

Security Checks At Gangway 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:

1. **Eliminate**
2. **Substitute**
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. Preparation	Weather conditions, Inadequate personal protective equipment (PPE)	3H	<ul style="list-style-type: none"> - Check weather forecasts and plan accordingly - Ensure all staff are equipped with and wear appropriate PPE - Conduct pre-shift briefings about potential weather impacts - Provide additional training on weather-related hazards - Establish an emergency plan for extreme weather - Verify equipment suitability for weather conditions - Schedule regular breaks to mitigate weather exhaustion - Install weather shields or canopies where practical - Use non-slip surfaces to prevent slips due to moisture - Monitor weather continuously and adapt plans as needed 	2M
2. Briefing	Miscommunication, Language barriers	3L	<ul style="list-style-type: none"> - Conduct briefings in a quiet, undisturbed area - Use visual aids to enhance understanding - Provide written summaries of briefings in multiple languages - Employ translators for workers with limited English proficiency - Encourage questions and feedback during briefings - Use a standardised briefing checklist - Conduct comprehension checks post-briefing - Implement buddy systems for peer explanations - Record briefings for future reference - Ensure all staff sign off on understanding briefing 	1L
3. Equipment Inspection	Faulty equipment, Expired inspection certificates	4A	<ul style="list-style-type: none"> - Conduct daily inspections of equipment before use - Maintain a rigorous schedule of equipment maintenance - Train staff in equipment inspection techniques - Use inspection checklists to ensure thoroughness - Replace faulty equipment immediately - Verify validity of inspection certificates - Document and track all equipment inspections and maintenance - Use only certified and approved equipment 	2M

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			<ul style="list-style-type: none"> - Tag and remove unsafe equipment from service - Report equipment faults immediately to supervisors. 	
4. Access Control	Unauthorised access, Tailgating	3H	<ul style="list-style-type: none"> - Establish and enforce access control procedures - Use physical barriers to restrict access - Monitor access points for suspicious activity - Conduct regular security audits - Implement a zero-tolerance policy for unauthorized access - Train staff on access control procedures - Use surveillance cameras to monitor access points - Establish a clear chain of command for access control - Implement a strict policy on tailgating - Use physical barriers to restrict access - Monitor access points for suspicious activity - Conduct regular security audits - Implement a zero-tolerance policy for unauthorized access - Train staff on access control procedures - Use surveillance cameras to monitor access points - Establish a clear chain of command for access control 	2M
5. Screening Passengers	Aggressive behaviour, Concealed weapons	4A	<ul style="list-style-type: none"> - Establish and enforce screening procedures - Use physical barriers to restrict access - Monitor access points for suspicious activity - Conduct regular security audits - Implement a zero-tolerance policy for unauthorized access - Train staff on screening procedures - Use surveillance cameras to monitor access points - Establish a clear chain of command for screening - Implement a strict policy on aggressive behaviour - Use physical barriers to restrict access - Monitor access points for suspicious activity - Conduct regular security audits - Implement a zero-tolerance policy for unauthorized access - Train staff on screening procedures - Use surveillance cameras to monitor access points - Establish a clear chain of command for screening 	3H
6. Bag Checks	Explosive devices, Sharp objects	4A	<ul style="list-style-type: none"> - Establish and enforce bag check procedures - Use physical barriers to restrict access - Monitor access points for suspicious activity - Conduct regular security audits - Implement a zero-tolerance policy for unauthorized access - Train staff on bag check procedures - Use surveillance cameras to monitor access points - Establish a clear chain of command for bag checks - Implement a strict policy on explosive devices - Use physical barriers to restrict access - Monitor access points for suspicious activity - Conduct regular security audits - Implement a zero-tolerance policy for unauthorized access - Train staff on bag check procedures - Use surveillance cameras to monitor access points - Establish a clear chain of command for bag checks 	2M

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7. Passenger Identification	Forgery, Identity theft	3H		2M
8. Emergency Procedures Review	Lack of knowledge, poor response time	3H		2M
9. Communication Equipment Check	Equipment failure, Signal interference	3H		1L

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10. Dockside Surveillance	Blind spots, Vandalism	3H		2M
11. Access Pathway Inspection	Trip hazards, Ill-defined pathways	3H		2M
12. Contractor Management	Unqualified staff, Safety breaches	4A		2M

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13. Traffic Management	Vehicle accidents, Pedestrian injuries	4A		2M
14. Incident Reporting	Untimely reports, Incorrect incident details	3H		2M
15. Shift Handover	Information loss, Missed hazards	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.