

## Preventing Falls Into Openings 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.	<b>Administrative</b> 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 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. Site Preparation	trip hazards, unstable ground	3H	<ul style="list-style-type: none"> <li>- Clear work site of debris and obstacles</li> <li>- Mark uneven ground with flags or cones</li> <li>- Ensure ground stability prior to commencing work</li> <li>- Designate safe walkways with bright tape or marking systems</li> <li>- Conduct pre-site WHS induction with all personnel involved</li> <li>- Implement a housekeeping regime to maintain site organisation</li> <li>- Install temporary lighting for enhanced visibility</li> <li>- Barricade areas prone to water accumulation</li> <li>- Schedule site inspection regularly</li> <li>- Display site maps clearly showing designated pathways</li> </ul>	2M
2. Employee Induction	insufficient training, unfamiliarity with site-specific risks	3H	<ul style="list-style-type: none"> <li>- Conduct comprehensive WHS induction training</li> <li>- Provide handouts with site-specific risk information</li> <li>- Assign experienced mentors for new workers</li> <li>- Utilise interactive training modules</li> <li>- Include emergency procedures in induction</li> <li>- Use safety videos to demonstrate procedures</li> <li>- Issue FAQ sheets addressing common concerns</li> <li>- Review risk assessments with new employees</li> <li>- Ensure all personnel have current qualifications</li> <li>- Maintain a register of induction completion</li> </ul>	1L
3. Barrier Installation	improperly secured barriers, incorrect barrier placement	3H	<ul style="list-style-type: none"> <li>- Use barriers with retrievable installation manuals</li> <li>- Train employees on proper barrier placement</li> <li>- Regularly inspect barriers for stability</li> <li>- Use brightly coloured barriers for visibility</li> <li>- Secure barriers with appropriate fixtures</li> <li>- Clearly label barriers with hazard information</li> <li>- Install barriers before other activities commence</li> <li>- Erect warning signs near all barriers</li> </ul>	2M

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			- Ensure barriers comply with relevant standards - Position barriers to restrict access appropriately	
4. Signage Placement	misinterpretation of signs, obstructed view of signs	2M	[REDACTED]	1L
5. Personal Protective Equipment (PPE)	improperly worn PPE, insufficient PPE supply	4A	[REDACTED]	2M
6. Fall-Arrest System Installation	incorrect installation, unsecured harnesses	4A	[REDACTED]	2M

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7. Ladder Safety Protocols	faulty ladders, incorrect ladder use	3H		1L
8. Scaffolding Erection	scaffold collapse, improper use of platforms	4A		2M
9. Debris Netting Installation	detachment of netting, damaged netting	3H		1L

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10. Safety Briefing	miscommunication, unclear roles and responsibilities	2M		1L
11. Emergency Response Preparedness	slow response times, unclear emergency protocols	4A		2M
12. Wind Management	equipment blown over, personnel instability	3H		1L

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13. Layout of Work Area	confined spaces, poor traffic management	3H		1L
14. Equipment Inspection	failed equipment, equipment not meeting specifications	4A		2M
15. Worksite Communication	miscommunications, unclear messages	2M		1L

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16. Weather Monitoring	unexpected weather changes, unprepared for weather extremes	3H		1L
17. Continuous Improvement	complacency, outdated procedures	2M		1L
18. Incident Reporting	unreported incidents, incomplete incident investigations	3H		1L

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19. Waste Management	incorrect disposal methods, accumulated waste	2M		1L
20. Post-Project Review	undocumented learnings, incomplete knowledge transfer	2M		1L

## 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.