

Security Work Risk Assessment

Business Name:		ABN:
Business Address:		
Contact Person:	Phone:	Email:

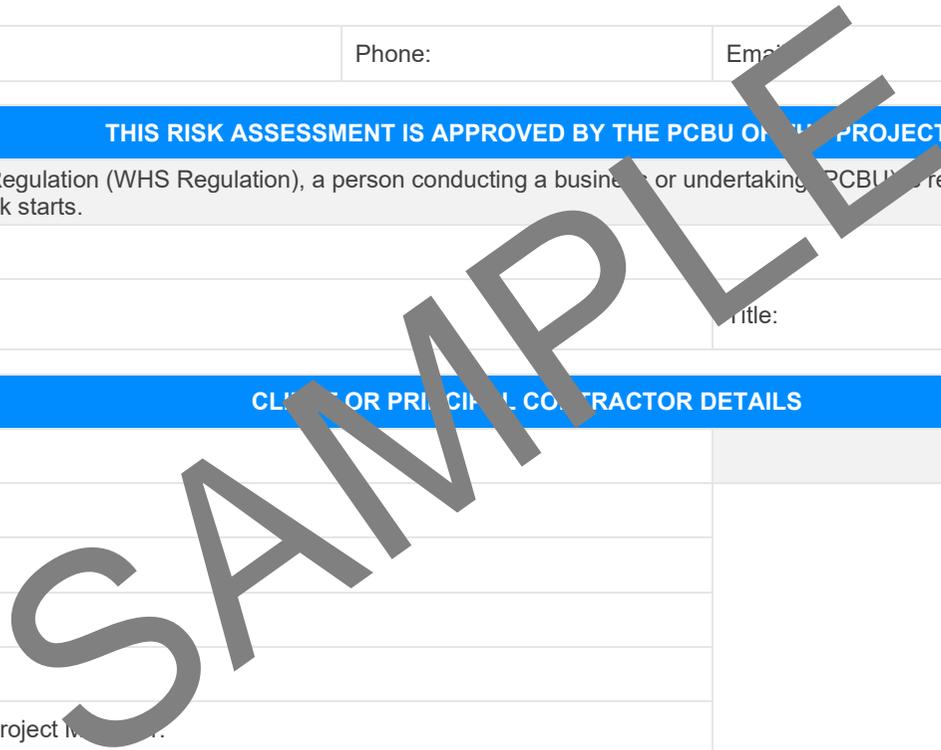
THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS PROJECT

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:	



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	
								PPE	

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:

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	unauthorised access, equipment malfunction	4A	<ul style="list-style-type: none"> <li>- Conduct comprehensive site evaluation</li> <li>- Install robust access control systems</li> <li>- Test all security equipment before deployment</li> <li>- Train personnel in emergency response protocols</li> <li>- Distribute communication devices to all team members</li> <li>- Implement a buddy system for operation checks</li> <li>- Ensure operational readiness through regular drills</li> <li>- Develop emergency contact lists</li> <li>- Ensure availability of personal protective equipment (PPE)</li> <li>- Document all procedures in a centralised location</li> </ul>	3H
2. Site Entry	slip and trip, vehicle interaction	4M	<ul style="list-style-type: none"> <li>- Clear entry path of obstacles</li> <li>- Wear high visibility clothing</li> <li>- Establish secured pedestrian pathways</li> <li>- Implement speed limits for site vehicles</li> <li>- Ensure clear and visible signage</li> <li>- Conduct entry briefings for all personnel</li> <li>- Use cones and barriers to delineate safe areas</li> <li>- Ensure adequate lighting at entry points</li> <li>- Regular inspection of entry areas</li> <li>- Provide guidance on safe interaction with site vehicles</li> </ul>	2M
3. Patrol Routes	physical assault, animal encounters	4A	<ul style="list-style-type: none"> <li>- Conduct risk assessment of the patrol route</li> <li>- Equip personnel with personal alarm devices</li> <li>- Provide wildlife awareness training</li> <li>- Ensure regular patrols at varied times</li> <li>- Establish check-in procedures</li> <li>- Use security cameras to monitor routes</li> <li>- Carry defensive tools within legal limits</li> <li>- Perform friendly community liaison activities</li> </ul>	2M

SAMPLE

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
			<ul style="list-style-type: none"> <li>- Ensure clear paths are maintained</li> <li>- Implement mobile communication protocols</li> </ul>	
4. Monitoring and Surveillance	equipment failure, cybersecurity breach	4A	[REDACTED]	3H
5. Crowd Control	crowd crush, verbal harassment	4A	[REDACTED]	2M
6. Incident Response	delayed reaction, communication breakdown	4A	[REDACTED]	2M

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			[REDACTED]	
7. Equipment Handling	lifting injuries, electrical hazards	3H	[REDACTED]	2M
8. Conflict Management	physical confrontation, emergency distress	4A	[REDACTED]	2M
9. Emergency Evacuation	panic, unclear exit routes	4A	[REDACTED]	2M

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			[REDACTED]	
10. Communication Systems	signal loss, inadequate coverage	3H	[REDACTED]	2M
11. Access Control	unauthorised access attempts, tailgating	4A	[REDACTED]	3H
12. Reporting Procedures	incomplete information, delayed reporting	2M	[REDACTED]	1L

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			[REDACTED]	
13. First Aid Response	inadequate supplies, insufficient training	3H	[REDACTED]	1L
14. Shift Handover	miscommunication, procedural oversight	3H	[REDACTED]	1L
15. Surveillance Data Management	data breach, data loss	4A	[REDACTED]	2M

SAMPLE

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			[REDACTED]	
16. Equipment Maintenance	mechanical failures, inadequate inspection	3H	[REDACTED]	2M
17. Threat Assessment	missed threats, false alarms	4A	[REDACTED]	3H
18. Access to Restricted Areas	unauthorised entry, information leakage	4A	[REDACTED]	2M

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			[REDACTED]	
19. Personal Safety Protocols	job-related stress, fatigue	3H	[REDACTED]	1L
20. Security Breach Investigation	evidence contamination, misinterpretation of data	4A	[REDACTED]	2M

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/lis>

**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/workplaces-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/workplaces/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.

