

Training And Supervising Apprentices 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:								Notes on Hierarchy of Controls:	
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. Eliminate	
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	
Consequence Scale:								Always document why 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. Induction	Lack of understanding of safety protocols, Miscommunication	3H	<ul style="list-style-type: none"> - Conduct detailed safety induction sessions for all apprentices. - Provide clear and concise communication materials. - Verify comprehension through quizzes or feedback. - Pair apprentices with experienced mentors. - Use visual aids to improve understanding. - Regularly update induction materials with any changes. - Ensure all protocols are accessible and understandable. - Follow up with apprentices to gauge retention. - Employ language that is clear and unambiguous. - Offer language support for non-native speakers. 	2M
2. Identifying Tools & Equipment	Incorrect tool usage, Lack of PPE	4H	<ul style="list-style-type: none"> - Provide comprehensive training on tools and equipment. - Conduct regular checks to ensure proper use of PPE. - Supply necessary PPE at all times. - Conduct demonstrations on correct tool use. - Enforce strict PPE compliance policies. - Regularly inspect equipment for safety. - Employ usage logs for tools and equipment. - Provide signage indicating necessary PPE for each task. - Create easy access to PPE for immediate use. - Run routine refreshers on equipment usage. 	3H
3. On-the-Job Training	Over-reliance on verbal instructions, Inadequate supervision	3H	<ul style="list-style-type: none"> - Initiate hands-on training under direct supervision. - Limit apprentice tasks to within their competency. - Employ supervisors with proven mentoring experience. - Use written instructions alongside verbal commands. - Schedule regular check-ins and assessments. - Implement a buddy system for initial tasks. - Establish clear escalation pathways for issues. - Use role-playing to simulate potential scenarios. 	2M

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			<ul style="list-style-type: none"> - Regularly evaluate supervisors on effectiveness. - Ensure immediate corrective feedback is provided. 	
4. Task Assignment	Task overwhelm, Misalignment of skills	4A	<ul style="list-style-type: none"> - Assign tasks that are appropriate to the skill level of the employee. - Provide clear instructions and expectations for each task. - Monitor employee progress and provide support as needed. - Encourage employee to ask for help when needed. - Provide feedback on task completion and quality. - Adjust task assignments as needed based on employee performance. - Provide training and resources to help employees complete tasks successfully. - Encourage employee to take breaks and avoid overwork. - Provide a safe and healthy work environment. - Encourage employee to report any safety concerns. - Provide a clear and concise job description. - Provide a clear and concise job schedule. - Provide a clear and concise job location. - Provide a clear and concise job title. - Provide a clear and concise job description. - Provide a clear and concise job schedule. - Provide a clear and concise job location. - Provide a clear and concise job title. 	3H
5. Performance Evaluation	Inconsistent evaluation criteria, Demotivation	2M	<ul style="list-style-type: none"> - Establish clear and consistent evaluation criteria. - Provide regular and ongoing feedback to employees. - Encourage employee to set goals and track progress. - Provide training and resources to help employees improve performance. - Encourage employee to seek feedback from supervisors. - Provide a safe and healthy work environment. - Encourage employee to report any safety concerns. - Provide a clear and concise job description. - Provide a clear and concise job schedule. - Provide a clear and concise job location. - Provide a clear and concise job title. - Provide a clear and concise job description. - Provide a clear and concise job schedule. - Provide a clear and concise job location. - Provide a clear and concise job title. 	1L
6. Feedback Mechanism	Lack of feedback, Misinterpreted feedback	3H	<ul style="list-style-type: none"> - Establish a clear and consistent feedback mechanism. - Provide regular and ongoing feedback to employees. - Encourage employee to set goals and track progress. - Provide training and resources to help employees improve performance. - Encourage employee to seek feedback from supervisors. - Provide a safe and healthy work environment. - Encourage employee to report any safety concerns. - Provide a clear and concise job description. - Provide a clear and concise job schedule. - Provide a clear and concise job location. - Provide a clear and concise job title. - Provide a clear and concise job description. - Provide a clear and concise job schedule. - Provide a clear and concise job location. - Provide a clear and concise job title. 	2M

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7. Incident Response Training	Delayed response, Incorrect incident handling	4A		2M
8. Conflict Resolution	Unaddressed disputes, Escalation of conflicts	3H		1L
9. Continuous Learning Initiatives	Stagnating skills, Lack of motivation	2M		1L

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10. Communication of Work Policies	Miscommunication of policies, Unawareness of policy changes	3H		2M
11. Monitoring Work Environment	Failure to identify hazards, Poor environmental conditions	4A		3H
12. Emergency Preparedness	Panic in emergencies, Lack of emergency mechanisms	4A		3H

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13. Health Monitoring	Unidentified health issues, Delayed health interventions	3H		2M
14. Reward and Recognition	Underappreciation, Diminished morale	3H		2M
15. Supervisory Support	Lack of guidance, Inconsistent support	4A		3H

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Gathering Apprentice Feedback	Incomplete feedback, Feedback suppression	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
17. Skill Development Reviews	Unmonitored skills progress, Training voids	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
18. Security Awareness	Data breaches, Asset damage	4A	<div></div> <div></div>	3H

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.