

## Understanding Blueprints Or Schematics 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>	

### Risk Rating & Required Action:

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.

### Consequence Scale:

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

### Notes on Hierarchy of Controls:

Remember to apply controls in the preferred order shown by the coloured pyramid:

- Eliminate**
- Substitute
- Isolate
- Engineering
- Administrative
- 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	Misinterpretation of symbols, Inadequate workspace setup	3H	<ul style="list-style-type: none"> <li>- Conduct a briefing session to familiarise workers with symbols</li> <li>- Ensure adequate lighting and workspace setup</li> <li>- Use guidebooks or reference materials regularly</li> <li>- Provide ergonomic furniture to enhance comfort</li> <li>- Ensure all necessary equipment is available and functional for tasks</li> <li>- Organise workspace to avoid clutter</li> <li>- Schedule regular breaks to prevent fatigue</li> <li>- Develop a checklist to ensure all materials are accounted for</li> <li>- Assign a mentor for on-site guidance</li> <li>- Conduct mock exercises to practise blueprint navigation</li> </ul>	2M
2. Verify Blueprint Accuracy	Incorrect measurements, Outdated information	4M	<ul style="list-style-type: none"> <li>- Double-check dimensions against current data</li> <li>- Cross-reference with other project documents</li> <li>- Confirm that updates are integrated into the blueprint</li> <li>- Ensure team members have the latest version of the blueprint</li> <li>- Implement a centralised document control system</li> <li>- Conduct regular update meetings</li> <li>- Educate staff on the process to request changes</li> <li>- Utilise digital tools to highlight modifications</li> <li>- Engage project stakeholders for validation</li> <li>- Ensure version control is in place</li> </ul>	2M
3. Identify Key Components	Omission of critical components, Misinterpretation of component symbols	3H	<ul style="list-style-type: none"> <li>- Conduct training sessions on key component recognition</li> <li>- Use colour-coding for different components</li> <li>- Implement peer review processes</li> <li>- Maintain a database of component symbols</li> <li>- Use magnification tools for detailed schematics</li> <li>- Provide supplementary documentation as reference</li> <li>- Develop and utilise a checklist for component verification</li> <li>- Set up a feedback loop for continuous improvement</li> </ul>	1L

<p>detail intensity, in actual site conditions</p>	<p>3H</p>	<p>[Redacted content]</p>
<p>sten blueprint and if measuremen</p>	<p>4A</p>	<p>[Redacted content]</p>

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7. Coordinate Team Assignments	Communication breakdown, Unequal workload distribution	3H		1L
8. Set Safety Protocols	Non-compliance with safety protocols, Unclear safety instructions	4A		2M
9. Identify Potential Modifications	Overlooked improvement opportunities, Improper modification requests	3H		2M

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10. Allocate Budget Resources	Budget overruns, Insufficient funds for critical areas	4A		2M
11. Schedule Project Timelines	Unrealistic timelines, Missed deadlines	4A		2M
12. Liaise with Subcontractors	Poor subcontractor performance, Communication delays	3H		1L

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13. Test Blueprint Plans	Testing oversights, Failure to meet specifications	4A		2M
14. Review and Approve Final Plans	Approval delays, Last-minute changes	3H		1L
15. Implement Changes	Change resistance, Improper implementation	3H		2M

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16. Monitor Ongoing Compliance	Deviations from plan, Continued non-compliance	4A		2M
17. Evaluate Project Outcomes	Objective oversight, Data loss during evaluation	3H		1L
18. Conduct Post-Implementation Review	Missed learning outcomes, Inaccurate conclusions	3H		1L



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19. Archive Project Documentation	Data corruption, Loss of critical documents	3H		1L
20. Feedback and Continuous Improvement	Feedback not acted upon, Lack of regular assessments	3H		1L

## 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.