

**Plinth Installation Risk Assessment**

Business Name:		ABN:
Business Address:		
Contact Person:	Phone:	Email:

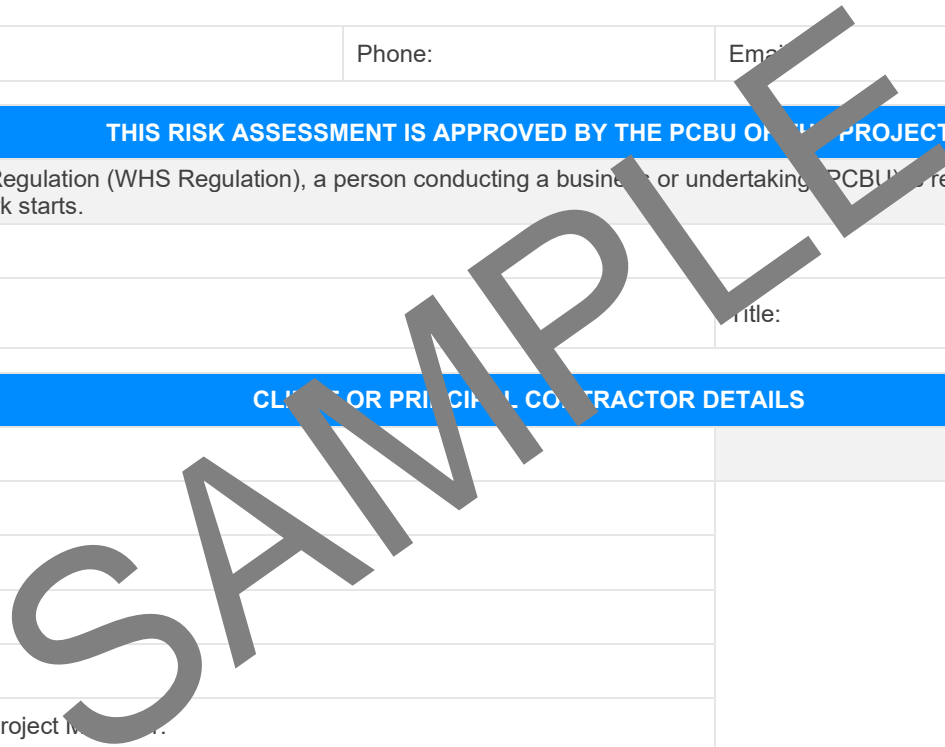
**THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS PROJECT**

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			<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.	Isolation 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.	Administrative Change	
								PPE	

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	manual handling injuries, trip hazards	3H	<ul style="list-style-type: none"> <li>- Conduct a pre-task briefing to ensure all workers are aware of the tasks and hazards.</li> <li>- Implement a clean-as-you-go policy to reduce trip hazards.</li> <li>- Ensure that all personnel are trained in proper lifting techniques.</li> <li>- Use mechanical aids where possible to reduce manual handling.</li> <li>- Establish clear communication signals for team lifting.</li> <li>- Check work areas for obstacles and remove them prior to commencing work.</li> <li>- Provide personal protective equipment (PPE) such as gloves and back supports.</li> <li>- Conduct regular site inspections to identify potential hazards.</li> <li>- Limit the amount of time spent on manual handling tasks by rotating duties.</li> <li>- Utilize team lifting when handling bulky or heavy objects.</li> </ul>	2M
2. Delivery of Materials	vehicular collision, hazards from unloading, falls	4H	<ul style="list-style-type: none"> <li>- Designate a safe unloading zone with clear signage.</li> <li>- Use spotters to ensure safe vehicle movements.</li> <li>- Perform vehicular checks before operation.</li> <li>- Ensure materials are securely loaded before transportation.</li> <li>- Use proper unloading techniques to prevent injury and materials spill.</li> <li>- Minimise traffic in unloading area to essential personnel only.</li> <li>- Ensure high-visibility clothing is worn by all workers in the area.</li> <li>- Implement traffic management plans for delivery vehicles.</li> <li>- Conduct driver safety training.</li> <li>- Ensure vehicle engines are turned off during unloading.</li> </ul>	3H
3. Inspection of Site	uneven surfaces, natural obstacles, slips	3H	<ul style="list-style-type: none"> <li>- Perform a visual inspection prior to any work commencing.</li> <li>- Identify and mark any uneven surfaces or obstacles.</li> <li>- Remove any debris or obstacles from the work area.</li> <li>- Ensure proper footwear is worn to prevent slips.</li> <li>- Provide adequate lighting in areas that are poorly lit.</li> <li>- Utilise warning signs to indicate hazards.</li> <li>- Ensure surfaces remain dry and clean.</li> <li>- Carry out necessary site preparation to level surfaces.</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Reassess regularly to identify changes in conditions.</li> <li>- Enforce a policy that prohibits running or rushing in these areas.</li> </ul>	
4. Setup of Equipment	electrical hazards, equipment malfunction	4A	[REDACTED]	2M
5. Marking Out	inaccurate measurements, damage to underground services	3H	[REDACTED]	2M
6. Excavation	cave-ins, falls, contact with buried utilities	4A	[REDACTED]	3H

SAMPLE

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			[REDACTED]	
7. Installation of Plinth Base	crushing injuries, vibration	4A	[REDACTED]	2M
8. Anchoring and Fastening	hardware failure, falling objects	4A	[REDACTED]	2M
9. Backfilling and Soil Compaction	dust inhalation, equipment rollover	4A	[REDACTED]	2M

SAMPLE

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			[REDACTED]	
10. Clean Up	waste handling injuries, chemical exposure	3H	[REDACTED]	2M
11. Final Inspections	structural instability, incomplete tasks	3H	[REDACTED]	1L

SAMPLE

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12. Communication of Completion	miscommunication, unauthorised use	3H	[REDACTED]	1L
13. Decommissioning and Site Hand-over	environmental damage, damage to adjacent properties	3H	[REDACTED]	1L
14. Documentation and Record Keeping	loss of records, incomplete documentation	2M	[REDACTED]	1L

SAMPLE

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			[REDACTED]	
15. Performance Review and Feedback	unaddressed compliance issues, emergent safety concerns	2M	[REDACTED]	1L

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 FOR 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-of-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/workplaces-and-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>

**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>

**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

**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.

