

Safe Scaffolding Assembly 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	4A ACUTE	DO NOT PROCEED	Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE			3H HIGH	Review before work starts.
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE			2M MODERATE	Ensure control measures in place.
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE			1L LOW	Monitor and keep records.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH				
<div><div><div><div><div>Elimination</div><div>Remove the hazard.</div></div><div><div>Substitution</div><div>Replace the hazard.</div></div><div><div>Isolation</div><div>Isolate People from the hazard</div></div><div><div>Engineering</div><div>Isolate the hazard</div></div><div><div>Administrative</div><div>Change</div></div><div><div>PPE</div><div></div></div></div></div></div>									
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			
						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. Site Inspection	Uneven ground, Obstructions	4A	<ul style="list-style-type: none"> - Conduct a walkthrough to identify hazards. - Ensure the area is clear of obstructions. - Mark any uneven surfaces with warning signs. - Use ground levelling equipment if necessary. - Implement traffic management to prevent collisions. - Secure the working area with barriers. - Consult with site engineer to verify ground integrity. - Use signage to alert to inspection activities. - Engage suitable PPE for inspection team. - Limit access to essential personnel only. 	2M
2. Delivery of Materials	Heavy lifting, Vehicle movement	3M	<ul style="list-style-type: none"> - Schedule deliveries during off-peak hours. - Use forklifts or cranes for unloading. - Ensure certified operators are used for all machinery. - Use proper lifting techniques. - Establish a traffic management plan. - Provide adequate lighting for loading/unloading areas. - Maintain clear pathways. - Use spotters to assist with the movement of vehicles. - Secure materials adequately to prevent shifting. - Conduct toolbox talks on manual handling safety. 	2M
3. Erect Scaffold Base	Falling, Misalignment	4A	<ul style="list-style-type: none"> - Use level bubble to ensure even base placement. - Secure base plates firmly to the ground. - Conduct regular checks during assembly. - Use trip guards and safety barriers around scaffold base. - Employ licenced scaffolders only. - Wear harnesses while working at height. - Implement buddy system to ensure constant monitoring. - Display assembly instructions at worksite. 	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
			- Confirm scaffold alignment with design specifications. - Permit only authorised personnel to access assembly area.	
4. Assemble Vertical Supports	Fall from height, Strain injuries	4A		2M
5. Install Horizontal Braces	Structural failure, Incorrect fitment	3H		2M
6. Setup Platforms and Planks	Platform collapse, Slipping	4A		2M

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7. Secure Access Points	Unauthorised access, Tripping	3H		2M
8. Conduct Load Testing	Excessive stress, Equipment malfunction	3H		1L
9. Visual Inspection	Incomplete assembly, Obstruction	3H		1L

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10. Worker Briefing	Insufficient knowledge, Communication breakdown	3H		1L
11. Daily Safety Checks	Wear and tear, Unreported incidents	3H		2M
12. Scaffold Modifications	Unexpected loads, Insecure components	4A		2M

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13. Weather Monitoring	High winds, Rain	4A		1L
14. Scaffold Dismantling	Structure collapse, Injury from falling debris	4A		2M
15. Documentation & Review	Data inaccuracies, Non-compliance	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.