

## Slips And Trips Prevention Measures 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			<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>	
<b>Risk Rating &amp; Required Action:</b>								<b>Notes on Hierarchy of Controls:</b>	
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.								Remember to apply controls in the preferred order shown by the coloured pyramid:	
3H Review and approve additional controls before task starts. Senior supervisor sign-off needed.								1. <b>Eliminate</b>	
2M Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.								2. Substitute	
1L Proceed, following standard operating procedures. Monitor and keep records.								3. Isolate	
								4. Engineering	
								5. Administrative	
								6. PPE	
<b>Consequence Scale:</b>								Always document <b>why</b> a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
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				
								<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	

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 Inspection	uneven surfaces, poor lighting	3H	<ul style="list-style-type: none"> <li>- Conduct a comprehensive check of floor conditions for uneven surfaces.</li> <li>- Ensure adequate lighting is installed and functioning.</li> <li>- Post warning signs at identified risks.</li> <li>- Document and report uneven areas.</li> <li>- Schedule regular walk-through inspections.</li> <li>- Replace broken lighting fixtures immediately.</li> <li>- Ensure walkways are clear of obstacles.</li> <li>- Update inspection logs regularly.</li> <li>- Provide training on hazard identification.</li> <li>- Assign a dedicated safety officer for checks.</li> </ul>	2M
2. Cleaning Procedures	wet floors, spillage	4M	<ul style="list-style-type: none"> <li>- Use wet floor signs immediately when cleaning.</li> <li>- Implement cleaning schedules in low-traffic hours.</li> <li>- Use absorbent materials for immediate spillage response.</li> <li>- Train staff on appropriate cleaning chemical use.</li> <li>- Ensure cleaning equipment is maintained and in good condition.</li> <li>- Designate staff to regularly monitor high-risk areas.</li> <li>- Provide non-slip footwear to cleaning staff.</li> <li>- Regularly strip and reseal non-slip coatings on floors.</li> <li>- Review incident logs for areas of frequent spillage.</li> <li>- Include cleaning procedures in safety training.</li> </ul>	2M
3. Equipment Layout	blocked walkways, trip hazards	3H	<ul style="list-style-type: none"> <li>- Ensure all equipment is stored away from walkways.</li> <li>- Design storage areas to prevent overcrowding.</li> <li>- Place clearly defined lines on floors to mark safe paths.</li> <li>- Conduct regular checks for compliance with layout guidelines.</li> <li>- Adopt a system for reporting and correcting incorrect equipment placement.</li> <li>- Train staff on proper storage procedures.</li> <li>- Conduct regular safety briefings on avoiding trip hazards.</li> <li>- Use mirrors for blind spots visibility.</li> </ul>	1L

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			- Secure loose cables with covers or cable ties. - Implement a clear policy for personal items storage away from work areas.	
4. Footwear Requirements	inappropriate footwear, lack of grip	3H	[Redacted Control Measures]	1L
5. Staff Training	lack of awareness, poor response to spills	3H	[Redacted Control Measures]	1L
6. Signage and Warnings	inadequate signage, unseen hazards	3H	[Redacted Control Measures]	2M

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7. Review Procedures	outdated practices, unreported risks	3H		1L
8. Emergency Response	delayed response, panic during incidents	3H		1L
9. Communication Systems	miscommunication, slow hazard reporting	3H		2M

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10. Flooring Maintenance	deteriorating surfaces, loose tiles	3H		1L
11. Matting and Runners	improperly placed mats, mats turned up	3H		1L
12. Weather Considerations	wet entrances, weather-induced slips	4A		2M

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13. Audit and Feedback	missed risks, uncorrected weaknesses	3H		1L
14. Visitor Safety	unaware visitors, unmarked hazards	3H		1L
15. Personal Protective Equipment	inadequate PPE, unknown PPE requirements	3H		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Clear Desk Policy	personal items causing trips, blockages from clutter	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
17. Contractor Management	unaware contractors, uncontrolled contractor activities	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
18. Ergonomic Assessments	poor posture, inappropriate furniture	2M	<div></div> <div></div> <div></div>	1L



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19. Lighting Upgrades	inadequate lighting, glare	2M		1L
20. Monitoring and Reporting	failure to track incidents, lapse in follow-up actions	3H		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>

### 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>

### 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>

### 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.

### 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>

### 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>

### 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