

Skylight Fitting Tasks. 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:

- 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	Incorrect tools selection, Weather conditions	3H	<ul style="list-style-type: none"> - Verify tools are correct for the task - Perform checks for weather conditions - Schedule tasks considering weather forecasts - Educate team on emergency protocols in case of extreme weather - Ensure communication devices are available and functioning - Document risk assessment for specific conditions - Designate a safety officer to monitor conditions - Provide personal protective equipment (PPE) suited for the weather - Train workers on identifying and responding to weather-related hazards - Limit exposure time in extreme weather conditions 	2M
2. Access the Roof	Slips, Falls	4H	<ul style="list-style-type: none"> - Install guardrails along skylight perimeter - Ensure proper scaffolding certified for the height - Verify scaffolding stability before use - Ensure footwear has anti-slip soles - Conduct regular maintenance on access equipment - Implement a buddy system during access - Provide training on use of fall arrest systems - Use harnesses and lanyards where necessary - Conduct pre-task meeting to outline risks - Develop emergency response plans 	3H
3. Carry Tools and Materials	Manual handling injuries, Dropped objects	3H	<ul style="list-style-type: none"> - Use tool belts to secure items - Implement team lifting techniques for heavy loads - Use mechanical aids where possible - Conduct training on manual handling techniques - Inspect tools for damage before commencing task - Maintain clean and tidy work area - Implement proper storage of tools when not in use - Utilize tethered tools when feasible 	2M

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			<ul style="list-style-type: none"> - Educate workers on secure material transport methods - Supervise initial lift activities 	
4. Position the Skylight	Incorrect positioning, Fall from height	4A	<ul style="list-style-type: none"> - Use a crane to lift the skylight into position - Ensure the crane is rated for the weight of the skylight - Use a spotter to assist with positioning - Ensure the skylight is positioned correctly before securing - Use a level to ensure the skylight is square - Use a string line to ensure the skylight is straight - Use a crane to lift the skylight into position - Ensure the crane is rated for the weight of the skylight - Use a spotter to assist with positioning - Ensure the skylight is positioned correctly before securing - Use a level to ensure the skylight is square - Use a string line to ensure the skylight is straight 	3H
5. Secure Skylight Frame	Frame collapse, Work at edges	3H	<ul style="list-style-type: none"> - Use a crane to lift the skylight into position - Ensure the crane is rated for the weight of the skylight - Use a spotter to assist with positioning - Ensure the skylight is positioned correctly before securing - Use a level to ensure the skylight is square - Use a string line to ensure the skylight is straight - Use a crane to lift the skylight into position - Ensure the crane is rated for the weight of the skylight - Use a spotter to assist with positioning - Ensure the skylight is positioned correctly before securing - Use a level to ensure the skylight is square - Use a string line to ensure the skylight is straight 	2M
6. Install Glazing	Dropping glass, Incorrect glazing fitting	4A	<ul style="list-style-type: none"> - Use a crane to lift the skylight into position - Ensure the crane is rated for the weight of the skylight - Use a spotter to assist with positioning - Ensure the skylight is positioned correctly before securing - Use a level to ensure the skylight is square - Use a string line to ensure the skylight is straight - Use a crane to lift the skylight into position - Ensure the crane is rated for the weight of the skylight - Use a spotter to assist with positioning - Ensure the skylight is positioned correctly before securing - Use a level to ensure the skylight is square - Use a string line to ensure the skylight is straight 	3H

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7. Seal and Insulate Skylight	Exposure to sealant chemicals, Inadequate sealing	3H		2M
8. Final Inspection	Missed faults, Structural instability	3H		2M
9. Clean Work Area	Slips and trips, Contact with debris	3H		2M

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10. Complete Documentation	Incorrect records, Incomplete documentation	2M		1L
11. Dismantle Equipment	Improper dismantling, Dropped parts	3H		2M
12. Conduct Post-Job Review	Unresolved issues, Missed learnings	2M		1L

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13. Dispose of Waste	Chemical exposure, Improper disposal methods	3H		2M
14. Transport Equipment	Loading mishaps, Traffic	3H		2M
15. Provide Final Report	Inaccurate information, Miscommunication	2M		1L

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			<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	
16. Conduct Debriefing	Incomplete feedback, Unaddressed improvement areas	2M	<div> <div></div> <div></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.