

Rooftop Access And Work 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				
								<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	ineffective communication, access restriction	3H	<ul style="list-style-type: none"> - Conduct a pre-work briefing to ensure all team members understand the task and their roles - Ensure that communication devices are tested and working - Verify all access permits and authorisations are in place - Establish a point of contact for communication resolution - Secure a designated access area for authorised personnel only - Review and confirm emergency procedures with all workers - Confirm that all team members know the location of and how to use emergency equipment - Ensure all workers are equipped with appropriate protective clothing - Conduct a walk-through of the access area with the team - Confirm the presence and readiness of first-aid responders 	2M
2. Access Point Evaluation	fall from height, slippery surfaces	4H	<ul style="list-style-type: none"> - Inspect the access point for any signs of wear or damage - Verify that the access ladder meets safety standards - Ensure the application of anti-slip coatings on surfaces - Affix suitable signage indicating slippery areas - Use appropriate fall protection equipment - Ensure that guardrails and barriers are secure and properly installed - Conduct a risk assessment of the environment before use - Test the integrity of the anchor points for safety harnesses - Provide training for identification of slippery conditions - Implement a buddy system when accessing high-risk areas 	2M
3. Equipment Use	equipment malfunction, inadequate training	3H	<ul style="list-style-type: none"> - Perform routine equipment checks before use - Confirm all workers are trained and competent in equipment operation - Maintain detailed equipment maintenance logs - Attach operating instructions clearly on equipment - Conduct competency assessments for equipment operators - Ensure availability of backup equipment - Apply lockout/tagout procedures where necessary - Provide instructional materials accessible at the worksite 	1L

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			<ul style="list-style-type: none"> - Deliver additional training sessions for complex equipment - Ensure equipment is stored correctly when not in use to prevent damage 	
4. Weather Monitoring	adverse weather conditions, sudden weather changes	4A	<ul style="list-style-type: none"> - Monitor weather conditions and forecasts - Stop work if weather becomes hazardous - Use appropriate PPE for weather conditions - Have a communication system in place - Have a designated weather watcher - Have a safe area to take shelter - Have a plan for evacuating the site - Have a designated person to monitor weather - Have a designated person to report weather changes - Have a designated person to stop work - Have a designated person to evacuate the site 	1L
5. Edge Work	falling debris, workers falls	4A	<ul style="list-style-type: none"> - Use fall protection equipment - Use proper edge work techniques - Use appropriate PPE for edge work - Have a designated person to monitor edge work - Have a designated person to report edge work hazards - Have a designated person to stop work - Have a designated person to evacuate the site - Have a designated person to monitor debris - Have a designated person to report debris - Have a designated person to stop work - Have a designated person to evacuate the site 	2M
6. Material Handling	manual handling injuries, falling objects	3H	<ul style="list-style-type: none"> - Use proper material handling techniques - Use appropriate PPE for material handling - Have a designated person to monitor material handling - Have a designated person to report material handling hazards - Have a designated person to stop work - Have a designated person to evacuate the site - Have a designated person to monitor falling objects - Have a designated person to report falling objects - Have a designated person to stop work - Have a designated person to evacuate the site 	1L

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7. Task Lighting	poor visibility, glare	2M		1L
8. Hazardous Substance Management	chemical exposure, spills	3H		2M
9. Emergency Procedures	insufficient emergency planning, communication failures	3H		1L

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10. Site Security	unauthorised access, theft	2M		1L
11. Public Safety	public access to dangerous areas, traffic interactions	4A		2M
12. Noise Management	hearing damage, communication difficulties	3H		1L

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13. Tool Safety	tool malfunction, improper use	3H		1L
14. Electrical Safety	electric shock, fire	3H		1L
15. Environmental Considerations	waste mismanagement, pollution	3H		1L

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			<div>1. [REDACTED]</div> <div>2. [REDACTED]</div> <div>3. [REDACTED]</div> <div>4. [REDACTED]</div> <div>5. [REDACTED]</div> <div>6. [REDACTED]</div> <div>7. [REDACTED]</div> <div>8. [REDACTED]</div> <div>9. [REDACTED]</div>	

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.