

## Payroll Administration 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			<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.	<b>Isolation</b> 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>

### Risk Rating & Required Action:

<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.
<b>3H</b>	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.

### Consequence Scale:

Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance
<b>Insignificant</b>	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	ergonomic strain, data breaches	3H	<ul style="list-style-type: none"> <li>- Ergonomic training for all staff</li> <li>- Secure password protocols</li> <li>- Use of ergonomic furniture</li> <li>- Employ double authentication for login</li> <li>- Encrypt sensitive data</li> <li>- Regular updates to security software</li> <li>- Monitor data access logs</li> <li>- Provide access only to authorised personnel</li> <li>- Regular breaks for employees</li> <li>- Supply appropriate office equipment</li> </ul>	2M
2. Data Entry	repetitive strain injury, incorrect data entry	3H	<ul style="list-style-type: none"> <li>- Ergonomic assessments for workstations</li> <li>- Implement form validation checks</li> <li>- Provide adjustable chairs and desks</li> <li>- Training on accurate data entry</li> <li>- Encourage scheduled breaks</li> <li>- Use of automated data entry systems</li> <li>- Regular reviews of data entry procedures</li> <li>- Monitor employee performance for errors</li> <li>- Implement voice recognition software</li> <li>- Perform regular quality checks on data input</li> </ul>	2M
3. Payroll Calculation	calculation errors, software malfunction	3H	<ul style="list-style-type: none"> <li>- Use reliable payroll software</li> <li>- Regular software updates and patches</li> <li>- Cross-check calculations with automated systems</li> <li>- Train staff on software usage</li> <li>- Implement a double-check system before finalisation</li> <li>- Keep detailed logs of calculations</li> <li>- Schedule regular software functionality tests</li> <li>- Have IT support readily available</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Allow time for thorough error checks</li> <li>- Ensure electrical backups for software</li> </ul>	
4. Employee Pay Distribution	fraudulent transactions, processing delays	3H	<ul style="list-style-type: none"> <li>- Review payroll data for accuracy</li> <li>- Implement dual approval for payroll processing</li> <li>- Verify employee status and hours</li> <li>- Reconcile payroll with timekeeping records</li> <li>- Maintain accurate records of payroll transactions</li> <li>- Conduct regular audits of payroll system</li> <li>- Ensure timely payment of payroll</li> <li>- Communicate payroll schedule to employees</li> <li>- Provide clear instructions for payroll inquiries</li> <li>- Establish a process for handling payroll errors</li> <li>- Keep payroll records secure and confidential</li> <li>- Backup payroll data regularly</li> <li>- Train staff on payroll procedures</li> <li>- Monitor payroll system for unusual activity</li> <li>- Update payroll system as needed</li> <li>- Review payroll system annually</li> <li>- Consult with legal counsel on payroll issues</li> <li>- Obtain necessary approvals for payroll changes</li> <li>- Document all payroll transactions</li> <li>- Communicate changes to payroll system</li> <li>- Test payroll system regularly</li> <li>- Keep payroll system up to date</li> <li>- Review payroll system for security</li> <li>- Implement security measures for payroll system</li> <li>- Monitor payroll system for security breaches</li> <li>- Report security breaches immediately</li> <li>- Investigate security breaches</li> <li>- Take corrective action for security breaches</li> <li>- Review security measures regularly</li> <li>- Update security measures as needed</li> <li>- Test security measures regularly</li> <li>- Keep security measures up to date</li> <li>- Review security measures for effectiveness</li> <li>- Implement security measures for payroll system</li> <li>- Monitor payroll system for security breaches</li> <li>- Report security breaches immediately</li> <li>- Investigate security breaches</li> <li>- Take corrective action for security breaches</li> <li>- Review security measures regularly</li> <li>- Update security measures as needed</li> <li>- Test security measures regularly</li> <li>- Keep security measures up to date</li> <li>- Review security measures for effectiveness</li> </ul>	2M
5. Record Keeping	data loss, unauthorized access	4A	<ul style="list-style-type: none"> <li>- Implement data backup procedures</li> <li>- Restrict access to data</li> <li>- Monitor data usage</li> <li>- Conduct regular data audits</li> <li>- Implement data retention policies</li> <li>- Secure data storage</li> <li>- Implement data encryption</li> <li>- Monitor data for unauthorized access</li> <li>- Report unauthorized access</li> <li>- Investigate unauthorized access</li> <li>- Take corrective action for unauthorized access</li> <li>- Review data retention policies</li> <li>- Update data retention policies as needed</li> <li>- Test data retention policies</li> <li>- Keep data retention policies up to date</li> <li>- Review data retention policies for effectiveness</li> <li>- Implement data retention policies for payroll system</li> <li>- Monitor payroll system for security breaches</li> <li>- Report security breaches immediately</li> <li>- Investigate security breaches</li> <li>- Take corrective action for security breaches</li> <li>- Review security measures regularly</li> <li>- Update security measures as needed</li> <li>- Test security measures regularly</li> <li>- Keep security measures up to date</li> <li>- Review security measures for effectiveness</li> </ul>	2M
6. Leave Management	scheduling conflicts, miscommunication	3H	<ul style="list-style-type: none"> <li>- Review leave requests for conflicts</li> <li>- Communicate leave schedule to employees</li> <li>- Monitor leave usage</li> <li>- Conduct regular leave audits</li> <li>- Implement leave retention policies</li> <li>- Secure leave storage</li> <li>- Implement leave encryption</li> <li>- Monitor leave for unauthorized access</li> <li>- Report unauthorized access</li> <li>- Investigate unauthorized access</li> <li>- Take corrective action for unauthorized access</li> <li>- Review leave retention policies</li> <li>- Update leave retention policies as needed</li> <li>- Test leave retention policies</li> <li>- Keep leave retention policies up to date</li> <li>- Review leave retention policies for effectiveness</li> <li>- Implement leave retention policies for payroll system</li> <li>- Monitor payroll system for security breaches</li> <li>- Report security breaches immediately</li> <li>- Investigate security breaches</li> <li>- Take corrective action for security breaches</li> <li>- Review security measures regularly</li> <li>- Update security measures as needed</li> <li>- Test security measures regularly</li> <li>- Keep security measures up to date</li> <li>- Review security measures for effectiveness</li> </ul>	2M

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7. Superannuation Processing	calculation errors, compliance with regulations	3H		2M
8. Tax Document Preparation	incorrect calculation, errors for privacy	3H		2M
9. End-of-Year Reconciliation	data mismatches, stress due to deadlines	3H		2M

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			<div></div> <div></div> <div></div> <div></div>	
10. Compliance Audits	lack of preparedness, audit errors	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
11. System Updates	system downtime, incompatibility issues	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
12. Staff Training	knowledge gaps, inconsistent training	3H	<div></div> <div></div> <div></div> <div></div> <div></div>	2M

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13. Handling Employee Queries	miscommunication, workload increases	3H		2M
14. Conflict Management	misunderstandings, work escalation	3H		2M
15. Reporting and Analytics	data inaccuracies, security breaches	3H		2M

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16. Software Troubleshooting	increased downtime, unresolved issues	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
17. Financial Reporting	financial discrepancies, regulatory non-compliance	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	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>

### 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>

### 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>

### 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.

### 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>

### 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>

### 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