

Setting Up Signage, Barriers And Warning Devices 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			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 equipment, insufficient training	3H	<ul style="list-style-type: none"> - Conduct a site survey to identify specific requirements - Ensure staff have received comprehensive training - Assemble necessary signage and barrier materials - Verify all equipment is in good working condition - Create a plan detailing the setup procedure - Check weather reports and prepare for adverse conditions - Establish communication with on-site personnel - Document preparation activities and approvals - Carry out a toolbox talk with the team - Review emergency procedures 	2M
2. Site Assessment	site-specific dangers, hidden obstacles	4H	<ul style="list-style-type: none"> - Perform a detailed site walk-through - Identify any potential hazards or obstacles - Engage with site representatives for additional insights - Mark areas where signage and barriers are needed - Use detection equipment to find hidden obstacles - Develop a site-specific risk management plan - Implement temporary controls around identified dangers - Ensure clear pathways for access and egress - Update risk assessments after the walk-through - Document findings and share with team members 	2M
3. Transportation of Materials	manual handling injuries, vehicle movement	3H	<ul style="list-style-type: none"> - Use trolleys and mechanical aids for transporting materials - Plan routes to minimise interaction with vehicle traffic - Ensure licensed operators for transport vehicles - Adhere to safe lifting techniques during manual handling - Equip vehicles with reversing alarms and cameras - Secure loads to prevent shifting during transport - Clearly mark pedestrian routes within transport areas - Conduct pre-use checks on transport equipment 	2M

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			<ul style="list-style-type: none"> - Ensure visibility vests are worn by all personnel - Establish communication channels for transport coordination 	
4. Setting Up Signage	falling objects, incorrect placement	3H	<ul style="list-style-type: none"> - Use proper lifting techniques to avoid injury - Ensure signage is placed at the correct height and angle - Use safety harnesses when working at heights - Establish a clear work area and restrict access to unauthorized personnel - Use proper storage techniques for signage to prevent falling objects - Conduct regular inspections of signage for damage or wear - Use proper communication protocols to coordinate with other workers - Ensure signage is clearly visible and legible - Use proper handling techniques to avoid damage to signage - Establish a system for tracking and maintaining signage 	1L
5. Installing Barriers	trip hazards, barrier failure	3H	<ul style="list-style-type: none"> - Use proper lifting techniques to avoid injury - Ensure barriers are installed at the correct height and angle - Use safety harnesses when working at heights - Establish a clear work area and restrict access to unauthorized personnel - Use proper storage techniques for barriers to prevent falling objects - Conduct regular inspections of barriers for damage or wear - Use proper communication protocols to coordinate with other workers - Ensure barriers are clearly visible and legible - Use proper handling techniques to avoid damage to barriers - Establish a system for tracking and maintaining barriers 	1L
6. Setting Up Warning Devices	device malfunction, distracting noises	3H	<ul style="list-style-type: none"> - Use proper lifting techniques to avoid injury - Ensure warning devices are installed at the correct height and angle - Use safety harnesses when working at heights - Establish a clear work area and restrict access to unauthorized personnel - Use proper storage techniques for warning devices to prevent falling objects - Conduct regular inspections of warning devices for damage or wear - Use proper communication protocols to coordinate with other workers - Ensure warning devices are clearly visible and legible - Use proper handling techniques to avoid damage to warning devices - Establish a system for tracking and maintaining warning devices 	2M

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7. Testing and Verification	incomplete setup, incorrect functioning	4A		2M
8. Monitoring and Maintenance	environmental changes, or degradation	4A		2M
9. Dismantling Setup	manual handling, unidentified hazards	3H		2M

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10. Debrief and Documentation	inadequate feedback, incomplete records	3H		1L
11. Review and Improvement	outdated procedures, recurring issues	3H		1L
12. Implementing Learnings	inadequate implementation, resistance to change	3H		2M

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13. Feedback Loop	miscommunication, delayed response	3H		2M
14. Emergency Preparedness	unforeseen incidents, poor response protocols	4A		2M
15. Audit and Compliance	non-compliance, oversight issues	4A		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. End of Day Protocol	incomplete closure, security breaches	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L

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.