

Providing First Response To Injuries 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 | |
| | | | | | | | | 4. Engineering | |
| | | | | | | | | 5. Administrative | |
| | | | | | | | | 6. PPE | |
| Consequence Scale: | | | | | | | | Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable. | |
| 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 | | | | |
| | | | | | | | | <i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i> | |

| 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 | Lack of knowledge, Inadequate resources | 3H | <ul style="list-style-type: none"> - Conduct regular training sessions for all employees. - Ensure all first aid kits are fully stocked and accessible. - Regularly update emergency contact numbers. - Have a clear emergency plan visibly posted. - Perform regular emergency drills. - Assign responsibilities for first response duties. - Ensure all employees know the location of first aid kits. - Provide ongoing resources for emergency procedures. - Appoint trained first aid officers. - Maintain records of trained personnel. | 2M |
| 2. Incident Identification | Delayed response, Miscommunication | 3H | <ul style="list-style-type: none"> - Implement clear communication protocols. - Use visual and audible alarms to alert staff. - Regular drills to familiarise staff with emergency sounds. - Provide a list of emergency contacts. - Use two-way radios for clear communication. - Brief staff on common injuries and responses. - Ensure signage is bilingual if necessary. - Conduct regular feedback sessions on procedures. - Monitor response times and improve processes. - Encourage a culture of reporting incidents immediately. | 2M |
| 3. Assess the Situation | Incorrect assessment, Panic | 3H | <ul style="list-style-type: none"> - Train employees in basic triage methods. - Provide checklists to assist in assessment. - Offer stress management workshops. - Encourage calm communication training. - Make debriefing a norm post-incident. - Ensure all employees can contact a supervisor quickly. - Use role-playing scenarios in training. - Allow sufficient time for each assessment. | 2M |

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| | | | <ul style="list-style-type: none"> - Develop visual guides for assessment. - Strengthen mental health support structures. | |
| 4. Secure the Area | Environmental hazards, Crowd control issues | 3H | <ul style="list-style-type: none"> - Establish a perimeter and restrict access to the incident area. - Use barriers and signage to manage the crowd. - Assign personnel to monitor the perimeter and report any breaches. - Ensure that all personnel are aware of the hazards and the control measures. - Have a plan in place for dealing with any emergencies. - Communicate with the relevant authorities and agencies. - Have a contingency plan in place for dealing with any unexpected situations. - Ensure that all personnel are trained in the correct use of barriers and signage. - Have a plan in place for dealing with any equipment failure. - Ensure that all personnel are aware of the location of the first aid kit and the fire extinguisher. - Have a plan in place for dealing with any adverse weather conditions. - Ensure that all personnel are aware of the location of the nearest exit. - Have a plan in place for dealing with any power cuts. - Ensure that all personnel are aware of the location of the nearest telephone. - Have a plan in place for dealing with any communication breakdown. - Ensure that all personnel are aware of the location of the nearest toilet. - Have a plan in place for dealing with any other unexpected situations. | 2M |
| 5. Provide Immediate Care | Wrong treatment, Cross-contamination | 4A | <ul style="list-style-type: none"> - Provide first aid to any injured persons. - Call for medical assistance if necessary. - Use appropriate personal protective equipment (PPE) to prevent cross-contamination. - Isolate the injured person from the rest of the crowd. - Provide clear instructions to the injured person and the crowd. - Have a plan in place for dealing with any medical emergencies. - Ensure that all personnel are trained in the correct use of PPE. - Have a plan in place for dealing with any equipment failure. - Ensure that all personnel are aware of the location of the first aid kit and the fire extinguisher. - Have a plan in place for dealing with any adverse weather conditions. - Ensure that all personnel are aware of the location of the nearest exit. - Have a plan in place for dealing with any power cuts. - Ensure that all personnel are aware of the location of the nearest telephone. - Have a plan in place for dealing with any communication breakdown. - Ensure that all personnel are aware of the location of the nearest toilet. - Have a plan in place for dealing with any other unexpected situations. | 2M |
| 6. Call for Professional Help | Delayed professional response, Inaccurate information given | 3H | <ul style="list-style-type: none"> - Call the police and the fire department. - Provide clear instructions to the emergency services. - Have a plan in place for dealing with any communication breakdown. - Ensure that all personnel are aware of the location of the nearest telephone. - Have a plan in place for dealing with any other unexpected situations. | 1L |

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| | | | | |
| 7. Monitor and Comfort the Injured | Deteriorating condition, Emotional distress | 3H | | 2M |
| 8. Record Incident Details | Incomplete records, Missed details | 3H | | 2M |
| 9. Clean Up and Sanitize | Exposure to bodily fluids, Improper disposal | 4A | | 2M |

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| | | | | |
| 10. Evaluate Response and Update Procedures | Complacency, Ineffective procedures going unaltered | 3H | | 1L |
| 11. Review Legal Obligations | Non-compliance, Legal repercussions | 4A | | 2M |
| 12. Share Lessons and Recognise Efforts | Lessons not reaching staff, Lack of recognition of efforts | 3H | | 1L |

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| | | | | |
| 13. Schedule Regular Training | Stagnation in skills, Inconsistencies in learning | 3H | | 1L |
| 14. Engage with Emergency Services | Lack of coordination, Misunderstandings during incidents | 3H | | 2M |
| 15. Conduct Environmental and Area Checks | Undetected hazards, Outdated safety measures | 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.