

**Safety Protocols For Working At After Hours 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:	

SAMPLE

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			<b>Elimination</b> Remove the hazard.																									
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> 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.	<b>Engineering</b> Isolate the hazard																									
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	Administrative Change																									
<b>Risk Rating &amp; Required Action:</b> <table border="1"> <tr> <td><b>4A</b></td> <td>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.</td> </tr> <tr> <td><b>3H</b></td> <td>Review and approve additional controls before task starts. Senior supervisor sign-off needed.</td> </tr> <tr> <td><b>2M</b></td> <td>Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.</td> </tr> <tr> <td><b>1L</b></td> <td>Proceed, following standard operating procedures. Monitor and keep records.</td> </tr> </table>										<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.																
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<b>Notes on Hierarchy of Controls:</b> Remember to apply controls in the preferred order shown by the coloured pyramid: <ol style="list-style-type: none"> <li>1. <b>Eliminate</b></li> <li>2. <b>Substitute</b></li> <li>3. <b>Isolate</b></li> <li>4. <b>Engineering</b></li> <li>5. <b>Administrative</b></li> <li>6. <b>PPE</b></li> </ol> <p>Always document <b>why</b> a lower-order control is accepted if elimination or substitution is not reasonably practicable.</p> <p><i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i></p>																																	
<b>Consequence Scale:</b> <table border="1"> <thead> <tr> <th>Consequence</th> <th>People (injury/illness)</th> <th>Project / Assets</th> <th>Compliance / Reputation</th> </tr> </thead> <tbody> <tr> <td><b>Catastrophic</b></td> <td>Fatality or permanent total disability</td> <td>project shutdown</td> <td>Significant regulator intervention; criminal prosecution</td> </tr> <tr> <td><b>Major</b></td> <td>Serious injury/illness (hospital &gt; 5 days)</td> <td>critical delay</td> <td>Improvement notice; major media coverage</td> </tr> <tr> <td><b>Moderate</b></td> <td>Medical-treatment injury; lost-time &gt; 1 day</td> <td>moderate delay</td> <td>Minor breach; adverse client comment</td> </tr> <tr> <td><b>Minor</b></td> <td>First-aid only, no lost time</td> <td>negligible delay</td> <td>Isolated non-conformance</td> </tr> <tr> <td><b>Insignificant</b></td> <td>No injury</td> <td>no schedule impact</td> <td>Deviation caught and corrected on site</td> </tr> </tbody> </table>										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
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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 Access	Slips or trips, Unsecured premises	3H	<ul style="list-style-type: none"> <li>- Ensure sufficient lighting is available at entrance points.</li> <li>- Use non-slip mats at doorways.</li> <li>- Require swipe card access to secure buildings.</li> <li>- Conduct daily checks on lighting systems.</li> <li>- Keep entrance clear of obstacles.</li> <li>- Install CCTV surveillance.</li> <li>- Setup emergency contact system.</li> <li>- Display clear signage for restricted access areas.</li> <li>- Engage overnight security personnel.</li> <li>- Develop an emergency response plan for security breaches.</li> </ul>	1L
2. Equipment Check	Faulty equipment, Electrical shocks	4M	<ul style="list-style-type: none"> <li>- Implement a regular equipment maintenance schedule.</li> <li>- Train workers on the identification of equipment faults.</li> <li>- Use voltage-insulated electrical tools.</li> <li>- Test and tag all electrical equipment periodically.</li> <li>- Provide workers with checklists for equipment inspection.</li> <li>- Employ licensed electricians for repairs.</li> <li>- Deactivate faulty equipment until repaired.</li> <li>- Equip switches and sockets with RCD protection.</li> <li>- Use insulated gloves and protective clothing.</li> <li>- Display signage on faulty equipment to prevent use.</li> </ul>	2M
3. Work Area Setup	Space obstruction, Poor lighting	3H	<ul style="list-style-type: none"> <li>- Arrange furniture and tools to allow clear pathways.</li> <li>- Employ adjustable lighting fixtures tailored to task needs.</li> <li>- Ensure emergency exits are unobstructed.</li> <li>- Label equipment and layouts clearly for ease of identification.</li> <li>- Install lighting in shadow-prone areas.</li> <li>- Conduct regular lighting maintenance checks.</li> <li>- Provide mobile lighting towers if necessary.</li> <li>- Use high-visibility tape on pathways for better guidance.</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Secure objects that might fall in workspaces.</li> <li>- Implement regular supervision checks.</li> </ul>	
4. Hazardous Material Handling	Chemical spills, Toxic exposure	4A	<p>[REDACTED]</p>	2M
5. Electrical Safety Check	Shock hazards, Electrical fires	4A	<p>[REDACTED]</p>	1L
6. Personal Protective Equipment (PPE)	Inadequate protection, Improper usage	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L

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			[REDACTED]	
7. Emergency Procedures Drill	Emergency unpreparedness, Ineffective communication	4A	[REDACTED]	2M
8. Work Alone Procedures	Isolation in crisis, Delayed response to injury	4A	[REDACTED]	2M
9. Access to Medical Assistance	Delayed medical response, Inadequate first aid resources	4A	[REDACTED]	2M

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			[REDACTED]	
10. Maintenance Tasks	Mechanical failure, Unexpected equipment operation	4A	[REDACTED]	2M
11. Lighting and Visibility Checks	Poor visibility, Light malfunction	3H	[REDACTED]	1L
12. Security Protocols	Unauthorised access, Theft	4A	[REDACTED]	1L

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			[REDACTED]	
13. Work Area Clean-up	Waste build-up, Contaminated work surfaces	3H	[REDACTED]	1L
14. Communication Protocols	Information loss, Miscommunication	3H	[REDACTED]	2M
15. Record Keeping and Documentation	Inaccurate records, Data breach	4A	[REDACTED]	1L

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			[REDACTED]	
16. Energy Source Management	Fuel spills, Power overload	4A	[REDACTED]	2M
17. Access to Facilities	Restricted access, Faulty infrastructure	3H	[REDACTED]	1L
18. Incident Reporting and Investigation	Underreporting, Delayed response	4A	[REDACTED]	2M

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			[REDACTED]	
19. Visitor Management Procedures	Unscreened visitors, Visitor lost or injured	3H	[REDACTED]	1L

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 FOR 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-of-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/work-places-and-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>

**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/work-places/codes-of-practice#COPs>

**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

**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.

