

Site Inspections Post-Storm 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:

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. Review Weather Reports	inaccurate data, rapid weather changes	3H	<ul style="list-style-type: none"> - Check latest weather updates from multiple trusted sources - Maintain contact with local emergency services for updates - Schedule inspections during daylight hours when possible - Record weather conditions at the time of inspection for future reference - Inform team of any severe weather alerts or warnings - Adjust plans if severe weather is forecast - Monitor weather changes throughout the day - Ensure team has communication devices for updates - Set contingency plans for sudden weather changes 	1L
2. Gather Necessary Equipment	incorrect equipment use, equipment failure	3M	<ul style="list-style-type: none"> - Ensure all equipment is checked for compliance and working order - Double check all safety gear is packed and ready - Provide training on correct use of equipment to all team members - Regularly inspect and maintain equipment - Keep spare parts available in case of breakdowns - Understand each piece of equipment's limits and constraints - Use only certified equipment for the tasks - Update team on equipment handling protocols - Limit equipment use to trained personnel - Develop procedures for reporting defects 	2M
3. Team Briefing	miscommunication, inadequate briefing	3H	<ul style="list-style-type: none"> - Conduct thorough pre-inspection briefing with all team members - Use a checklist to ensure all points are covered - Ensure all staff understand the inspection plan and individual roles - Discuss potential risks and hazards specific to the site - Verify communication lines are open among team members - Use clear and concise language avoiding jargon - Encourage questions and clarifications during the briefing - Provide written briefing handouts to all team members - Ensure all staff know emergency procedures and contacts 	1L

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
			- Confirm understanding through feedback or a quick test	
4. Planning Inspection Routes	unfamiliar terrain, blocked paths	3H	<ul style="list-style-type: none"> 1. Plan inspection routes in advance, ensuring all areas to be inspected are covered. 2. Use a map or aerial photograph to identify potential hazards and blocked paths. 3. Inform the team of the planned routes and any potential hazards. 4. Conduct a pre-inspection walk to identify any additional hazards or blocked paths. 5. Adjust the inspection routes as necessary to avoid hazards and ensure all areas are covered. 6. Use a guide or local knowledge to navigate unfamiliar terrain. 7. Establish a communication system to alert the team of any hazards or blocked paths. 8. Use appropriate equipment to clear blocked paths or navigate difficult terrain. 9. Maintain a safe distance from any potential hazards. 10. Follow a strict safety protocol throughout the inspection. 	2M
5. Initial Site Survey	structural instability, unknown wildlife presence		<ul style="list-style-type: none"> 1. Conduct a visual inspection of the site to identify any structural instability or wildlife presence. 2. Use a surveying instrument to measure the structural integrity of the site. 3. Consult with a wildlife expert to identify any potential wildlife presence. 4. Establish a safety perimeter around the site to prevent unauthorized access. 5. Use appropriate equipment to monitor the site for structural instability or wildlife presence. 6. Implement a strict safety protocol throughout the survey. 7. Maintain a safe distance from any potential hazards. 8. Follow a strict safety protocol throughout the survey. 9. Maintain a safe distance from any potential hazards. 10. Follow a strict safety protocol throughout the survey. 	2M
6. Inspect High Structures	falls from height, debris falling	4A	<ul style="list-style-type: none"> 1. Use appropriate equipment to inspect high structures, ensuring the equipment is safe and secure. 2. Establish a safety perimeter around the structures to prevent unauthorized access. 3. Use a strict safety protocol throughout the inspection. 4. Maintain a safe distance from any potential hazards. 5. Follow a strict safety protocol throughout the inspection. 6. Maintain a safe distance from any potential hazards. 7. Follow a strict safety protocol throughout the inspection. 8. Maintain a safe distance from any potential hazards. 9. Follow a strict safety protocol throughout the inspection. 10. Maintain a safe distance from any potential hazards. 	2M

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
7. Inspect Electrical Installations	electric shock, fire outbreak	4A		2M
8. Water-logged Area Assessment	slipping, risk of drowning	4A		2M
9. Inspecting Low-light Areas	poor visibility, trips and falls	3H		2M

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
10. Reporting Findings	inaccurate reporting, misplaced data	2M		1L
11. Deactivating the Site Post-Inspection	accidental activation of system, unauthorized access	3H		1L
12. Communicate With Relevant Authorities	miscommunication, data loss	3H		1L

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
13. Conducting Debriefing	insufficient feedback, omission of critical findings	2M		1L
14. Updating Safety Protocols	outdated procedures, non-compliance risks	3H		1L
15. Archiving Reports	loss of data, unauthorised access	2M		1L

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
			<div></div> <div></div> <div></div> <div></div> <div></div>	

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.