

Permanent Employment Contract Changes 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			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 the 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	Miscommunication, Lack of clarity	3H	<ul style="list-style-type: none"> - Hold initial meetings to outline the change process early - Develop a comprehensive communication plan - Engage with stakeholders early and regularly - Document all decisions and changes - Assign clear roles and responsibilities - Provide templates for documentation - Create a timeline with milestones - Ensure all team members understand the goals - Review communication strategies regularly - Use clear and concise language 	2M
2. Review of Current Contracts	Incorrect data collection, Overlooking contract elements	3H	<ul style="list-style-type: none"> - Use a standardised checklist for contract elements - Double-check data entries - Involve legal advisors in the review process - Cross-reference contracts with relevant legislation - Train staff on contract analysis - Use software to manage and organise contract data - Conduct peer reviews - Create a feedback loop for improving the process - Establish a quality assurance team - Ensure all contracts are reviewed by multiple parties 	2M
3. Stakeholder Consultation	Stakeholder resistance, Misaligned expectations	4A	<ul style="list-style-type: none"> - Engage stakeholders early in the process - Conduct surveys to gather stakeholder insights - Implement regular stakeholder meetings - Develop a stakeholder management plan - Align consultation outcomes with objectives - Document all stakeholder communications - Facilitate workshops to address concerns - Use mediation if conflicts arise 	3H

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			<ul style="list-style-type: none"> - Provide transparent updates - Tailor communications to different stakeholder groups 	
4. Risk Analysis	Inadequate risk identification, Failure to prioritise risks	3H	<ul style="list-style-type: none"> - Conduct a thorough risk analysis, including identification of all potential risks and their likelihood and impact - Prioritise risks based on their severity and the likelihood of occurrence - Develop risk mitigation strategies for high-priority risks - Assign responsibility for risk management to specific individuals or teams - Establish a risk management framework and process - Regularly review and update the risk register - Communicate risk information to all relevant stakeholders - Implement controls to prevent or reduce the likelihood of risks occurring - Monitor and report on the effectiveness of risk management measures - Review and evaluate the overall risk profile of the project - Seek external advice or expertise if needed - Document all risk management activities - Review and update the risk register as new risks are identified or existing risks change - Ensure that risk management is integrated into all project activities - Establish a risk management culture within the organization - Provide training and awareness on risk management to all project team members - Regularly communicate risk information to the project sponsor and steering committee - Review and evaluate the impact of risk management measures on project progress and budget - Review and evaluate the overall risk profile of the project at regular intervals - Seek external advice or expertise if needed - Document all risk management activities - Review and update the risk register as new risks are identified or existing risks change - Ensure that risk management is integrated into all project activities - Establish a risk management culture within the organization - Provide training and awareness on risk management to all project team members - Regularly communicate risk information to the project sponsor and steering committee - Review and evaluate the impact of risk management measures on project progress and budget 	2M
5. Development of New Contracts	Legal non-compliance, Inclusion of incorrect clauses	4A	<ul style="list-style-type: none"> - Conduct a thorough legal review of all contract clauses - Ensure that all contract clauses comply with applicable laws and regulations - Review and update contract templates to reflect current legal requirements - Assign responsibility for contract review to legal counsel - Establish a contract review process - Regularly review and update the contract register - Communicate contract information to all relevant stakeholders - Implement controls to prevent or reduce the likelihood of legal non-compliance - Monitor and report on the effectiveness of contract management measures - Review and evaluate the overall contract profile of the project - Seek external advice or expertise if needed - Document all contract management activities - Review and update the contract register as new contracts are identified or existing contracts change - Ensure that contract management is integrated into all project activities - Establish a contract management culture within the organization - Provide training and awareness on contract management to all project team members - Regularly communicate contract information to the project sponsor and steering committee - Review and evaluate the impact of contract management measures on project progress and budget 	3H
6. Training and Development	Inadequate training, Training material inconsistency	3H	<ul style="list-style-type: none"> - Conduct a thorough training needs analysis - Develop training materials that are consistent and up-to-date - Assign responsibility for training development to subject matter experts - Establish a training development process - Regularly review and update the training register - Communicate training information to all relevant stakeholders - Implement controls to prevent or reduce the likelihood of inadequate training - Monitor and report on the effectiveness of training measures - Review and evaluate the overall training profile of the project - Seek external advice or expertise if needed - Document all training management activities - Review and update the training register as new training needs are identified or existing training changes - Ensure that training management is integrated into all project activities - Establish a training management culture within the organization - Provide training and awareness on training management to all project team members - Regularly communicate training information to the project sponsor and steering committee - Review and evaluate the impact of training management measures on project progress and budget 	2M

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7. Communication to Employees	Message confusion, Delayed information dissemination	3H		2M
8. Implementation of Changes	Resistance to change, Communication issues	4A		3H
9. Monitoring and Evaluation	Inadequate monitoring, Failure to detect issues	3H		2M

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10. Feedback Collection	Biased feedback, Low response rate	3H		2M
11. Continuous Improvement	Complacency, Lack of innovation	3H		2M
12. Compliance Monitoring	Regulatory non-compliance, Missed audits	4A		3H

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13. Review of Impacts	Overlooking stakeholder impacts, Inaccurate impact assessment	3H		2M
14. Communication of Outcomes	Miscommunication of results, Stakeholder dissatisfaction	3H		2M
15. Final Reporting	Incomplete report, Delayed reporting	3H		2M

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Project Closure	Uncompleted tasks, Poorly managed closure, Potential Legal and HR 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

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.