

Prevention of Slips, Trips and Falls 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 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	
Consequence Scale:								4. Engineering	
Consequence	People (injury/illness)		Project / Assets		Compliance / Reputation			5. Administrative	
Catastrophic	Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution			6. PPE	
Major	Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage			Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
Moderate	Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment			<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	
Minor	First-aid only, no lost time		negligible delay		Isolated non-conformance				
Insignificant	No injury		no schedule impact		Deviation caught and corrected on site				

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	Slippery surfaces, Inadequate signage	3H	<ul style="list-style-type: none"> - Conduct a detailed site inspection - Identify all areas with potential slip hazards - Ensure adequate lighting in all work areas - Use high-visibility signage to warn of slippery areas - Review previous incident reports for insights - Establish a contact person for reporting hazards - Designate cleaning and maintenance responsibilities - Use slip-resistant floor treatments - Establish a weather monitoring protocol - Regular review of adequacy of existing controls 	2M
2. Training	Untrained staff, Incorrect use of PPE	3H	<ul style="list-style-type: none"> - Provide comprehensive induction training - Conduct regular refresher training sessions - Train on the correct use of safety equipment - Ensure understanding of hazard reporting procedures - Use role-specific training materials - Engage competent trainers for delivery - Conduct practical demonstrations - Provide easy-to-read safety manuals - Ensure staff are familiar with emergency procedures - Obtain feedback on training effectiveness 	1L
3. Equipment Use	Faulty equipment, Improper use of ladders	4A	<ul style="list-style-type: none"> - Conduct regular equipment inspections - Maintain an equipment maintenance log - Use equipment only as per manufacturer's instructions - Ensure staff are trained in using equipment safely - Conduct a risk assessment for new equipment - Use equipment with anti-slip features - Ensure ladders are stable and secure - Establish a clear area around equipment use 	2M

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			<ul style="list-style-type: none"> - Implement a reporting system for faulty equipment - Store equipment correctly when not in use 	
4. Maintenance	Untimely maintenance, Poor quality repairs	3H	<ul style="list-style-type: none"> - Establish a maintenance schedule - Use qualified personnel for repairs - Implement a quality control system for repairs - Keep equipment in good working order - Regularly inspect equipment for wear and tear - Replace worn parts immediately - Keep equipment clean and free of debris - Store equipment in a dry, protected area - Use proper storage techniques - Label equipment for easy identification - Keep equipment in good working order 	2M
5. Cleaning Procedures	Wet floors, Inappropriate cleaning agents	4A	<ul style="list-style-type: none"> - Use appropriate cleaning agents - Wet floors should be clearly marked - Use caution when cleaning - Avoid using harsh chemicals - Test cleaning agents on a small area first - Use proper cleaning techniques - Keep floors dry after cleaning - Use caution when walking on wet floors - Avoid using abrasive materials - Use proper disposal methods for cleaning waste - Keep cleaning equipment in good working order - Label cleaning equipment for easy identification - Keep cleaning equipment in good working order 	2M
6. Flooring	Uneven surfaces, Worn carpeting	4A	<ul style="list-style-type: none"> - Inspect floors regularly for wear and tear - Repair damaged floors immediately - Replace worn carpeting - Use proper flooring materials - Keep floors clean and free of debris - Use proper cleaning techniques - Avoid using harsh chemicals - Test cleaning agents on a small area first - Use proper cleaning equipment - Keep floors dry after cleaning - Use caution when walking on wet floors - Avoid using abrasive materials - Use proper disposal methods for cleaning waste - Keep cleaning equipment in good working order - Label cleaning equipment for easy identification - Keep cleaning equipment in good working order 	1L

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7. Work Area Design	Cluttered workspaces, Poor layout	3H		2M
8. Footwear	Inappropriate footwear, Shoes with slick soles	3H		1L
9. Weather Considerations	Wet weather, Ice formation	4A		2M

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10. Emergency Response	Delayed response, Ineffective procedures	3H		1L
11. Monitoring and Review	Lack of reporting, Failure to identify new risks	3H		1L
12. Communication	Misinformation, Loss of critical data	3H		2M

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13. Incident Investigation	Incomplete investigations, Failure to implement recommendations	3H		1L
14. Personal Protective Equipment (PPE)	Improper selection, Failure to maintain equipment	3H		1L
15. Visitor Management	Inadequate visitor controls, Non-compliance with safety procedures	3H		2M

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16. Reporting and Documentation	Inaccuracy in reports, Loss of critical data	3H		1L
17. Contractor Management	Non-compliance with procedures, Inadequate contractor training	4A		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>

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/lis>

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulation 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