

Placing Expansion Gaps When Necessary 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:

| | |
|----|---|
| 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 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:

- Eliminate**
- Substitute
- Isolate
- Engineering
- Administrative
- 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 | Poor communication, Incorrect tools | 3H | <ul style="list-style-type: none"> - Conduct a toolbox meeting to ensure all workers understand the task - Verify that all tools and equipment are suitable for the task - Provide a clear work plan to all team members - Ensure communication devices are available and functional - Schedule work according to site-specific requirements and conditions - Confirm material and equipment availability in advance - Inspect tools for defects before use - Brief all workers on emergency procedures - Document the preparation plan and share with all relevant personnel - Allocate tasks based on worker competency | 2M |
| 2. Site Inspection | Uneven surfaces, Obstructions | 3H | <ul style="list-style-type: none"> - Conduct a walk-around inspection of the entire site - Mark and remove any obstructions from the work area - Use high visibility tape to mark hazardous zones - Ensure surfaces are stable and even before commencing work - Install temporary barricades around hazardous areas - Assign a spotter to monitor and communicate on hazards - Consult site-specific risk assessments - Verify the condition of access routes - Provide workers with site maps and hazard locations - Conduct regular site inspections throughout the operation | 1L |
| 3. Tool Inspection | Defective tools, Misuse of tools | 3H | <ul style="list-style-type: none"> - Inspect all tools and equipment before use - Tag out defective tools immediately - Provide training on proper tool use - Ensure all tools have up-to-date safety checks - Maintain a log of tool usage and inspections - Supervise tool handling by inexperienced workers - Replace or repair faulty tools promptly - Use appropriate personal protective equipment (PPE) when handling tools | 2M |

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| | | | <ul style="list-style-type: none"> - Conduct refresher training on tool selection - Limit tool use to trained operators only | |
| 4. Material Handling | Manual handling injuries, Falling objects | 3H | <ul style="list-style-type: none"> - Use proper lifting techniques - Use mechanical aids (pallet jacks, forklifts) - Ensure clear walkways - Use proper storage and stacking methods - Wear appropriate PPE (hard hat, safety glasses, gloves) - Establish safe zones and exclusion areas - Implement fall protection measures - Regularly inspect equipment and tools - Provide training on material handling procedures - Use designated lifting zones - Avoid overloading equipment - Use proper tie-off techniques - Implement safety protocols for working at heights - Use proper communication methods - Establish clear hand signals - Use proper securing methods for loads - Avoid sudden movements - Use proper bracing techniques - Implement safety protocols for working near moving equipment - Use proper tie-off techniques - Implement safety protocols for working near moving equipment - Use proper tie-off techniques - Implement safety protocols for working near moving equipment | 2M |
| 5. Marking Expansion Gaps | Incorrect marking, Injury from tools | 3H | <ul style="list-style-type: none"> - Use proper marking techniques - Use appropriate marking tools - Ensure clear and visible markings - Use proper safety protocols for working with tools - Wear appropriate PPE (hard hat, safety glasses, gloves) - Establish safe zones and exclusion areas - Implement fall protection measures - Regularly inspect equipment and tools - Provide training on marking procedures - Use designated marking zones - Avoid overloading equipment - Use proper tie-off techniques - Implement safety protocols for working at heights - Use proper communication methods - Establish clear hand signals - Use proper securing methods for loads - Avoid sudden movements - Use proper bracing techniques - Implement safety protocols for working near moving equipment - Use proper tie-off techniques - Implement safety protocols for working near moving equipment - Use proper tie-off techniques - Implement safety protocols for working near moving equipment | 1L |
| 6. Cutting Materials | Dust inhalation, Fly-off particles | 4A | <ul style="list-style-type: none"> - Use proper cutting techniques - Use appropriate cutting tools - Ensure clear and visible markings - Use proper safety protocols for working with tools - Wear appropriate PPE (hard hat, safety glasses, gloves) - Establish safe zones and exclusion areas - Implement fall protection measures - Regularly inspect equipment and tools - Provide training on cutting procedures - Use designated cutting zones - Avoid overloading equipment - Use proper tie-off techniques - Implement safety protocols for working at heights - Use proper communication methods - Establish clear hand signals - Use proper securing methods for loads - Avoid sudden movements - Use proper bracing techniques - Implement safety protocols for working near moving equipment - Use proper tie-off techniques - Implement safety protocols for working near moving equipment - Use proper tie-off techniques - Implement safety protocols for working near moving equipment | 3H |

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| | | | | |
| 7. Installing Materials | Incorrect installation, Trip hazards | 3H | | 2M |
| 8. Quality Assurance | Undetected faults, Non-compliance | 3H | | 1L |
| 9. Worksite Clean-up | Slip hazards, Sharp object injuries | 3H | | 2M |

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| | | | | |
| 10. Final Inspection | Missed defects, Inadequate signage | 2M | | 1L |
| 11. Tool Storage | Obstructions, Tool damage | 3H | | 1L |
| 12. Worker Training | Inadequate skills, Non-compliance | 3H | | 2M |

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| | | | | |
| 13. Emergency Procedures | Poor response, Lack of equipment | 4A | | 2M |
| 14. Communication | Miscommunication, Information delay | 3H | | 1L |
| 15. Record Keeping | Incomplete records, Data loss | 3H | | 2M |

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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>

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