

**Shoring And Underpinning 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:	

SAMPLE

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.	<b>Administrative</b> Change	
								<b>PPE</b>	

  

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. Site Assessment	Uneven ground, Undetected underground services	4A	<ul style="list-style-type: none"> <li>Conduct a thorough site inspection by qualified personnel</li> <li>Use service detection equipment</li> <li>Mark and communicate areas of concern</li> <li>Develop a detailed site plan indicating hazards</li> <li>Ensure site access is clear and safe</li> <li>Provide training on hazard identification</li> <li>Verify with local service providers</li> <li>Maintain clear communication among workers</li> <li>Use personal protective equipment (PPE)</li> <li>Have emergency procedures in place</li> </ul>	2M
2. Permits and Approvals	Non-compliance with regulations, Delays in project start	3L	<ul style="list-style-type: none"> <li>Apply for necessary permits early</li> <li>Ensure all documentation is up to date</li> <li>Engage with local authorities</li> <li>Assign responsibilities to track permit progress</li> <li>Keep copies of all permits on site</li> <li>Conduct regular compliance checks</li> <li>Communicate requirements to all team members</li> <li>Schedule tasks only after permits are received</li> <li>Have a contingency plan for delays</li> <li>Regularly review regulatory changes</li> </ul>	1L
3. Equipment Inspection	Faulty equipment, Inadequate equipment for task	4A	<ul style="list-style-type: none"> <li>Conduct regular inspections by certified technicians</li> <li>Log all inspection results and actions taken</li> <li>Ensure all equipment meets relevant standards</li> <li>Retire and replace equipment where necessary</li> <li>Provide thorough training for all operators</li> <li>Create a maintenance schedule</li> <li>Have a system for reporting equipment faults</li> <li>Verify equipment capabilities</li> </ul>	2M

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			Maintain spare parts and tools Ensure all equipment is properly stored	
4. Shoring Design	Design flaws, Inadequate support leading to collapse	4A	[REDACTED]	1L
5. Material Delivery	Heavy lifting risks traffic hazards	3H	[REDACTED]	2M
6. Site Preparation	Injury from tools, Trips from debris	3H	[REDACTED]	1L

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			[REDACTED]	
7. Excavation Work	Cave-ins, Exposure to hazardous substances	4A	[REDACTED]	2M
8. Installation of Shoring	Improper installation, Tool injuries	4A	[REDACTED]	1L
9. Underpinning Work	Foundation instability, Concrete curing issues	4A	[REDACTED]	2M

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			[REDACTED]	
10. Monitoring and Adjustment	Unexpected ground movement, Design alterations	3H	[REDACTED]	1L
11. Disengagement and Removal of Shoring	Collapse during removal, Inadequate ground backfill	4A	[REDACTED]	2M
12. Site Clean-up	Debris hazards, Waste disposal issues	2M	[REDACTED]	1L

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			[REDACTED]	
13. Post-Project Review	Unrecognized hazards, Incomplete documentation	2M	[REDACTED]	1L
14. Training and Education	Insufficient training, Lack of awareness	3H	[REDACTED]	1L
15. Communication Procedures	Miscommunication, Delayed information sharing	3H	[REDACTED]	1L

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			[REDACTED]	
16. Emergency Response Planning	Inadequate emergency procedures, Delayed emergency response	4A	[REDACTED]	2M
17. Work Scheduling	Overtime leading to fatigue, Resource misallocation	3H	[REDACTED]	1L
18. Worker Welfare	Physical strain, Mental stress	3H	[REDACTED]	1L

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			[REDACTED]	
19. Environmental Management	Soil contamination, Excessive noise pollution	3H	[REDACTED]	2M
20. Stakeholder Management	Community dissatisfaction, Delayed approval processes	3H	[REDACTED]	1L

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/list-of-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/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.

