

## Scaffolding 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			<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.	<b>Administrative</b> 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	Slipping on wet surfaces, Incorrect tools	3H	<ul style="list-style-type: none"> <li>- Conduct a pre-start meeting to outline procedures</li> <li>- Ensure all team members have appropriate training</li> <li>- Confirm ground surfaces are clean and dry</li> <li>- Use signage to indicate slippery areas</li> <li>- Provide training on tool use and maintenance</li> <li>- Check weather conditions prior to work commencement</li> <li>- Designate a safety officer to oversee operations</li> <li>- Implement permit-to-work system</li> <li>- Secure all equipment and materials on site</li> <li>- Use slip mats where possible</li> </ul>	2M
2. Delivery of Equipment	Manual handling injuries, Traffic collisions	3H	<ul style="list-style-type: none"> <li>- Utilise mechanical aids to reduce manual handling</li> <li>- Engage trained personnel for lifting tasks</li> <li>- Schedule deliveries to avoid peak traffic times</li> <li>- Implement traffic management plan</li> <li>- Brief delivery drivers on site-specific protocols</li> <li>- Ensure designated delivery zones are clear</li> <li>- Use spotters for vehicle movements</li> <li>- Apply reflective clothing for visibility</li> <li>- Lock secure truck wheels during unloading</li> <li>- Perform pre-delivery equipment checks</li> </ul>	1L
3. Erecting Base	Falling objects, Insecure scaffold	4A	<ul style="list-style-type: none"> <li>- Barricade the area with safety signage</li> <li>- Use hard hats at all times</li> <li>- Align frames with safe work procedures</li> <li>- Double-check all connections</li> <li>- Secure scaffold to a fixed structure</li> <li>- Regularly inspect components during erection</li> <li>- Use scaffolding certified personnel</li> <li>- Implement exclusion zones underneath</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Prevent unauthorized access</li> <li>- Ensure even ground for a stable base</li> </ul>	
4. Access Installation	Unsafe access, Improper ladder use	3H	<ul style="list-style-type: none"> <li>- Use proper ladder techniques</li> <li>- Ensure ladders are fully extended and opened</li> <li>- Use fall protection when working at height</li> <li>- Maintain three points of contact</li> <li>- Do not overreach</li> <li>- Use ladders with proper load capacity</li> <li>- Inspect ladders for damage before use</li> <li>- Use ladders on even, stable ground</li> <li>- Avoid carrying loads while climbing</li> <li>- Use proper climbing posture</li> <li>- Do not use ladders as a platform</li> <li>- Use ladders with non-slip feet</li> <li>- Avoid using ladders on uneven surfaces</li> <li>- Use ladders with proper height</li> <li>- Use ladders with proper width</li> <li>- Use ladders with proper material</li> <li>- Use ladders with proper design</li> <li>- Use ladders with proper safety features</li> <li>- Use ladders with proper maintenance</li> <li>- Use ladders with proper storage</li> <li>- Use ladders with proper handling</li> <li>- Use ladders with proper disposal</li> </ul>	2M
5. Scaffold Bracing	Collapse, Misalignment	4A	<ul style="list-style-type: none"> <li>- Ensure scaffolding is properly braced</li> <li>- Use proper bracing techniques</li> <li>- Ensure bracing is secure and tight</li> <li>- Use proper bracing materials</li> <li>- Inspect bracing for damage before use</li> <li>- Use bracing with proper load capacity</li> <li>- Avoid overloading the scaffold</li> <li>- Use proper climbing techniques</li> <li>- Maintain three points of contact</li> <li>- Do not overreach</li> <li>- Use proper safety harness</li> <li>- Use proper fall protection</li> <li>- Use proper safety netting</li> <li>- Use proper safety barriers</li> <li>- Use proper safety signage</li> <li>- Use proper safety training</li> <li>- Use proper safety equipment</li> <li>- Use proper safety procedures</li> <li>- Use proper safety protocols</li> <li>- Use proper safety standards</li> <li>- Use proper safety regulations</li> <li>- Use proper safety laws</li> <li>- Use proper safety codes</li> <li>- Use proper safety standards</li> <li>- Use proper safety regulations</li> <li>- Use proper safety laws</li> <li>- Use proper safety codes</li> </ul>	2M
6. Scaffold Completion	Incomplete scaffold, Weak joints	3H	<ul style="list-style-type: none"> <li>- Ensure scaffold is fully assembled</li> <li>- Use proper assembly techniques</li> <li>- Ensure all joints are secure and tight</li> <li>- Use proper assembly materials</li> <li>- Inspect assembly for damage before use</li> <li>- Use assembly with proper load capacity</li> <li>- Avoid overloading the scaffold</li> <li>- Use proper climbing techniques</li> <li>- Maintain three points of contact</li> <li>- Do not overreach</li> <li>- Use proper safety harness</li> <li>- Use proper fall protection</li> <li>- Use proper safety netting</li> <li>- Use proper safety barriers</li> <li>- Use proper safety signage</li> <li>- Use proper safety training</li> <li>- Use proper safety equipment</li> <li>- Use proper safety procedures</li> <li>- Use proper safety protocols</li> <li>- Use proper safety standards</li> <li>- Use proper safety regulations</li> <li>- Use proper safety laws</li> <li>- Use proper safety codes</li> <li>- Use proper safety standards</li> <li>- Use proper safety regulations</li> <li>- Use proper safety laws</li> <li>- Use proper safety codes</li> </ul>	1L

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7. Platform Decking	Uneven platforms, Trip hazards	3H		1L
8. Safety Checks	Interference in checks, Unidentified defects	3H		1L
9. Loading Scaffold	Overloading, Dropped loads	3H		2M

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10. Scaffold Use	Unqualified use, Fall from heights	4A		2M
11. Modifications	Unplanned changes, Structural integrity	3H		2M
12. External Influences	Weather impacts, Environmental factors	4A		3H

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13. Dismantling	Falling components, Unstable disassembly	3H		1L
14. Post-Dismantling Inspection	Missed component, Hidden hazards	2M		1L
15. Documentation and Review	Incorrect records, Compliance issues	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.