

Unauthorised Access To Site 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:								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. Site Planning	Incorrect site layout, Inadequate signage	3H	<ul style="list-style-type: none"> - Develop a comprehensive site plan - Ensure adequate signage is placed around the perimeter - Use barriers for restricted areas - Conduct regular audits of site layout - Update site plans regularly - Train staff on site layout - Use visual aids (maps) - Co-ordinate with security teams - Provide electronic copies of site map - Regularly assess signage condition 	2M
2. Access Authorization	Inadequate access control Unauthorised person entry	4H	<ul style="list-style-type: none"> - Implement electronic access control systems - Issue individual access cards - Set up checkpoints at entrances - Maintain a log of all entrants - Regularly update access permissions - Ensure security personnel are trained - Conduct random access checks - Regularly audit access logs - Use biometric access where possible - Review and update access policies 	3H
3. Security Fencing	Insufficient fencing, Damaged fences	3H	<ul style="list-style-type: none"> - Install high-quality security fencing around the site - Conduct regular inspections of fences - Repair fences immediately when damaged - Use fencing that meets Australian standards - Place warning signage on fencing - Ensure gates are securely locked - Install anti-climb measures - Regularly monitor fence perimeters 	2M

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			<ul style="list-style-type: none"> - Use perimeter alarms - Incorporate CCTV coverage around the fence 	
4. Surveillance System	Blind spots, Inadequate camera coverage	4A	<ul style="list-style-type: none"> - Conduct regular maintenance on cameras - Ensure cameras are properly calibrated - Install cameras in strategic locations - Implement a schedule for camera checks - Train staff on camera operation - Review camera footage regularly - Update camera firmware as needed - Test camera functionality frequently - Establish a backup system for camera data - Consider using thermal imaging cameras - Implement a redundant camera system - Use motion detection to alert staff - Ensure cameras are weatherproof - Label cameras for identification - Keep camera lenses clean - Monitor camera storage capacity - Update security protocols - Conduct vulnerability assessments - Implement access control measures - Regularly update software - Perform physical security checks - Establish a clear line of sight - Use high-resolution cameras - Implement a secure network - Regularly update firmware - Test backup and recovery procedures - Consider using cloud storage - Implement a disaster recovery plan - Regularly update security patches - Perform regular security audits - Establish a security incident response plan - Implement a secure communication system - Regularly update security policies - Perform regular security training - Establish a security awareness program - Implement a security risk assessment - Regularly update security measures - Perform regular security reviews - Establish a security governance framework - Implement a security compliance program - Regularly update security standards - Perform regular security assessments - Establish a security monitoring system - Implement a security incident response team - Regularly update security plans - Perform regular security drills - Establish a security communication plan - Implement a security awareness campaign - Regularly update security measures - Perform regular security reviews - Establish a security governance framework - Implement a security compliance program - Regularly update security standards - Perform regular security assessments - Establish a security monitoring system - Implement a security incident response team - Regularly update security plans - Perform regular security drills - Establish a security communication plan - Implement a security awareness campaign 	3H
5. Visitor Management	Failure to log visitors, Inadequate identification procedures	3H	<ul style="list-style-type: none"> - Implement a visitor log system - Train staff on visitor management - Establish a clear visitor policy - Implement a visitor identification system - Regularly update visitor information - Conduct regular visitor checks - Implement a visitor screening process - Establish a visitor database - Regularly update visitor records - Conduct regular visitor audits - Implement a visitor feedback system - Establish a visitor communication plan - Regularly update visitor policies - Perform regular visitor training - Establish a visitor awareness program - Implement a visitor risk assessment - Regularly update visitor measures - Perform regular visitor reviews - Establish a visitor governance framework - Implement a visitor compliance program - Regularly update visitor standards - Perform regular visitor assessments - Establish a visitor monitoring system - Implement a visitor incident response team - Regularly update visitor plans - Perform regular visitor drills - Establish a visitor communication plan - Implement a visitor awareness campaign - Regularly update visitor measures - Perform regular visitor reviews - Establish a visitor governance framework - Implement a visitor compliance program - Regularly update visitor standards - Perform regular visitor assessments - Establish a visitor monitoring system - Implement a visitor incident response team - Regularly update visitor plans - Perform regular visitor drills - Establish a visitor communication plan - Implement a visitor awareness campaign 	2M
6. Staff Training	Staff unawareness, Inadequate emergency response skills	3H	<ul style="list-style-type: none"> - Conduct regular staff training - Establish a staff awareness program - Implement a staff risk assessment - Regularly update staff measures - Perform regular staff reviews - Establish a staff governance framework - Implement a staff compliance program - Regularly update staff standards - Perform regular staff assessments - Establish a staff monitoring system - Implement a staff incident response team - Regularly update staff plans - Perform regular staff drills - Establish a staff communication plan - Implement a staff awareness campaign - Regularly update staff measures - Perform regular staff reviews - Establish a staff governance framework - Implement a staff compliance program - Regularly update staff standards - Perform regular staff assessments - Establish a staff monitoring system - Implement a staff incident response team - Regularly update staff plans - Perform regular staff drills - Establish a staff communication plan - Implement a staff awareness campaign 	1L

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7. Incident Reporting	Delayed incident reporting, Under-reporting incidents	3H		2M
8. Perimeter Lighting	Inadequate lighting, Malfunctioning lights	3H		2M
9. Emergency Procedures	Unclear emergency protocols, Inadequate emergency equipment access	4A		2M

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10. Patrols and Inspections	Neglecting scheduled patrols, Missed safety hazards	3H		2M
11. Alarm Systems	False alarms, System failures	3H		2M
12. Communication Systems	Communication breakdown, Inadequate communication equipment	4A		3H

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13. Cybersecurity Measures	System breaches, Data theft	4A		3H
14. Vehicle Access Management	Unauthorized vehicle entry, Vehicle congestion	3H		2M
15. Site Exit Procedures	Unattended keys, Information breaches	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.