

Providing Onsite Security Assessments Risk Assessment

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

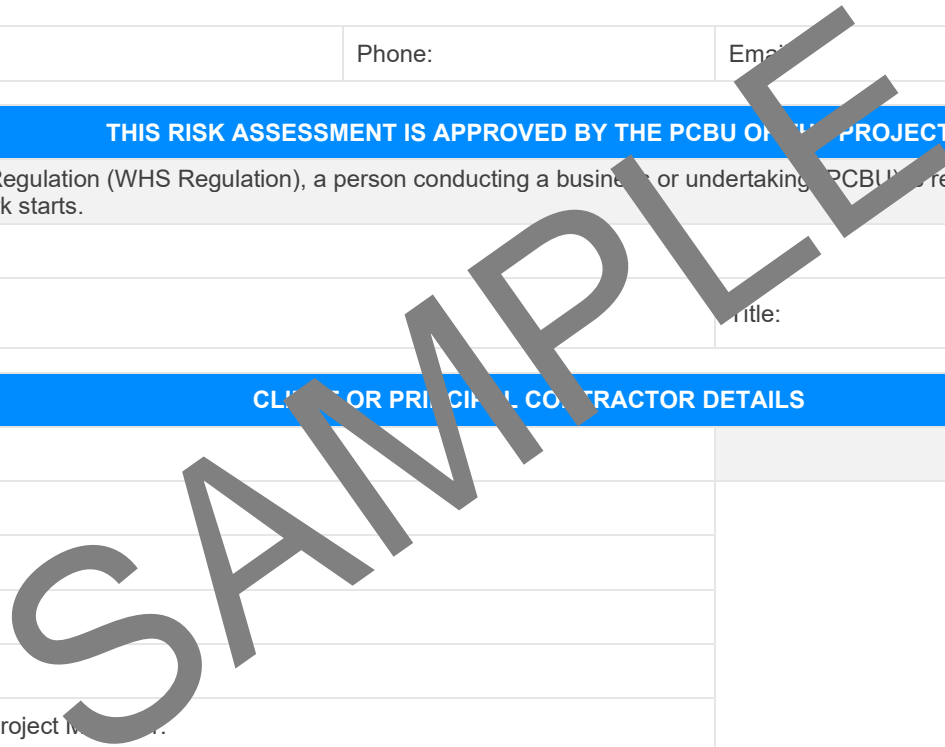
THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS PROJECT

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			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	Incomplete information, Conflicting client instructions	3H	<ul style="list-style-type: none"> - Conduct a comprehensive review of all available client information - Schedule a pre-assessment meeting with the client to clarify instructions - Ensure all assessment personnel have relevant training and experience - Prepare a checklist of required documentation and tools - Establish clear communication channels for the assessment team - Allocate specific roles and responsibilities to team members - Create a contingency plan for incomplete or conflicting data - Ensure client provides unambiguous objectives of the assessment - Verify the availability of all necessary equipment in advance - Conduct a briefing session to align the team on objectives 	2M
2. Arrival on Site	Unfamiliar location, Restricted access	3H	<ul style="list-style-type: none"> - Obtain and review site maps prior to arrival - Arrange for a site escort or guide if necessary - Ensure team members carry identification and required permits - Communicate arrival details with relevant site personnel in advance - Confirm the availability of necessary access codes or keys - Begin with a safety briefing at the site entrance - Equip team members with suitable PPE for site conditions - Have a designated contact at the site for addressing access issues - Prepare an alternate plan for accessing restricted areas - Familiarise the team with site emergency procedures 	2M
3. Site Introduction	Inadequate site induction, Lack of emergency information	3H	<ul style="list-style-type: none"> - Request a formal site induction upon arrival - Ensure all team members participate in the induction session - Verify that emergency exits are clearly marked and accessible - Obtain a copy of the site's emergency plan and contact numbers - Record the location of first aid stations and equipment - Introduce team members to site safety personnel - Ensure induction covers site-specific hazards - Discuss the operation of site emergency systems 	1L

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			<ul style="list-style-type: none">- Confirm communication protocols for emergencies- Revisit induction information in case of missing details	
4. Initial Security Survey	Unidentified security vulnerabilities, Poor communication within team	4A	[REDACTED]	2M
5. Risk Identification	Overlooking significant risks, Misclassification of risk levels	3H	[REDACTED]	2M
6. Data Collection	Loss of data, Misinterpretation of collected data	3H	[REDACTED]	1L

SAMPLE

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			[Redacted]	
7. Analysis	Data inaccuracies, Bias in risk analysis	3H	[Redacted]	1L
8. Identifying Control Measures	Inadequate control suggestions, Overlooking feasible measures	3H	[Redacted]	2M
9. Documentation	Incomplete documentation, Data breaches	3H	[Redacted]	1L

SAMPLE

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			[REDACTED]	
10. Client Communication	Miscommunication, Confidentiality breaches	3H	[REDACTED]	1L
11. Implementation of Controls	Inadequate implementation, Resistance from staff	3H	[REDACTED]	1L
12. Monitoring	Non-compliance, Overlooked changes in conditions	3H	[REDACTED]	1L

SAMPLE

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			[REDACTED]	
13. Review	Ineffective assessment review, Delayed identification of issues	3H	[REDACTED]	2M
14. Evaluation	Biased evaluation, Failure to achieve assessment goals	3H	[REDACTED]	2M
15. Reporting	Report inaccuracies, Unauthorised report access	3H	[REDACTED]	1L

SAMPLE

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			[REDACTED]	
16. Continuous Improvement	Resistance to change, Overlooking potential improvements	3H	[REDACTED]	2M

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.

