

## Refurbish Locker Rooms 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<br>HIGH                                   | 3<br>HIGH     | 4<br>ACUTE         | 4<br>ACUTE | 4<br>ACUTE   |                |                                   | <b>Elimination</b><br>Remove the hazard.   |  |
| LIKELY  | 2<br>MODERATE                               | 3<br>HIGH     | 3<br>HIGH          | 4<br>ACUTE | 4<br>ACUTE   | 4A<br>ACUTE    | DO NOT PROCEED                    | <b>Substitution</b><br>Replace the hazard.   |  |
| POSSIBLE  | 1<br>LOW                                    | 2<br>MODERATE | 3<br>HIGH          | 4<br>ACUTE | 4<br>ACUTE   | 3H<br>HIGH     | Review before work starts.        | Isolation<br>Isolate People from the hazard  |  |
| UNLIKELY  | 1<br>LOW                                    | 1<br>LOW      | 2<br>MODERATE      | 3<br>HIGH  | 4<br>ACUTE   | 2M<br>MODERATE | Ensure control measures in place. | <b>Engineering</b><br>Isolate the hazard   |  |
| RARE  | 1<br>LOW                                    | 1<br>LOW      | 2<br>MODERATE      | 3<br>HIGH  | 3<br>HIGH  | 1L<br>LOW      | Monitor and keep records.         | <b>Administrative</b><br>Change  |  |
|   |   |               |                    |            |  |                |                                   | <b>PPE</b>   |  |
| <b>Risk Rating &amp; Required Action:</b>   |   |               |                    |            |  |                |                                   | <b>Notes on Hierarchy of Controls:</b>   |  |
| <b>4A</b> 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:   |  |
| <b>3H</b> Review and approve additional controls before task starts. Senior supervisor sign-off needed.   |   |               |                    |            |  |                |                                   | 1. <b>Eliminate</b>  |  |
| <b>2M</b> Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.   |   |               |                    |            |  |                |                                   | 2. Substitute  |  |
| <b>1L</b> Proceed, following standard operating procedures. Monitor and keep records.   |   |               |                    |            |  |                |                                   | 3. Isolate   |  |
|   |   |               |                    |            |  |                |                                   | 4. Engineering   |  |
|   |   |               |                    |            |  |                |                                   | 5. Administrative  |  |
|   |   |               |                    |            |  |                |                                   | 6. PPE   |  |
| <b>Consequence Scale:</b>   |   |               |                    |            |  |                |                                   | Always document <b>why</b> 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 and trips, Chemical exposure        | 3H           | <ul style="list-style-type: none"> <li>Conduct a pre-work safety briefing</li> <li>Ensure proper PPE is worn by all workers</li> <li>Identify marked safe zones for storage</li> <li>Ensure all tools and equipment are serviceable</li> <li>Review MSDS for chemicals to be used</li> <li>Ensure ventilation systems are operational</li> <li>Instruct workers on emergency procedures</li> <li>Inspect and clear work area of obstructions</li> <li>Ensure all safety signs are clear and visible</li> <li>Order and install spill containment measures</li> </ul> | 2M            |
| 2. Remove Lockers   | Manual handling injuries, Falling objects | 3H           | <ul style="list-style-type: none"> <li>Use mechanical aids or lifting teams for removal</li> <li>Train staff in proper manual handling techniques</li> <li>Ensure area is clear of non-essential personnel</li> <li>Check structural stability before removal</li> <li>Use correct personal protective equipment</li> <li>Conduct safety inspection of tools and gear</li> <li>Plan the route to avoid unnecessary obstacles</li> <li>Use caution when stacking lockers</li> <li>Secure tools not in use</li> <li>Provide appropriate supervision</li> </ul>         | 2M            |
| 3. Isolate Services | Electrical shock, Water leaks             | 4A           | <ul style="list-style-type: none"> <li>De-energise and lock out electrical circuits</li> <li>Conduct water system shut-off</li> <li>Use qualified personnel for service isolation</li> <li>Confirm isolation with testing equipment</li> <li>Communicate isolation procedures to all staff</li> <li>Inspect and tag isolation points</li> <li>Erect barriers and signage at isolation points</li> <li>Ensure alternate lighting is available if needed</li> </ul>  | 2M            |

| 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 |
|                         |   |              | Provide training on isolation procedures<br>Plan isolation to avoid peak usage times   |               |
| 4. Demolition           | Asbestos exposure, Noise pollution      | 4A           | [REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED] | 2M            |
| 5. Sub-floor Inspection | Dust inhalation, Confined space hazards | 3H           | [REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]               | 1L            |
| 6. Install New Plumbing | Water leaks, Tool-related injuries      | 3H           | [REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]   | 2M            |

| 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 |
|                           |                                      |              |  |               |
| 7. Electrical Rewiring    | Electrical shock, Cable trip hazards | 4A           |  | 2M            |
| 8. Partition Installation | Manual handling, Cuts, Bruises       | 3H           |  | 2M            |
| 9. Tiling Floors          | Chemical exposure, Sharp tools       | 3H           |  | 2M            |

| 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 |
|                          |  |              |  |               |
| 10. Paint and Seal Walls | Fume inhalation, Chemical spills           | 3H           |  | 2M            |
| 11. Install Fixtures     | Electrocution, Falling from height         | 4A           |  | 2M            |
| 12. Install Lockers      | Manual handling injuries, Pinching hazards | 3H           |  | 2M            |

| 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 |
|                                |   |              |  |               |
| 13. Conduct Final Inspections  | Tripping hazards, Electrical faults             | 3H           |  | 1L            |
| 14. Staff Training             | Inadequate knowledge, Misuse of facilities      | 3H           |  | 1L            |
| 15. Handover and Documentation | Incomplete documentation, Lack of communication | 2M           |  | 1L            |

| 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 |
|                                 |  |              | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>   |               |
| 16. Clean-Up and Waste Disposal | Dust exposure, Injury from sharp objects | 3H           | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> | 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