

## Upgrading To Digital Locks 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			<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	Improper planning, Inadequate resources	3H	<ul style="list-style-type: none"> <li>- Conduct a thorough site assessment</li> <li>- Ensure all necessary materials and tools are available</li> <li>- Communicate the upgrade plan with all stakeholders</li> <li>- Allocate appropriate time for training staff</li> <li>- Develop a step-by-step upgrade procedure</li> <li>- Review supplier documentation for lock systems</li> <li>- Ensure IT infrastructure readiness</li> <li>- Confirm availability of technical support</li> <li>- Develop a backup plan for access during the upgrade time</li> <li>- Allocate a competent person to oversee the upgrade</li> </ul>	2M
2. Site Survey	Unforeseen structural issues, Building access challenges	3H	<ul style="list-style-type: none"> <li>- Conduct detailed building inspections</li> <li>- Identify any structural upgrades needed</li> <li>- Schedule survey during low access demand periods</li> <li>- Coordinate with building management for access</li> <li>- Prepare contingency plans for structural challenges</li> <li>- Record findings for planning purposes</li> <li>- Validate survey results with a second review</li> <li>- Communicate findings with all project members</li> <li>- Engage an architect or engineer if required</li> <li>- Identify legal compliance regarding building modifications</li> </ul>	1L
3. Procurement	Supplier delays, Wrong equipment specifications	4A	<ul style="list-style-type: none"> <li>- Select reputable suppliers</li> <li>- Double-check all specifications before ordering</li> <li>- Establish clear contracts with suppliers</li> <li>- Set realistic timelines with some buffer room</li> <li>- Request sample locks for testing</li> <li>- Ensure that products have quality certifications</li> <li>- Establish a good relationship with suppliers</li> <li>- Verify all delivery dates and conditions</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Arrange additional stock for critical components</li> <li>- Assign responsibilities for procurement oversight</li> </ul>	
4. Staff Training	Incomplete training, Miscommunication	3H	<ul style="list-style-type: none"> <li>- Develop a comprehensive training program for all staff involved in the project.</li> <li>- Conduct regular training sessions and updates throughout the project lifecycle.</li> <li>- Assign a dedicated training coordinator to oversee the process.</li> <li>- Implement a communication protocol to ensure all team members are informed of changes and updates.</li> <li>- Conduct a pre-project meeting to discuss roles, responsibilities, and expectations.</li> <li>- Establish a feedback loop for staff to report any issues or concerns during training.</li> <li>- Provide hands-on practice opportunities for staff to reinforce learning.</li> <li>- Document training progress and completion rates.</li> <li>- Schedule refresher training sessions as needed.</li> <li>- Assign mentors or experienced staff to provide additional support and guidance.</li> </ul>	1L
5. Uninstallation of Old Locks	Improper disposal, Damage to doors	3H	<ul style="list-style-type: none"> <li>- Develop a clear disposal plan for old locks, ensuring they are disposed of in a secure and environmentally friendly manner.</li> <li>- Assign a dedicated team to handle the removal and disposal of old locks.</li> <li>- Conduct a thorough inspection of doors to identify any potential damage during the removal process.</li> <li>- Implement a protocol to immediately report and address any damage to doors.</li> <li>- Use appropriate tools and techniques to safely remove old locks without causing unnecessary damage.</li> <li>- Store removed locks in a secure container until they can be properly disposed of.</li> <li>- Document the removal process and any damage identified.</li> <li>- Schedule regular communication with the disposal company to ensure timely removal.</li> <li>- Assign a supervisor to oversee the removal process and ensure compliance with safety protocols.</li> <li>- Conduct a final inspection of doors after removal to ensure they are in good condition.</li> </ul>	2M
6. Installation of New Locks	Incorrect installation, Electrical/internet connectivity issues	4A	<ul style="list-style-type: none"> <li>- Develop a detailed installation plan for the new locks, including wiring diagrams and connection instructions.</li> <li>- Assign a team of experienced technicians to handle the installation.</li> <li>- Conduct a pre-installation check to ensure all necessary components and tools are available.</li> <li>- Implement a protocol to test the locks thoroughly after installation, including checking electrical and internet connectivity.</li> <li>- Provide clear instructions and training to the installation team on the correct installation procedure.</li> <li>- Establish a communication channel for the installation team to report any issues or delays.</li> <li>- Schedule a final inspection and testing session after the installation is complete.</li> <li>- Assign a supervisor to oversee the installation process and ensure quality control.</li> <li>- Document the installation process and any issues encountered.</li> <li>- Provide ongoing support and training to staff on how to use the new locks.</li> </ul>	2M

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7. Testing and Calibration	Unexpected system failures, Inaccurate lock calibration	4A		2M
8. Post-Installation Inspection	Missed faults, Incomplete checks	3H		1L
9. System Integration	Compatibility issues, Integration flaws	4A		2M

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10. Documentation	Incomplete paperwork, Data inaccuracy	3H		1L
11. Handover	Miscommunication, Knowledge gaps	3H		1L
12. Monitoring and Maintenance	Neglected schedules, Maintenance oversight	4A		2M

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13. Feedback Collection	Unaddressed issues, Bias in collected feedback	3H		2M
14. Continuous Improvement	Complacency, Lack of feedback	3H		1L
15. Decommissioning Old Systems	Data breaches, Unsecured equipment disposal	4A		2M

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></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 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) Regulation 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.