

Removing Window Covers 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:								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				
								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	Slippery floors, Obstructed pathways	3H	<ul style="list-style-type: none"> - Conduct a pre-work safety briefing with all personnel - Clear all obstructions from walkways - Use caution signs to indicate any slippery areas - Ensure that all team members are wearing appropriate PPE, including non-slip footwear - Confirm weather conditions are suitable to proceed - Allocate tasks to team members based on skill level and experience - Verify all equipment is in good working order before use - Ensure first aid kit is easily accessible - Obtain necessary permits if required - Review work assessment with team before commencing work 	2M
2. Conduct site inspection	Falling debris, Unstable structures	3H	<ul style="list-style-type: none"> - Use hard hats and other PPE for all team members - Establish exclusion zones around risk areas - Conduct detailed inspection with a qualified structural engineer - Use scaffolding or ladders that meet Australian standards - Identify and mark unstable structures clearly - Limit personnel in high-risk zones - Implement communication protocols using radios or hand signals - Regularly check for loose materials during inspections - Secure tools and equipment properly when not in use - Document all findings and any corrective actions taken 	2M
3. Gather equipment	Manual handling injuries, Equipment failure	2M	<ul style="list-style-type: none"> - Train staff in proper manual handling techniques - Use mechanical aids for lifting heavy items - Maintain tools and equipment through regular inspection and servicing - Ensure all equipment is tagged and tested - Correctly store and organize equipment for easy, safe access - Provide adequate lighting in storage areas - Implement a check-out system for tool usage - Provide appropriate PPE for handling equipment 	1L

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			<ul style="list-style-type: none"> - Limit equipment gathering to trained personnel only - Remove any defective equipment immediately from service 	
4. Erect scaffolding	Height risks, Scaffolding collapse	4A	<ul style="list-style-type: none"> - Erect scaffolding in accordance with manufacturer's instructions - Ensure scaffolding is properly braced and secured - Use fall protection when working at height - Inspect scaffolding before use - Do not overload scaffolding - Use proper climbing techniques - Avoid swinging tools or materials - Keep work area clear of debris - Use ladders when accessing scaffolding - Ensure all openings are properly guarded - Use safety harness and lanyards - Avoid working in adverse weather conditions - Use proper tie-off techniques - Inspect fall protection equipment before use - Do not work under suspended loads - Use proper lifting techniques - Avoid tripping hazards - Use proper footing and balance - Keep hands and feet on ladders or scaffolding - Avoid reaching over the side - Use proper body positioning - Avoid sudden movements - Use proper communication - Establish clear work zones - Use proper signaling - Avoid distractions - Stay alert and focused - Use proper concentration - Avoid fatigue - Take regular breaks - Stay hydrated - Use proper nutrition - Avoid alcohol and drugs - Get adequate rest - Stay healthy - Follow all safety rules - Report any safety concerns - Participate in safety training - Stay up to date on safety regulations - Use common sense - Stay safe 	2M
5. Remove window covers	Glass breakage, Cuts and abrasions	3H	<ul style="list-style-type: none"> - Use proper tools and techniques - Wear eye protection - Use safety glasses - Avoid using power tools - Use hand tools - Use proper cutting techniques - Avoid using sharp tools - Use blunt tools - Use proper lifting techniques - Avoid using heavy tools - Use light tools - Use proper body positioning - Avoid reaching over the side - Use proper footing and balance - Keep hands and feet on ladders or scaffolding - Avoid tripping hazards - Use proper concentration - Avoid distractions - Stay alert and focused - Use proper communication - Establish clear work zones - Use proper signaling - Avoid fatigue - Take regular breaks - Stay hydrated - Use proper nutrition - Avoid alcohol and drugs - Get adequate rest - Stay healthy - Follow all safety rules - Report any safety concerns - Participate in safety training - Stay up to date on safety regulations - Use common sense - Stay safe 	1L
6. Clean work area	Slip hazards, Dust and particles	2M	<ul style="list-style-type: none"> - Sweep floor - Vacuum - Use broom - Use dust mask - Avoid using power tools - Use hand tools - Use proper cutting techniques - Avoid using sharp tools - Use blunt tools - Use proper lifting techniques - Avoid using heavy tools - Use light tools - Use proper body positioning - Avoid reaching over the side - Use proper footing and balance - Keep hands and feet on ladders or scaffolding - Avoid tripping hazards - Use proper concentration - Avoid distractions - Stay alert and focused - Use proper communication - Establish clear work zones - Use proper signaling - Avoid fatigue - Take regular breaks - Stay hydrated - Use proper nutrition - Avoid alcohol and drugs - Get adequate rest - Stay healthy - Follow all safety rules - Report any safety concerns - Participate in safety training - Stay up to date on safety regulations - Use common sense - Stay safe 	1L

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7. Dismantle scaffolding	Falling equipment, Unsecured safety locks	3H		2M
8. Final inspection	Missed hazards, Safety issues	2M		1L
9. Debrief and documentation	Inadequate record keeping, Undefined responsibilities	2M		1L

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10. Restock and replace supplies	Insufficient supplies, Expired safety equipment	2M		1L
11. Conduct safety review	Uncorrected safety procedures, Negligence in ongoing safety culture	2M		1L
12. Update risk assessment	Outdated procedures, Newly identified hazards	2M		1L

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13. Conduct ongoing training	Skill gaps, Improper safety protocol adherence	2M		1L
14. Review regulatory compliance	Non-compliance fines, Operational disruptions	2M		1L
15. Continuous improvement planning	Stagnation, Lack of innovation	2M		1L

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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.