

**Trim Excess Roofing Material Risk Assessment**

Business Name:		ABN:
Business Address:		
Contact Person:	Phone:	Email:

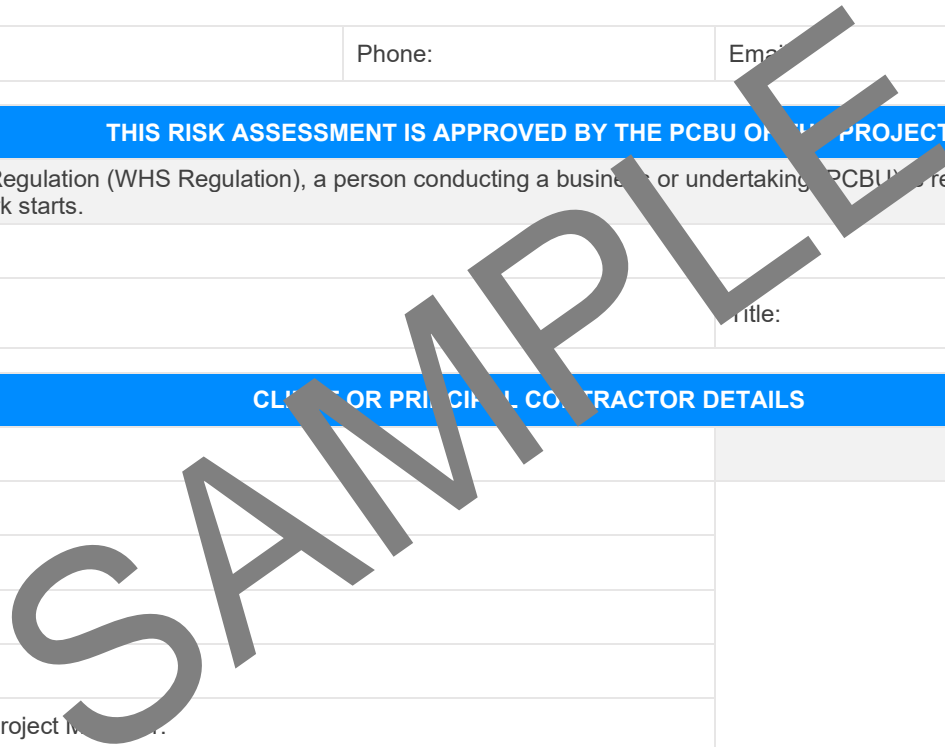
**THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS PROJECT**

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.	Administrative Change	
								PPE	

Risk Rating & Required Action:	
<b>4A</b>	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.
<b>3H</b>	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.

Consequence Scale:			
Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance
<b>Insignificant</b>	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. Preparation	Uneven surface, Weather conditions	3H	<ul style="list-style-type: none"> <li>- Conduct a site walkthrough to identify any uneven surfaces or obstacles</li> <li>- Check weather forecast prior to commencing work</li> <li>- Prepare a weather contingency plan for adverse conditions</li> <li>- Ensure proper signage to warn of potential trip hazards</li> <li>- Use plywood or stable platforms to level uneven surfaces</li> <li>- Wear weather-appropriate clothing and PPE</li> <li>- Train workers on emergency weather procedures</li> <li>- Establish communication protocols for weather-related alerts</li> <li>- Secure loose materials against wind</li> <li>- Implement a buddy system for safety monitoring</li> </ul>	2M
2. Secure Ladder Access	Ladder instability, Falling objects	3H	<ul style="list-style-type: none"> <li>- Use ladders with non-slip rubber feet</li> <li>- Ensure ladders are placed on stable, level ground</li> <li>- Use ladders with stabilising devices or sandbags</li> <li>- Secure ladders at top and bottom against movement</li> <li>- Maintain a 4:1 ladder angle ratio</li> <li>- Train workers on ladder safety protocols</li> <li>- Inspect ladders for damage before use</li> <li>- Use tool belts to prevent dropping of tools or materials</li> <li>- Restrict access below work areas</li> <li>- Establish barriers and warning signs around ladders</li> </ul>	1L
3. Access the Roof Safely	Slip and trip, Inadequate PPE	4A	<ul style="list-style-type: none"> <li>- Use designated roof access points or lift equipment</li> <li>- Perform pre-access safety checks of roof area</li> <li>- Ensure all personnel wear non-slip footwear</li> <li>- Mandatory use of roof harnesses and anchor points</li> <li>- Train workers on proper use of fall protection equipment</li> <li>- Conduct regular inspections of PPE for wear and tear</li> <li>- Remove debris and waste material immediately from roof area</li> <li>- Assign a safety observer at ground level</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Schedule work during optimal daylight hours for visibility</li> <li>- Provide rest breaks to reduce fatigue-related incidents</li> </ul>	
4. Measure and Mark Excess Material	Incorrect measurements, Sharp tools	3H	[REDACTED]	1L
5. Trim Excess Material	Manual handling injuries, Noise exposure	3H	[REDACTED]	1L
6. Dispose of Waste Material	Environmental contamination, Inadequate waste disposal practices	3H	[REDACTED]	2M

SAMPLE

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			[Redacted]	
7. Clean Tools and Equipment	Chemical exposure, Inadequate cleaning procedures	3H	[Redacted]	1L
8. Conduct Final Inspection	Overlooking hazards, Insufficient documentation	3H	[Redacted]	1L
9. Dismantle Safety Systems	Improper dismantling, Accidental release of anchor points	2M	[Redacted]	1L

SAMPLE

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			[REDACTED]	
10. Debrief and Report	Incomplete reporting, Lack of follow-up on incidents	2M	[REDACTED]	1L
11. Report Findings to Management	Miscommunication, Delayed reporting	2M	[REDACTED]	1L
12. Update Risk Register	Omitted hazards, Outdated data	2M	[REDACTED]	1L

SAMPLE

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			[REDACTED]	
13. Schedule Follow-Up Training	Skill degradation, Lack of training updates	2M	[REDACTED]	1L
14. Inventory and Maintenance Check	Equipment failure, Missing tool	3H	[REDACTED]	1L
15. Communicate Results to Team	Poor communication, Unresolved issues	2M	[REDACTED]	1L

SAMPLE

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			<div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 95%;"></div> <div style="background-color: black; height: 15px; width: 85%;"></div> <div style="background-color: black; height: 15px; width: 75%;"></div> <div style="background-color: black; height: 15px; width: 65%;"></div> <div style="background-color: black; height: 15px; width: 55%;"></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 FOR 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-of-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/work-places-and-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>

**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/work-places/codes-of-practice#COPs>

**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

**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.

