

Updating Outdated Industrial Controls Risk Assessment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.		
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:						Remember to apply controls in the preferred order shown by the coloured pyramid:		
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			
						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	Lack of tools, Untrained personnel	3H	<ul style="list-style-type: none"> - Ensure all necessary tools are available before starting - Confirm all personnel are trained and familiar with procedures - Conduct toolbox talks to refresh safety protocols - Check for the availability of PPE for all workers - Review checklists to ensure all requirements are met - Schedule personnel based on skill and availability - Secure special tools in advance - Conduct pre-start meeting to outline tasks - Implement a buddy system for complex tasks - Use signage to guide personnel on-site 	2M
2. Hazard Identification	Inadequate inspection of work hazards	3H	<ul style="list-style-type: none"> - Conduct comprehensive inspections to identify risks - Use hazard identification checklists - Engage experienced personnel for inspections - Cross-reference with past incident reports - Encourage worker participation in hazard spotting - Use a formal reporting mechanism for hazards - Review and update inspection procedure regularly - Employ both qualitative and quantitative risk evaluation - Provide training on hazard identification techniques - Integrate feedback from all staff in hazard identification 	2M
3. Risk Assessment	Incomplete assessment, Inaccurate risk evaluation	3H	<ul style="list-style-type: none"> - Use a structured template for risk assessment - Ensure involvement of key personnel in assessment - Validate assessment with industry guidelines - Perform peer review of risk assessments - Compare with similar past projects - Utilize computer software for risk modelling - Conduct regular reassessment as projects progress - Seek feedback from workers on assessment 	2M

<p>Control measures, Lack of movement</p>	<p>3H</p>	<p>- Engage specialists for complex risk evaluations</p> <p>[Redacted]</p>
<p>Improper usage</p>	<p>4A</p>	<p>[Redacted]</p>

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7. System Testing	Incorrect system behaviours, Test failures	3H		2M
8. Stakeholder Communication	Miscommunication, Information overload	3H		1L
9. Implementation	Implementation errors, Resistance from users	3H		2M

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10. Monitoring and Feedback	Missed feedback, Ineffective monitoring	3H		2M
11. Training and Development	Inaccurate training content, Disengaged participants	3H		2M
12. Regular System Reviews	Outdated systems, Neglected updates	3H		1L

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13. Change Management	Uncontrolled changes, Lack of communication	3H		2M
14. Incident Response Plan	Delayed response, Inadequate response	4A		2M
15. Post-Implementation Review	Overlooked issues, Biased review	3H		2M

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16. Documentation	Incomplete records, Outdated documents	3H		1L
17. Compliance Checks	Non-compliance, Unawareness of standards	4A		2M
18. Customer Feedback and Improvements	Negative customer feedback, Failure to act on feedback	3H		1L

ruptions, Quality

4A

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>

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>

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>

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.

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>

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>

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