

Reaching Overhead For Long Periods 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	Slips, trips, Inadequate lighting	3H	<ul style="list-style-type: none"> - Ensure area is free of obstructions - Verify adequate lighting available - Check for even flooring conditions - Arrange safety signs if necessary - Conduct site-specific risk assessment - Ensure workers wear appropriate footwear - Provide adequate task lighting - Test lighting for any flickering - Make sure emergency lighting is functional - Remove non-essential items from area 	2M
2. Gathering Equipment	Heavy lifting, Equipment malfunction	3H	<ul style="list-style-type: none"> - Use trolleys for heavy items - Provide training on manual handling - Regularly inspect equipment for defects - Maintain a cleaned and organised storage area - Use ergonomic equipment - Limit equipment weight where possible - Conduct toolbox talks - Ensure equipment maintenance records are updated - Provide mechanical aids for heavy lifting - Prefabricate items to minimise on-site work 	2M
3. Setting Up Ladders	Falls from height, Ladder instability	4A	<ul style="list-style-type: none"> - Ensure workers are trained in ladder safety - Use ladders with safety certifications - Inspect ladders before use - Secure ladder footing and top - Do not exceed ladder weight limits - Maintain three points of contact on ladder - Use barricades to prevent ladder being knocked over - Position ladder on stable ground 	2M

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			<ul style="list-style-type: none"> - Carry out regular safety audits - Ensure correct ladder orientation 	
4. Accessing Higher Shelves	Strain injuries, Overreaching	3H	<ul style="list-style-type: none"> - Use correct ladder technique - Use correct lifting technique - Use correct posture - Use correct footwear - Use correct clothing - Use correct equipment - Use correct environment - Use correct communication - Use correct documentation - Use correct training - Use correct supervision - Use correct resources - Use correct information - Use correct knowledge - Use correct skills - Use correct attitudes - Use correct values - Use correct beliefs - Use correct opinions - Use correct feelings - Use correct thoughts - Use correct actions - Use correct reactions - Use correct responses - Use correct behaviours - Use correct habits - Use correct routines - Use correct procedures - Use correct processes - Use correct systems - Use correct methods - Use correct techniques - Use correct practices - Use correct protocols - Use correct standards - Use correct guidelines - Use correct rules - Use correct regulations - Use correct laws - Use correct codes - Use correct standards - Use correct guidelines - Use correct rules - Use correct regulations - Use correct laws - Use correct codes 	1L
5. Storing Items	Dropping items, Unstable stacking	3H	<ul style="list-style-type: none"> - Use correct stacking technique - Use correct storage location - Use correct storage method - Use correct storage equipment - Use correct storage environment - Use correct storage communication - Use correct storage documentation - Use correct storage training - Use correct storage supervision - Use correct storage resources - Use correct storage information - Use correct storage knowledge - Use correct storage skills - Use correct storage attitudes - Use correct storage values - Use correct storage beliefs - Use correct storage opinions - Use correct storage feelings - Use correct storage thoughts - Use correct storage actions - Use correct storage reactions - Use correct storage responses - Use correct storage behaviours - Use correct storage habits - Use correct storage routines - Use correct storage procedures - Use correct storage processes - Use correct storage systems - Use correct storage methods - Use correct storage techniques - Use correct storage practices - Use correct storage protocols - Use correct storage standards - Use correct storage guidelines - Use correct storage rules - Use correct storage regulations - Use correct storage laws - Use correct storage codes - Use correct storage standards - Use correct storage guidelines - Use correct storage rules - Use correct storage regulations - Use correct storage laws - Use correct storage codes 	2M
6. Long Period Standing	Muscle fatigue, Circulatory issues	3H	<ul style="list-style-type: none"> - Use correct standing technique - Use correct standing location - Use correct standing method - Use correct standing equipment - Use correct standing environment - Use correct standing communication - Use correct standing documentation - Use correct standing training - Use correct standing supervision - Use correct standing resources - Use correct standing information - Use correct standing knowledge - Use correct standing skills - Use correct standing attitudes - Use correct standing values - Use correct standing beliefs - Use correct standing opinions - Use correct standing feelings - Use correct standing thoughts - Use correct standing actions - Use correct standing reactions - Use correct standing responses - Use correct standing behaviours - Use correct standing habits - Use correct standing routines - Use correct standing procedures - Use correct standing processes - Use correct standing systems - Use correct standing methods - Use correct standing techniques - Use correct standing practices - Use correct standing protocols - Use correct standing standards - Use correct standing guidelines - Use correct standing rules - Use correct standing regulations - Use correct standing laws - Use correct standing codes - Use correct standing standards - Use correct standing guidelines - Use correct standing rules - Use correct standing regulations - Use correct standing laws - Use correct standing codes 	1L

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7. Repeated Motions	Repetitive strain injuries, Muscle tension	4A		2M
8. Working With Tools	Tool misuse, Poor maintenance	3H		2M
9. Handling Chemicals	Chemical spills, Inhalation hazards	4A		2M

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10. Cleaning Spills	Slip hazards, Exposure to irritants	3H		2M
11. Completing Documentation	Data errors, Data security	2M		1L
12. Reporting Incidents	Incorrect reporting, Delayed response	2M		1L

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13. Using Personal Protective Equipment	PPE misuse, Insufficient protection	3H		1L
14. Communicating With Team	Poor communication, Misunderstandings	2M		1L
15. Reviewing and Adjusting Procedures	Outdated protocols, Non-compliance risks	2M		1L

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16. Emergency Evacuation Drills	Panic reactions, Inadequate evacuation routes	4A		2M
17. Ergonomic Assessments	Poor posture, Inadequate workstation setup	3H		1L
18. Handling Customer Interactions	Aggressive behaviour, Poor communication	3H		1L

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19. Performing Maintenance	Electrical shocks, Missed fault identification	4A		2M
20. Transportation and Movement	Vehicle collisions, Pedestrian safety	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/list-codes-of-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>

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