

Undergo Timings Adjustments Risk Assessment

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

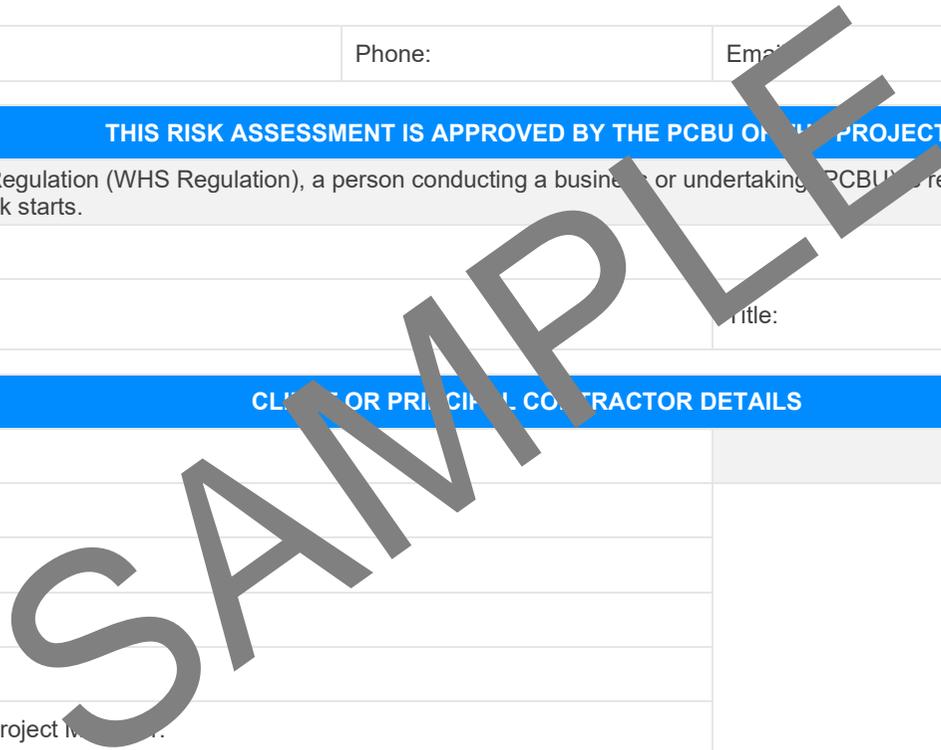
THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS PROJECT

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																									
Risk Rating & Required Action: <table border="1"> <tr> <td>4A</td> <td>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.</td> </tr> <tr> <td>3H</td> <td>Review and approve additional controls before task starts. Senior supervisor sign-off needed.</td> </tr> <tr> <td>2M</td> <td>Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.</td> </tr> <tr> <td>1L</td> <td>Proceed, following standard operating procedures. Monitor and keep records.</td> </tr> </table>										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.	3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.	2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.	1L	Proceed, following standard operating procedures. Monitor and keep records.																
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Notes on Hierarchy of Controls: Remember to apply controls in the preferred order shown by the coloured pyramid: <ol style="list-style-type: none"> 1. Eliminate 2. Substitute 3. Isolate 4. Engineering 5. Administrative 6. PPE <p>Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.</p> <p><i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i></p>																																	
Consequence Scale: <table border="1"> <thead> <tr> <th>Consequence</th> <th>People (injury/illness)</th> <th>Project / Assets</th> <th>Compliance / Reputation</th> </tr> </thead> <tbody> <tr> <td>Catastrophic</td> <td>Fatality or permanent total disability</td> <td>project shutdown</td> <td>Significant regulator intervention; criminal prosecution</td> </tr> <tr> <td>Major</td> <td>Serious injury/illness (hospital > 5 days)</td> <td>critical delay</td> <td>Improvement notice; major media coverage</td> </tr> <tr> <td>Moderate</td> <td>Medical-treatment injury; lost-time > 1 day</td> <td>moderate delay</td> <td>Minor breach; adverse client comment</td> </tr> <tr> <td>Minor</td> <td>First-aid only, no lost time</td> <td>negligible delay</td> <td>Isolated non-conformance</td> </tr> <tr> <td>Insignificant</td> <td>No injury</td> <td>no schedule impact</td> <td>Deviation caught and corrected on site</td> </tr> </tbody> </table>										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
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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	Slips, Falls, Electric Shock	3H	<ul style="list-style-type: none"> - Conduct pre-exercise briefings. - Ensure floor surfaces are dry and even. - Use rubber mats near electrical points. - Conduct regular maintenance of electrical equipment. - Test all equipment before use. - Ensure workers wear appropriate footwear. - Implement clear signage for wet areas. - Limit access to preparation area. - Provide training on electrical safety procedures. - Assign safety officer to oversee the process. 	2M
2. Equipment Setup	Manual Handling Injuries, Equipment Malfunction	3M	<ul style="list-style-type: none"> - Use mechanical aids for heavy lifting. - Ensure team members have manual handling training. - Conduct regular equipment inspections. - Follow manufacturer's instructions for setup. - Assign experienced personnel for setup. - Ensure easy access to manuals. - Keep non-essential personnel away from setup area. - Use protective gear where needed. - Use checklists to verify setup completion. - Implement a buddy system for setup tasks. 	2M
3. Timing Adjustments	Human Error, Equipment Failure	4A	<ul style="list-style-type: none"> - Conduct timing adjustments training for all involved personnel. - Use technology to assist in timekeeping. - Double-check timing settings before operation. - Regularly verify timing devices for accuracy. - Keep a detailed log of all adjustments made. - Communicate adjustment decisions clearly to all. - Assign a supervisor to monitor adjustments. - Apply lockout procedures for equipment. 	3H

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			<ul style="list-style-type: none"> - Pre-test adjustments in a safe setting. - Provide clear instructions on adjustment protocols. 	
4. Conduct Testing	Noise Exposure, Eye Injuries	3H	<p>[REDACTED]</p>	2M
5. Data Analysis	Repetitive Strain Injury, Data Loss	2M	<p>[REDACTED]</p>	1L
6. Reporting	Communication Breakdown, Disclosure of Sensitive Information	2M	<p>[REDACTED]</p>	1L

SAMPLE

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			[REDACTED]	
7. Feedback Collection	Invalid Data, Resistance to Feedback	2M	[REDACTED]	1L
8. Training Review	Skill Gaps, Outdated Procedures	3H	[REDACTED]	2M
9. Equipment Maintenance	Mechanical Failure, Contamination	3H	[REDACTED]	2M

SAMPLE

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			[REDACTED]	
10. Shutdown Procedures	Electric Shock, Accidental Restarts	3H	[REDACTED]	2M
11. Post-Operation Review	Fatigue, Missed Deficiencies	3H	[REDACTED]	2M
12. Continuous Improvement	Resistance to Change, Information Overload	2M	[REDACTED]	1L

SAMPLE

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			[REDACTED]	
13. Emergency Response Planning	Lack of Preparedness, Panic Reactions	3H	[REDACTED]	2M
14. Communication Strategies	Misinterpretation, Information Delay	2M	[REDACTED]	1L
15. Role Allocation	Overloading, Role Confusion	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: 90%;"></div> <div style="background-color: black; height: 15px; width: 98%;"></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/workplaces-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/workplaces/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.

