

## Stress From Unrealistic Deadlines 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			<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. Preparation	Misunderstanding project scope, Lack of resource planning	3H	<ul style="list-style-type: none"> <li>- Conduct thorough project briefing sessions</li> <li>- Engage all relevant stakeholders early on</li> <li>- Clarify project objectives and expectations</li> <li>- Develop a comprehensive project plan</li> <li>- Allocate resources as per the project needs</li> <li>- Establish clear communication channels</li> <li>- Regularly update on team members</li> <li>- Provide training on project management tools</li> <li>- Outline roles and responsibilities explicitly</li> <li>- Document all project requirements</li> </ul>	2M
2. Task Assignment	Overloading employees, Unclear task instructions	3H	<ul style="list-style-type: none"> <li>- Allocate tasks based on individual capacity</li> <li>- Ensure clear and concise task instructions</li> <li>- Set realistic deadlines for each task</li> <li>- Encourage team members to raise concerns</li> <li>- Assess team skills and provide support</li> <li>- Use project management software for tracking</li> <li>- Schedule regular task review meetings</li> <li>- Encourage a team-oriented approach</li> <li>- Provide templates for task instructions</li> <li>- Keep a task log for accountability</li> </ul>	2M
3. Progress Monitoring	Lack of proper oversight, Non-compliance with deadlines	3H	<ul style="list-style-type: none"> <li>- Establish periodic progress check-ins</li> <li>- Use performance tracking tools</li> <li>- Set milestone dates for critical tasks</li> <li>- Offer feedback regularly to team members</li> <li>- Adjust deadlines based on progress</li> <li>- Foster open communication for early issue detection</li> <li>- Develop a risk mitigation plan</li> <li>- Encourage reporting of any roadblocks</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Use dashboards to track progress visually</li> <li>- Implement continuous improvement processes</li> </ul>	
4. Client Communications	Miscommunication, Unrealistic client demands	3H	<ul style="list-style-type: none"> <li>- Establish clear communication channels and protocols</li> <li>- Set realistic expectations and deadlines</li> <li>- Use visual aids to clarify complex information</li> <li>- Encourage open communication and feedback</li> <li>- Regularly update clients on progress</li> <li>- Document all communications</li> <li>- Provide clear instructions and guidance</li> <li>- Use standardized templates for common communications</li> <li>- Establish a system for handling client inquiries</li> <li>- Regularly review and update communication materials</li> <li>- Provide training on effective communication</li> <li>- Establish a system for handling client complaints</li> <li>- Regularly review and update communication materials</li> <li>- Provide training on effective communication</li> <li>- Establish a system for handling client complaints</li> </ul>	2M
5. Team Meetings	Inefficient meeting structures, Team member exclusion	2M	<ul style="list-style-type: none"> <li>- Establish clear meeting agendas and objectives</li> <li>- Assign roles and responsibilities to team members</li> <li>- Encourage active participation from all team members</li> <li>- Use visual aids to clarify complex information</li> <li>- Regularly update team on progress</li> <li>- Document all meeting minutes</li> <li>- Provide clear instructions and guidance</li> <li>- Use standardized templates for common communications</li> <li>- Establish a system for handling team inquiries</li> <li>- Regularly review and update communication materials</li> <li>- Provide training on effective communication</li> <li>- Establish a system for handling team complaints</li> <li>- Regularly review and update communication materials</li> <li>- Provide training on effective communication</li> <li>- Establish a system for handling team complaints</li> </ul>	1L
6. Workload Management	Burnout from excessive workload, Lack of task prioritisation	3H	<ul style="list-style-type: none"> <li>- Establish clear workload limits and priorities</li> <li>- Assign tasks based on team members' strengths and availability</li> <li>- Encourage team members to take breaks and manage their workload</li> <li>- Use visual aids to clarify complex information</li> <li>- Regularly update team on progress</li> <li>- Document all meeting minutes</li> <li>- Provide clear instructions and guidance</li> <li>- Use standardized templates for common communications</li> <li>- Establish a system for handling team inquiries</li> <li>- Regularly review and update communication materials</li> <li>- Provide training on effective communication</li> <li>- Establish a system for handling team complaints</li> <li>- Regularly review and update communication materials</li> <li>- Provide training on effective communication</li> <li>- Establish a system for handling team complaints</li> </ul>	2M

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7. Reporting Systems	Delayed reporting, Inaccurate data entries	2M		1L
8. Feedback Mechanism	Inadequate feedback channels Resistance to constructive criticism	2M		1L
9. Software and Tools Utilisation	Tech misuse, Software compatibility issues	2M		1L

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10. Crisis Management	Unexpected project delays, Sudden resource losses	3H		2M
11. Conflict Resolution	Team member conflicts, Client disagreements	3H		2M
12. Training and Development	Skill gaps, Outdated knowledge	2M		1L

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13. Resource Allocation	Insufficient resources, Uneven resource distribution	3H		2M
14. Deadline Management	Pressure from tight deadlines, Poor workflow management	3H		2M
15. Health and Wellness	Workplace stress, Poor work-life balance	3H		2M

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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.