

Procedures In Unstable Weather 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:

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:

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	Inaccurate weather forecast, Inadequate communication	3H	<ul style="list-style-type: none"> - Check multiple weather sources for accuracy - Set up a reliable communication system - Brief all personnel on weather-related risks - Develop a weather contingency plan - Allocate roles for monitoring weather updates - Ensure emergency contacts are updated - Prepare alternative work schedules - Train staff on communication devices - Establish clear evacuation procedures - Maintain regular updates with local weather services 	2M
2. Equipment Check	Equipment malfunction, Slippery surfaces during handling	4H	<ul style="list-style-type: none"> - Inspect equipment for weatherproofing - Use equipment designed for unstable weather - Conduct regular maintenance - Ensure availability of spare parts - Train staff in equipment handling - Implement a tagging system for safe use - Keep surfaces dry where possible - Provide weather-appropriate PPE - Establish fallback equipment protocols - Regular review of equipment usage and storage 	3H
3. Site Risk Assessment	Flooding risk, Electric fault due to moisture	4A	<ul style="list-style-type: none"> - Conduct a thorough inspection of the site conditions - Develop drainage guidelines - Install water barriers if necessary - Isolate and secure electrical equipment - Install moisture detectors - Review historical weather impact data - Prepare emergency shut-off procedures - Develop a detailed site map with safe zones 	3H

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			<ul style="list-style-type: none"> - Ensure all electrical installations comply with standards - Conduct regular site audits 	
4. Personnel Coordination	Unclear responsibilities, Panic during emergency	3H	<ul style="list-style-type: none"> - Establish clear roles and responsibilities for all personnel - Conduct regular communication drills - Ensure all personnel are trained in emergency procedures - Establish a clear chain of command - Ensure all personnel are aware of their responsibilities - Establish a clear communication system - Ensure all personnel are aware of the location of emergency exits - Establish a clear evacuation route - Ensure all personnel are aware of the location of first aid kits - Establish a clear first aid procedure - Ensure all personnel are aware of the location of fire extinguishers - Establish a clear fire extinguisher procedure - Ensure all personnel are aware of the location of emergency contact numbers - Establish a clear emergency contact procedure - Ensure all personnel are aware of the location of emergency services - Establish a clear emergency services procedure - Ensure all personnel are aware of the location of emergency vehicles - Establish a clear emergency vehicle procedure - Ensure all personnel are aware of the location of emergency equipment - Establish a clear emergency equipment procedure - Ensure all personnel are aware of the location of emergency supplies - Establish a clear emergency supplies procedure - Ensure all personnel are aware of the location of emergency facilities - Establish a clear emergency facilities procedure - Ensure all personnel are aware of the location of emergency services - Establish a clear emergency services procedure - Ensure all personnel are aware of the location of emergency vehicles - Establish a clear emergency vehicle procedure - Ensure all personnel are aware of the location of emergency equipment - Establish a clear emergency equipment procedure - Ensure all personnel are aware of the location of emergency supplies - Establish a clear emergency supplies procedure - Ensure all personnel are aware of the location of emergency facilities - Establish a clear emergency facilities procedure 	2M
5. Transport and Access	Blocked access routes, Vehicle slippage	3H	<ul style="list-style-type: none"> - Establish clear access routes - Ensure all vehicles are maintained - Establish a clear vehicle slippage procedure - Ensure all vehicles are aware of their responsibilities - Establish a clear communication system - Ensure all vehicles are aware of the location of emergency exits - Establish a clear evacuation route - Ensure all vehicles are aware of the location of first aid kits - Establish a clear first aid procedure - Ensure all vehicles are aware of the location of fire extinguishers - Establish a clear fire extinguisher procedure - Ensure all vehicles are aware of the location of emergency contact numbers - Establish a clear emergency contact procedure - Ensure all vehicles are aware of the location of emergency services - Establish a clear emergency services procedure - Ensure all vehicles are aware of the location of emergency vehicles - Establish a clear emergency vehicle procedure - Ensure all vehicles are aware of the location of emergency equipment - Establish a clear emergency equipment procedure - Ensure all vehicles are aware of the location of emergency supplies - Establish a clear emergency supplies procedure - Ensure all vehicles are aware of the location of emergency facilities - Establish a clear emergency facilities procedure - Ensure all vehicles are aware of the location of emergency services - Establish a clear emergency services procedure - Ensure all vehicles are aware of the location of emergency vehicles - Establish a clear emergency vehicle procedure - Ensure all vehicles are aware of the location of emergency equipment - Establish a clear emergency equipment procedure - Ensure all vehicles are aware of the location of emergency supplies - Establish a clear emergency supplies procedure - Ensure all vehicles are aware of the location of emergency facilities - Establish a clear emergency facilities procedure 	2M
6. Weather Monitoring	Rapid weather changes, Communication breakdown	4A	<ul style="list-style-type: none"> - Establish a clear weather monitoring system - Ensure all personnel are aware of weather conditions - Establish a clear communication breakdown procedure - Ensure all personnel are aware of their responsibilities - Establish a clear communication system - Ensure all personnel are aware of the location of emergency exits - Establish a clear evacuation route - Ensure all personnel are aware of the location of first aid kits - Establish a clear first aid procedure - Ensure all personnel are aware of the location of fire extinguishers - Establish a clear fire extinguisher procedure - Ensure all personnel are aware of the location of emergency contact numbers - Establish a clear emergency contact procedure - Ensure all personnel are aware of the location of emergency services - Establish a clear emergency services procedure - Ensure all personnel are aware of the location of emergency vehicles - Establish a clear emergency vehicle procedure - Ensure all personnel are aware of the location of emergency equipment - Establish a clear emergency equipment procedure - Ensure all personnel are aware of the location of emergency supplies - Establish a clear emergency supplies procedure - Ensure all personnel are aware of the location of emergency facilities - Establish a clear emergency facilities procedure - Ensure all personnel are aware of the location of emergency services - Establish a clear emergency services procedure - Ensure all personnel are aware of the location of emergency vehicles - Establish a clear emergency vehicle procedure - Ensure all personnel are aware of the location of emergency equipment - Establish a clear emergency equipment procedure - Ensure all personnel are aware of the location of emergency supplies - Establish a clear emergency supplies procedure - Ensure all personnel are aware of the location of emergency facilities - Establish a clear emergency facilities procedure 	3H

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7. Work Suspension Criteria	Delayed decision making, Incomplete work leading to hazards	3H		2M
8. Emergency Response	Insufficient emergency preparedness Delayed medical assistance	4A		3H
9. Post-Weather Event Inspection	Missed damages, Inadequate documentation	3H		2M

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10. Staff Debrief	Incomplete feedback, Reoccurrence of mistakes	3H		2M
11. Documentation and Reporting	Loss of records, Inaccurate reporting	3H		2M
12. Review and Revision of Procedures	Outdated procedures, Non-compliance with updated regulations	3H		1L

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13. Community and Stakeholder Engagement	Negative public perception, Stakeholder conflict	2M		1L
14. Psychological and Social Support	Increased stress, Team motivation	3H		2M
15. Return to Work Protocols	Inadequate safety checks, Low workforce morale	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>

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.