - Provide training on dealing with slippery surfaces - Schedule activities early in the day to avoid heat stress - Use sandbags or weights to secure promotional materials - Prepare wet floor signs for potential use - Conduct a visual inspection prior to setting up - Develop an emergency response plan - Communicate expected weather conditions to all staff 	2M
2. Transportation of Equipment	Heavy lifting, Vehicle accidents	3H	<ul style="list-style-type: none"> - Use trolleys/dollies to carry heavy equipment - Train staff on proper lifting techniques - Secure loads in vehicles to prevent movement - Ensure all drivers have valid licenses - Conduct pre-trip vehicle inspections - Plan delivery routes to avoid busy areas during peak times - Implement a buddy system for unloading equipment - Mark out designated loading zones - Provide first aid kits in all vehicles - Use vehicles with appropriate size and capacity for loads carried 	2M
3. Setting Up Equipment	Falling objects, Trip hazards	3H	<ul style="list-style-type: none"> - Ensure all equipment is stable and secure - Use barriers to segregate public from setup area - Carry out equipment checks to ensure proper functioning - Mark potential trip hazards with clear signage - Provide adequate lighting during setup - Utilise cable covers to minimise trip hazards from cables - Perform regular inspections throughout the day - Train staff on safe setup procedures 	1L

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			<ul style="list-style-type: none"> - Keep setup area clear of unnecessary items - Designate a supervisor to oversee the setup process 	
4. Staff Briefing	Miscommunication, Lack of awareness	3H	<ul style="list-style-type: none"> - Develop a standard briefing script - Assign a dedicated staff member to lead the briefing - Ensure all staff are present and attentive - Use clear, concise language - Repeat key information - Encourage questions - Document the briefing - Follow up with staff - Monitor staff understanding - Provide additional training if needed - Review the briefing process - Update the briefing script as needed - Assign a backup staff member - Use visual aids - Limit distractions - Establish a clear agenda - Set a time limit - Confirm understanding - Provide contact information - Offer support - Follow up with staff - Monitor staff understanding - Provide additional training if needed - Review the briefing process - Update the briefing script as needed - Assign a backup staff member - Use visual aids - Limit distractions - Establish a clear agenda - Set a time limit - Confirm understanding - Provide contact information - Offer support 	2M
5. Sign Installation	Working at height, Electrical hazards	4A	<ul style="list-style-type: none"> - Use proper ladders and safety equipment - De-energize electrical equipment - Use insulated tools - Establish a safety perimeter - Assign a spotter - Use fall protection - Follow manufacturer instructions - Test the sign - Document the installation - Review the installation process - Update the installation script as needed - Assign a backup staff member - Use visual aids - Limit distractions - Establish a clear agenda - Set a time limit - Confirm understanding - Provide contact information - Offer support 	2M
6. Public Interaction	Hostile behaviour, COVID-19 transmission	4A	<ul style="list-style-type: none"> - Maintain social distancing - Wear masks - Avoid handshakes - Use hand sanitizer - Establish a clear agenda - Set a time limit - Confirm understanding - Provide contact information - Offer support 	2M

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7. Distribution of Materials	Manual handling injuries, Littering	3H		1L
8. Crowd Management	Overcrowding, Panics	4A		2M
9. Promotional Demonstrations	Burns, Chemical exposure	3H		2M

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10. Managing Media Presence	Invasion of privacy, Media misrepresentation	2M		1L
11. Food and Beverage Provisions	Food safety, Allergen exposure	3H		2M
12. Noise Management	Hearing damage, Noise complaints	3H		1L

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13. Closing Down and Demobilisation	Disassembly injuries, Traffic interference	3H		2M
14. Reporting and Feedback	Data mishandling, Inaccurate reporting	2M		1L
15. Evaluating Overall Success	Bias, Inconsistent criteria	2M		1L

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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) 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.