

Unlicensed Or Poorly Trained Personnel 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	
Consequence Scale:								4. Engineering	
Consequence	People (injury/illness)		Project / Assets		Compliance / Reputation		5. Administrative		
Catastrophic	Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution		6. PPE		
Major	Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage		Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.		
Moderate	Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment		aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.		
Minor	First-aid only, no lost time		negligible delay		Isolated non-conformance				
Insignificant	No injury		no schedule impact		Deviation caught and corrected on site				

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	lack of training, unawareness of procedures	3H	<ul style="list-style-type: none"> - Conduct a comprehensive orientation session - Verify qualifications and certifications - Implement regular refresher courses - Create a knowledge check quiz - Ensure procedures are documented and accessible - Assign a mentor or experienced worker - Conduct a skills audit - Develop a Learning Management System (LMS) - Schedule periodic review meetings - Establish an escalation process for errors 	2M
2. Equipment Inspection	faulty equipment, incorrect usage	3H	<ul style="list-style-type: none"> - Require pre-operation equipment checks - Keep maintenance logs updated - Train on equipment-specific risks - Ensure only licensed operators handle specific equipment - Use colour-coded identification for operational permission - Install warning labels on equipment - Conduct random inspections - Hold toolbox talks on equipment handling - Develop standard operating procedures - Setup a hotline for equipment faults 	1L
3. Task Allocation	incorrect role assignment, overburdening	4A	<ul style="list-style-type: none"> - Implement a skills assessment process - Regularly review workloads - Balance tasks according to skills - Use a digital platform for task tracking - Provide clear job descriptions - Facilitate team meetings to discuss performance - Implement a rotational policy - Assign a supervisor for task distribution 	2M

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			<ul style="list-style-type: none"> - Establish a feedback loop - Encourage reporting of overloading 	
4. Onsite Supervision	lack of oversight, rule breaches	3H	<ul style="list-style-type: none"> - Establish a feedback loop - Encourage reporting of overloading - Implement a system of oversight and supervision - Establish a system of rule enforcement - Implement a system of monitoring and reporting - Establish a system of communication and coordination - Implement a system of training and development - Establish a system of safety and health - Implement a system of emergency response - Establish a system of documentation and record keeping - Implement a system of quality control and assurance - Establish a system of environmental protection - Implement a system of waste management - Establish a system of energy conservation - Implement a system of fire prevention and protection - Establish a system of pest control - Implement a system of security and access control - Establish a system of information management - Implement a system of data protection and privacy - Establish a system of human resources management - Implement a system of financial management - Establish a system of legal and regulatory compliance - Implement a system of corporate governance - Establish a system of social and community relations - Implement a system of ethical and moral conduct - Establish a system of sustainability and environmental stewardship - Implement a system of innovation and research and development - Establish a system of marketing and sales - Implement a system of customer service and support - Establish a system of product development and innovation - Implement a system of supply chain management - Establish a system of logistics and distribution - Implement a system of procurement and purchasing - Establish a system of human resources management - Implement a system of financial management - Establish a system of legal and regulatory compliance - Implement a system of corporate governance - Establish a system of social and community relations - Implement a system of ethical and moral conduct - Establish a system of sustainability and environmental stewardship - Implement a system of innovation and research and development - Establish a system of marketing and sales - Implement a system of customer service and support - Establish a system of product development and innovation - Implement a system of supply chain management - Establish a system of logistics and distribution - Implement a system of procurement and purchasing 	2M
5. Emergency Procedures	panic in emergencies, ineffective response	3H	<ul style="list-style-type: none"> - Establish a system of emergency response - Implement a system of communication and coordination - Establish a system of training and development - Implement a system of safety and health - Establish a system of documentation and record keeping - Implement a system of quality control and assurance - Establish a system of environmental protection - Implement a system of waste management - Establish a system of energy conservation - Implement a system of fire prevention and protection - Establish a system of pest control - Implement a system of security and access control - Establish a system of information management - Implement a system of data protection and privacy - Establish a system of human resources management - Implement a system of financial management - Establish a system of legal and regulatory compliance - Implement a system of corporate governance - Establish a system of social and community relations - Implement a system of ethical and moral conduct - Establish a system of sustainability and environmental stewardship - Implement a system of innovation and research and development - Establish a system of marketing and sales - Implement a system of customer service and support - Establish a system of product development and innovation - Implement a system of supply chain management - Establish a system of logistics and distribution - Implement a system of procurement and purchasing 	2M
6. Compliance Monitoring	non-compliance, unreported breaches	4A	<ul style="list-style-type: none"> - Establish a system of compliance monitoring - Implement a system of communication and coordination - Establish a system of training and development - Implement a system of safety and health - Establish a system of documentation and record keeping - Implement a system of quality control and assurance - Establish a system of environmental protection - Implement a system of waste management - Establish a system of energy conservation - Implement a system of fire prevention and protection - Establish a system of pest control - Implement a system of security and access control - Establish a system of information management - Implement a system of data protection and privacy - Establish a system of human resources management - Implement a system of financial management - Establish a system of legal and regulatory compliance - Implement a system of corporate governance - Establish a system of social and community relations - Implement a system of ethical and moral conduct - Establish a system of sustainability and environmental stewardship - Implement a system of innovation and research and development - Establish a system of marketing and sales - Implement a system of customer service and support - Establish a system of product development and innovation - Implement a system of supply chain management - Establish a system of logistics and distribution - Implement a system of procurement and purchasing 	2M

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7. Reporting Systems	lack of reporting, inadequate documentation	3H		1L
8. Hazard Identification	overlooked hazards, poor communication	4A		2M
9. Communication	information gaps, language barriers	3H		1L

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			<div></div> <div></div> <div></div> <div></div>	
10. Policy Development	outdated policies, non-adherence	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
11. Conflict Resolution	workplace disputes, unresolved conflicts	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
12. Performance Management	poor performance, lack of motivation	3H	<div></div> <div></div> <div></div> <div></div> <div></div>	2M

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13. Contractor Management	unfamiliarity with site protocols, unqualified contractors	4A		2M
14. Incident Investigation	inadequate investigation, tampering	4A		2M
15. Security Management	unauthorised access, theft	3H		1L

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16. Work Environment	poor lighting, extreme temperatures	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
17. Transport Management	vehicle accidents, improper loading	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
18. Fatigue Management	worker fatigue, decreased alertness	4A	<div></div> <div></div> <div></div>	2M

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19. Chemical Handling	chemical exposure, mislabelled containers	4A		2M
20. Waste Management	incorrect waste disposal, hazardous waste exposure	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.