

Securing Fixture Brackets 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			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:

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

Consequence Scale:

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

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 training, incorrect tools	3H	<ul style="list-style-type: none"> - Ensure all workers are adequately trained in securing fixture brackets - Verify competence with practical assessment - Provide clear instructions and safe work procedures - Use the correct tools specified for the task - Inspect tools for damage before use - Ensure all PPE is available and in good condition - Brief team on potential risks and safety measures - Designate safety officer for monitoring - Establish an emergency response plan - Set up communication plan for the team 	2M
2. Selecting Brackets	choosing wrong type, overloading	3H	<ul style="list-style-type: none"> - Follow manufacturer specifications for bracket selection - Confirm load capacity and application - Consult with design engineers if necessary - Check all compliance certificates for materials - Use visual indicators to verify correct bracket type - Incorporate a review process by a second team member - Train staff on differences in bracket types - Keep a detailed log of selected brackets - Mark brackets with identification tags - Store extra brackets in a designated area 	1L
3. Inspecting Work Area	tripping hazards, poor lighting	3H	<ul style="list-style-type: none"> - Conduct site inspection before work commences - Remove all items causing tripping hazards - Use adequate lighting equipment - Install temporary lighting where necessary - Place warning signs in poorly lit areas - Ensure walkways are clear and marked - Assign a safety warden to oversee area set-up - Use non-slip mats if needed 	2M

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			<ul style="list-style-type: none"> - Limit access to work area until safe - Follow checklist for work area inspection 	
4. Installing Safety Barriers	unauthorised access, fall hazards	4A	<ul style="list-style-type: none"> - Erect safety barriers to restrict access to work area - Use safety tape to mark off work area - Post warning signs at all access points - Assign a competent person to monitor access - Use fall protection for workers at height - Ensure all workers are trained in safe work practices - Conduct regular safety inspections - Maintain clear walkways and exits - Use proper lifting techniques - Wear appropriate PPE at all times - Establish a no-smoking policy - Keep work area clean and free of clutter - Use hand tools correctly - Avoid overexertion - Take regular breaks - Communicate effectively with team members - Follow all safety protocols - Report any incidents immediately - Keep first aid kit accessible - Have fire extinguisher nearby - Know emergency exit routes - Use proper storage for materials - Secure all equipment after use - Lock out/tag out equipment when working on it - Use ladders safely - Avoid tripping hazards - Use proper body mechanics - Stay hydrated - Use proper footwear - Keep work area well-lit - Use proper ventilation - Avoid working in extreme weather - Use proper tie-off techniques - Maintain three points of contact - Avoid sudden movements - Use proper hand signals - Keep a clear line of sight - Use proper communication - Follow all safety instructions - Stay alert and focused - Avoid distractions - Use proper posture - Take breaks when needed - Stay calm and composed - Use proper decision-making - Follow all safety rules - Stay safe at all times 	2M
5. Assembling Equipment	incorrect assembly, manual handling injuries	3H	<ul style="list-style-type: none"> - Read and understand assembly instructions - Use correct tools and equipment - Follow proper assembly sequence - Use proper lifting techniques - Avoid overexertion - Take regular breaks - Communicate with team members - Follow all safety protocols - Report any incidents immediately - Keep first aid kit accessible - Have fire extinguisher nearby - Know emergency exit routes - Use proper storage for materials - Secure all equipment after use - Lock out/tag out equipment when working on it - Use ladders safely - Avoid tripping hazards - Use proper body mechanics - Stay hydrated - Use proper footwear - Keep work area well-lit - Use proper ventilation - Avoid working in extreme weather - Use proper tie-off techniques - Maintain three points of contact - Avoid sudden movements - Use proper hand signals - Keep a clear line of sight - Use proper communication - Follow all safety instructions - Stay alert and focused - Avoid distractions - Use proper posture - Take breaks when needed - Stay calm and composed - Use proper decision-making - Follow all safety rules - Stay safe at all times 	2M
6. Positioning Brackets	working at heights, repetitive strain	3H	<ul style="list-style-type: none"> - Use proper tie-off techniques - Maintain three points of contact - Avoid sudden movements - Use proper hand signals - Keep a clear line of sight - Use proper communication - Follow all safety instructions - Stay alert and focused - Avoid distractions - Use proper posture - Take breaks when needed - Stay calm and composed - Use proper decision-making - Follow all safety rules - Stay safe at all times 	2M

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7. Securing Brackets	tool slippage, cross-threading	4A		2M
8. Verification	missed connection, incorrect installation	3H		1L
9. Cleaning Work Area	slip hazards, exposure to debris	3H		1L

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10. Final Inspection	oversights, wear and tear	3H		1L
11. Dismantling Scaffold/Barriers	falling objects, equipment instability	4A		2M
12. Reviewing Work Process	failure to identify risks, non-compliance	3H		1L

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13. Signing Off Work	administrative errors, insufficient documentation	3H		1L
14. Feedback Collection	retaliation, ineffective communication	3H		1L
15. Continuous Improvement	complacency, failure to adapt	3H		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.