

## Responding To Accidents Or Incidents. 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<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>                                  |

### Risk Rating & Required Action:

|           |   |
|-----------|---|
| <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. |
| <b>3H</b> | Review and approve additional controls before task starts. Senior supervisor sign-off needed.   |
| <b>2M</b> | Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.   |
| <b>1L</b> | Proceed, following standard operating procedures. Monitor and keep records.   |

### Consequence Scale:

| Consequence          | People (injury/illness)                     | Project / Assets   | Compliance / Reputation                                  |
|----------------------|---|--------------------|--|
| <b>Catastrophic</b>  | Fatality or permanent total disability      | project shutdown   | Significant regulator intervention; criminal prosecution |
| <b>Major</b>         | Serious injury/illness (hospital > 5 days)  | critical delay     | Improvement notice; major media coverage                 |
| <b>Moderate</b>      | Medical-treatment injury; lost-time > 1 day | moderate delay     | Minor breach; adverse client comment                     |
| <b>Minor</b>         | First-aid only, no lost time                | negligible delay   | Isolated non-conformance                                 |
| <b>Insignificant</b> | 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:

- Eliminate**
- Substitute
- Isolate
- Engineering
- Administrative
- 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                   | Inadequate planning, Miscommunication              | 3H           | <ul style="list-style-type: none"> <li>- Conduct a thorough risk assessment prior to activities</li> <li>- Establish clear communication protocols</li> <li>- Ensure adequate staffing for tasks</li> <li>- Develop an emergency response plan</li> <li>- Provide specific training for high-risk activities</li> <li>- Verify all equipment is functioning properly</li> <li>- Assign roles and responsibilities clearly</li> <li>- Identify and communicate potential hazards</li> <li>- Ensure First Aid equipment is available and accessible</li> <li>- Engage in a pre-work briefing with all staff involved</li> </ul>                    | 2M            |
| 2. Incident Reporting            | Delays in reporting, Incomplete reports            | 3M           | <ul style="list-style-type: none"> <li>- Create a standard incident reporting procedure</li> <li>- Train all staff in the importance of timely reporting</li> <li>- Use digital reporting tools to streamline process</li> <li>- Encourage open communication about incidents</li> <li>- Designate a team to review reports for completeness</li> <li>- Ensure confidentiality to promote honest reporting</li> <li>- Set up a hotline for immediate reporting</li> <li>- Utilize templates for structured reporting</li> <li>- Establish deadlines for report submissions</li> <li>- Conduct reviews to identify trends and patterns</li> </ul> | 1L            |
| 3. Emergency Response Activation | Slow response time, Improper resource mobilisation | 4A           | <ul style="list-style-type: none"> <li>- Regularly drill emergency response scenarios</li> <li>- Have an emergency contact list updated and posted</li> <li>- Assign roles for emergency situations</li> <li>- Ensure availability and access to emergency gear</li> <li>- Implement rapid notification systems</li> <li>- Evaluate and enhance resource availability</li> <li>- Coordinate with local emergency services in advance</li> <li>- Keep a log of all drills and updates</li> </ul>  | 2M            |

[illegible]

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|--|--|--------------|--|---------------|
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|  |  |              |  |               |
| 7. Communication with Regulators       | Non-compliance, Misinterpretation of regulations | 3H           |  | 1L            |
| 8. Recovery Operations                 | Extended downtime, Resource allocation issues    | 4A           |  | 2M            |
| 9. Review and Update Safety Procedures | Outdated procedures, Overlooked hazards          | 3H           |  | 1L            |

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|--------------------------------------|--|--------------|--|---------------|
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|                                      |  |              |  |               |
| 10. Staff Debrief And Support        | Psychological impact, Lack of closure  | 3H           |  | 2M            |
| 11. Equipment Assessment             | Faulty equipment, Undetected damage    | 4A           |  | 2M            |
| 12. Documentation and Record Keeping | Lost records, Incomplete documentation | 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. Stakeholder Communication   | Misinformation dissemination, Failed expectations  | 3H           |  | 1L            |
| 14. Learning and Development    | Skills gaps, Resistance to change                  | 3H           |  | 1L            |
| 15. Legal and Insurance Liaison | Liability issues, Non-compliance with policy terms | 4A           |  | 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 |
|   |   |              | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>   |               |
| 16. Family and Next of Kin Notification | Emotional distress, Miscommunication      | 4A           | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> | 2M            |
| 17. Compliance Monitoring and Reporting | Regulatory fines, Operational disruptions | 3H           | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> | 1L            |
| 18. Media Management                    | Negative publicity, Information leaks     | 3H           | <div></div> <div></div> <div></div>   | 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 |
|   |   |              |  |               |
| 19. Environmental Assessment and Management | Pollution, Breach of environmental laws         | 4A           |  | 2M            |
| 20. Business Continuity Assessment          | Prolonged interruptions, Loss of customer trust | 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