

## Placement And Removal Of Props 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<br>HIGH     | 3<br>HIGH     | 4<br>ACUTE    | 4<br>ACUTE | 4<br>ACUTE   |                |                                   | <b>Elimination</b><br>Remove the hazard.    |  |
| LIKELY         | 2<br>MODERATE | 3<br>HIGH     | 3<br>HIGH     | 4<br>ACUTE | 4<br>ACUTE   | 4A<br>ACUTE    | DO NOT PROCEED                    | <b>Substitution</b><br>Replace the hazard.  |  |
| POSSIBLE       | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH     | 4<br>ACUTE | 4<br>ACUTE   | 3H<br>HIGH     | Review before work starts.        | Isolation<br>Isolate People from the hazard |  |
| UNLIKELY       | 1<br>LOW      | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH  | 4<br>ACUTE   | 2M<br>MODERATE | Ensure control measures in place. | <b>Engineering</b><br>Isolate the hazard    |  |
| RARE           | 1<br>LOW      | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH  | 3<br>HIGH    | 1L<br>LOW      | Monitor and keep records.         | <b>Administrative</b><br>Change             |  |
|                |               |               |               |            |              |                |                                   | <b>PPE</b>                                  |  |

### 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 the 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         | Slips, trips, Muscle strain        | 2M           | <ul style="list-style-type: none"> <li>- Conduct a site inspection to identify potential slip, trip hazards.</li> <li>- Remove any debris or obstacles from the work area.</li> <li>- Ensure adequate lighting is available for the working area.</li> <li>- Provide training for workers on ergonomic lifting techniques.</li> <li>- Use anti-slip footwear and equipment.</li> <li>- Implement clear pathways designated for movement of materials.</li> <li>- Check weather conditions for outdoor sites.</li> <li>- Ensure all workers have access to personal protective equipment.</li> <li>- Establish a communication plan for all team members.</li> <li>- Review manufacturer's safety guidelines for equipment.</li> </ul>         | 1L            |
| 2. Inspection of Props | Equipment failure, Falling objects | 3H           | <ul style="list-style-type: none"> <li>- Inspect props for any visible defects or damage before use.</li> <li>- Ensure regular maintenance logs are kept and up to date.</li> <li>- Use proper tools and equipment for inspection tasks.</li> <li>- Train personnel in recognising signs of wear and damage.</li> <li>- Do not use props repaired without certification of their safety readiness.</li> <li>- Implement buddy system for oversight during inspection.</li> <li>- Prohibit the use of equipment if integrity is compromised.</li> <li>- Provide reporting procedures for any equipment faults.</li> <li>- Secure all loose materials to prevent falling.</li> <li>- Follow manufacturer guidelines for inspections.</li> </ul> | 2M            |
| 3. Setting Up Props    | Incorrect setup, Pinch points      | 3H           | <ul style="list-style-type: none"> <li>- Conduct a risk assessment specific to the setup area.</li> <li>- Use appropriate lifting techniques to prevent strain injuries.</li> <li>- Provide adequate training on setup procedures.</li> <li>- Use mechanical aids where possible to assist with heavy lifting.</li> <li>- Implement a supervisor check to ensure proper setup of all props.</li> <li>- Clearly mark areas where props will be placed to prevent misplacement.</li> <li>- Use appropriate protective gloves to reduce risk of pinches.</li> <li>- Restrict access to the setup area to essential personnel only.</li> </ul>  | 1L            |

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|---------------------|---|--------------|---|---------------|
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|                     |   |              | <ul style="list-style-type: none"> <li>- Confirm props layout matches the design and load specifications.</li> <li>- Conduct a final walkthrough check with a responsible officer.</li> </ul>         |               |
| 4. Aligning Props   | Structural alignment error, Muscle strain | 3H           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 1L            |
| 5. Securing Props   | Prop collapse, Falling equipment          | 3H           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 1L            |
| 6. Load Testing     | Overloading, Equipment failure            | 4A           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>   | 2M            |

| 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 |
|                         |                                       |              |  |               |
| 7. Removal of Props     | Uncontrolled collapse, Muscle strain  | 3H           |  | 2M            |
| 8. Prop Storage         | Equipment damage, Unintended movement | 3H           |  | 1L            |
| 9. Reviewing Procedures | Non-compliance, Operational delays    | 2M           |  | 1L            |

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|--------------------------|---------------------------------------|--------------|---|---------------|
| SPECIFIC WORK STEPS      | HAZARDS THAT MAY ARISE                | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS  | RESIDUAL RISK |
|                          |                                       |              | <div></div> <div></div> <div></div> <div></div> <div></div>   |               |
| 10. Emergency Response   | Injury, Uncoordinated response        | 4A           | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> | 2M            |
| 11. Post-Activity Review | Improper documentation Missed hazards | 2M           | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> | 1L            |
| 12. Worker Training      | Inadequate skills, Miscommunication   | 4A           | <div></div> <div></div> <div></div> <div></div>   | 2M            |

| JOB STEP                | POTENTIAL HAZARDS  | IR           | CONTROL MEASURES   | RR            |
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|                         |  |              |  |               |
| 13. Health Surveillance | Exposure to hazardous environments, Fatigue                        | 3H           |  | 1L            |
| 14. Communication Plan  | Ineffective information dissemination, Confusion during operations | 3H           |  | 1L            |
| 15. Incident Reporting  | Non-reporting, Incomplete documentation                            | 3H           |  | 2M            |

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|---------------------|------------------------|--------------|--|---------------|
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|                     |                        |              | [REDACTED]   |               |
|                     |                        |              | [REDACTED]   |               |
|                     |                        |              | [REDACTED]   |               |
|                     |                        |              | [REDACTED]   |               |
|                     |                        |              | [REDACTED]   |               |
|                     |                        |              | [REDACTED]   |               |
|                     |                        |              | [REDACTED]   |               |
|                     |                        |              | [REDACTED]   |               |
|                     |                        |              | [REDACTED]   |               |
|                     |                        |              |  |               |
|                     |                        |              |  |               |



## 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.