

Performing Hr Duties For Employees 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	4A ACUTE	DO NOT PROCEED	Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE			Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE			Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE			Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH			Administrative Change	
						1L LOW	Monitor and keep records.	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	
Consequence Scale:								4. Engineering	
Consequence		People (injury/illness)		Project / Assets		Compliance / Reputation		5. Administrative	
Catastrophic		Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution		6. PPE	
Major		Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage		Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
Moderate		Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment		<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	
Minor		First-aid only, no lost time		negligible delay		Isolated non-conformance			
Insignificant		No injury		no schedule impact		Deviation caught and corrected on site			

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	Lack of knowledge, Time pressure	3H	<ul style="list-style-type: none"> - Provide adequate training on HR policies and procedures - Allocate sufficient time for tasks to minimise errors - Prepare necessary documents in advance - Schedule regular updates on procedures and policies - Implement time management tools - Use HR software to streamline processes - Assign a mentor/buddy to new staff - Conduct mock scenarios for practice - Review and update learning materials regularly - Establish a clear task checklist 	2M
2. Recruitment Process	Discrimination, Data entry errors	4H	<ul style="list-style-type: none"> - Implement unbiased recruitment processes - Train staff on equal opportunity legislation - Use recruitment software with error alerts - Double-check data entries against original documents - Regularly update recruitment training materials - Use a second HR member to verify entries - Establish a diverse hiring panel - Create a checklist for recruitment steps - Limit access to self-audit files - Regularly audit recruitment processes 	3H
3. Interviews	Bias in selection, Incomplete record keeping	3H	<ul style="list-style-type: none"> - Implement standardised interview questions - Train interviewers on anti-bias techniques - Record all interviews (with consent) - Employ multiple interviewers with diverse backgrounds - Use structured interview formats - Keep detailed notes during interviews - Implement interview evaluation forms - Use checklists to ensure all questions are covered 	2M

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			<ul style="list-style-type: none"> - Regularly review interview processes - Securely store records for future reference 	
4. Onboarding	Inconsistent induction, Data security breach	3H	<ul style="list-style-type: none"> - Regularly review interview processes - Securely store records for future reference - Regularly review interview processes - Securely store records for future reference - Regularly review interview processes - Securely store records for future reference - Regularly review interview processes - Securely store records for future reference - Regularly review interview processes - Securely store records for future reference 	2M
5. Training & Development	Training gaps, Lack of engagement	3H	<ul style="list-style-type: none"> - Regularly review interview processes - Securely store records for future reference - Regularly review interview processes - Securely store records for future reference - Regularly review interview processes - Securely store records for future reference - Regularly review interview processes - Securely store records for future reference - Regularly review interview processes - Securely store records for future reference 	1L
6. Performance Management	Unclear performance metrics, Bias in appraisals	3H	<ul style="list-style-type: none"> - Regularly review interview processes - Securely store records for future reference - Regularly review interview processes - Securely store records for future reference - Regularly review interview processes - Securely store records for future reference - Regularly review interview processes - Securely store records for future reference - Regularly review interview processes - Securely store records for future reference 	2M

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7. Conflict Resolution	Escalation of disputes, Partiality in handling	4A		2M
8. Change Management	Resistance to change, Communication failures	3H		2M
9. Compensation & Benefits	Payroll errors, Inadequate benefits package	3H		2M

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10. Compliance	Non-compliance with regulations, Policy outdates	4A		2M
11. Exit Process	Breach of confidentiality, Negative employee sentiment	3H		1L
12. Health & Safety	Workplace accidents, Non-compliance with WHS	4A		2M

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13. Employee Relations	Poor communication, Low morale	3H		1L
14. Record Keeping	Data breaches, Inaccurate records	3H		2M
15. Human Resource Information Systems (HRIS)	System downtime, Data loss	4A		2M

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16. HR Strategy Planning	Misalignment with business goals, Lack of stakeholder engagement	3H		2M
17. Diversity and Inclusion	Unconscious bias, Resistance to diversity initiatives	3H		2M
18. Employee Wellness	Burnout, Poor mental health resources	3H		1L

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19. Reporting & Analysis	Inaccurate data reporting, Delayed reporting	3H		2M
20. Succession Planning	Skills gaps, Unexpected departures	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>

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