

Security System Installation 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	Inadequate planning, Lack of tools	3H	<ul style="list-style-type: none"> - Conduct a site survey before starting work - Equip all workers with necessary tools and personal protective equipment - Develop a detailed work plan in consultation with clients - Ensure all workers are briefed on site-specific hazards - Ensure all necessary permits and documentation are in place - Conduct a pre-work briefing for all team members - Confirm availability of any required materials - Schedule work to minimise disruption to the client's activities - Create a communication plan in case of unexpected issues - Verify the qualification and experience of installation personnel 	2M
2. Transport of Equipment	Manual handling injuries, Equipment damage	3H	<ul style="list-style-type: none"> - Use mechanical aids for heavy lifting - Train workers on proper manual handling techniques - Secure equipment properly during transportation - Check vehicle for load capacity compliance - Use protective padding to avoid damage to equipment - Plan transport route to avoid traffic congestions - Assign multiple workers for loading and unloading - Use appropriate vehicles designed for equipment transport - Conduct a pre-transport checklist verification - Ensure drivers have proper licenses and are trained 	1L
3. Site Access	Trip hazards, Unauthorised access	3H	<ul style="list-style-type: none"> - Ensure clear markings of access paths - Install temporary barriers around trip hazards - Use signage to direct personnel - Verify security clearance for authorised entries - All visitors are to be escorted at all times - Use cordons to section off work areas - Conduct site induction for all personnel - Install access control systems where necessary 	2M

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			- Perform regular site inspection for hazards - Reinforce awareness of emergency exit routes	
4. Tool Inspection	Faulty equipment, Inadequate safety inspection	3H	1. Inspect tools before use. 2. Report damaged tools. 3. Use safety equipment. 4. Follow safety protocols. 5. Receive training. 6. Use proper technique. 7. Maintain tools. 8. Use PPE. 9. Clear work area. 10. Communicate with team.	1L
5. Electrical Supply Connection	Electrocution, Short circuit	4A	1. De-energize system. 2. Lockout/Tagout. 3. Verify no voltage. 4. Use insulated tools. 5. Wear PPE. 6. Follow wiring diagrams. 7. Test connections. 8. Insulate live parts. 9. Avoid wet conditions. 10. Seek help if unsure.	2M
6. Mounting the Components	Falling objects, Incorrect installation	4A	1. Secure work area. 2. Use proper lifting techniques. 3. Wear PPE. 4. Follow installation instructions. 5. Use correct fasteners. 6. Check alignment. 7. Tighten bolts properly. 8. Avoid overexertion. 9. Clear path below. 10. Communicate with team.	2M

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7. Cable Routing	Tripping, Cable damage	3H		1L
8. Programming the System	Software errors, Data loss	3H		2M
9. Testing the System	False alarms, System failure	4A		2M

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10. Training the Users	Misuse, Lack of knowledge	3H		1L
11. System Handover	Incomplete documentation, Untrained staff takeover	3H		1L
12. Maintenance Scheduling	Overlooked maintenance, System degradation	3H		1L

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13. Review and Audit	Neglected issues, Non-compliance	3H		1L
14. Emergency Procedures	Emergency situation confusion, Inadequate emergency p	4A		2M
15. Post-Install Evaluation	Undetected performance issues, Client dissatisfaction	3H		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. System Backup and Recovery	Data loss, System vulnerability	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M

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.