

Use Of Bailouts 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			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	
								4. Engineering	
								5. Administrative	
								6. PPE	
Consequence Scale:								Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
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				
								<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	

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	Slipping, Tripping	3H	<ul style="list-style-type: none"> - Wear appropriate non-slip footwear - Remove obstructions in the work area - Mark slippery surfaces with warning signs - Ensure good lighting in the work area - Keep walkways clear and dry - Regularly inspect the area for hazards - Train workers on hazard awareness - Ensure proper signage is visible - Limit access to wet areas - Use barriers when necessary 	2M
2. Equipment Inspection	Equipment Failure, Faulty Components	3H	<ul style="list-style-type: none"> - Conduct routine checks before use - Follow the manufacturer's guidelines for maintenance - Record and report any issues immediately - Train personnel on inspection procedures - Ensure equipment is serviced regularly - Use checklists for verification - Replace faulty components promptly - Maintain an asset register - Ensure competent personnel conduct inspections - Ensure proper documentation of inspections 	2M
3. Personal Protective Equipment (PPE)	Inadequate Protection, Improper Use	2M	<ul style="list-style-type: none"> - Issue appropriate PPE for tasks - Train workers on correct use of PPE - Regularly inspect PPE for damage - Replace damaged PPE - Ensure PPE fits correctly - Provide PPE storage solutions - Audit PPE compliance regularly - Display PPE requirement signs 	1L

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			<ul style="list-style-type: none"> - Educate on limitations of PPE - Keep spare PPE accessible 	
4. Emergency Procedures	Delay in Response, Confusion	4A	<ul style="list-style-type: none"> - Establish clear communication protocols for emergencies - Conduct regular drills and training exercises - Ensure all personnel are familiar with emergency procedures - Post emergency contact information in accessible locations - Assign specific roles and responsibilities for emergency response - Maintain clear exit routes and assembly points - Ensure first aid kits and fire extinguishers are readily available - Establish a chain of command for emergency response - Provide clear instructions and signage for emergency procedures - Ensure all personnel understand the importance of following emergency procedures - Regularly review and update emergency procedures - Establish a system for reporting and investigating emergencies - Ensure all personnel are trained in basic first aid and CPR - Establish a system for monitoring and controlling the work environment - Ensure all personnel are aware of potential hazards and risks - Establish a system for identifying and assessing risks - Ensure all personnel are trained in risk assessment procedures - Establish a system for controlling and mitigating risks - Ensure all personnel are aware of the consequences of non-compliance - Establish a system for enforcing safety rules and regulations - Ensure all personnel are trained in safety procedures - Establish a system for monitoring and controlling the work environment - Ensure all personnel are aware of potential hazards and risks - Establish a system for identifying and assessing risks - Ensure all personnel are trained in risk assessment procedures - Establish a system for controlling and mitigating risks - Ensure all personnel are aware of the consequences of non-compliance - Establish a system for enforcing safety rules and regulations - Ensure all personnel are trained in safety procedures 	2M
5. Training and Competency	Lack of Knowledge, Inexperience	3H	<ul style="list-style-type: none"> - Provide comprehensive training for all personnel - Establish a system for monitoring and controlling the work environment - Ensure all personnel are aware of potential hazards and risks - Establish a system for identifying and assessing risks - Ensure all personnel are trained in risk assessment procedures - Establish a system for controlling and mitigating risks - Ensure all personnel are aware of the consequences of non-compliance - Establish a system for enforcing safety rules and regulations - Ensure all personnel are trained in safety procedures - Establish a system for monitoring and controlling the work environment - Ensure all personnel are aware of potential hazards and risks - Establish a system for identifying and assessing risks - Ensure all personnel are trained in risk assessment procedures - Establish a system for controlling and mitigating risks - Ensure all personnel are aware of the consequences of non-compliance - Establish a system for enforcing safety rules and regulations - Ensure all personnel are trained in safety procedures - Establish a system for monitoring and controlling the work environment - Ensure all personnel are aware of potential hazards and risks - Establish a system for identifying and assessing risks - Ensure all personnel are trained in risk assessment procedures - Establish a system for controlling and mitigating risks - Ensure all personnel are aware of the consequences of non-compliance - Establish a system for enforcing safety rules and regulations - Ensure all personnel are trained in safety procedures - Establish a system for monitoring and controlling the work environment - Ensure all personnel are aware of potential hazards and risks - Establish a system for identifying and assessing risks - Ensure all personnel are trained in risk assessment procedures - Establish a system for controlling and mitigating risks - Ensure all personnel are aware of the consequences of non-compliance - Establish a system for enforcing safety rules and regulations - Ensure all personnel are trained in safety procedures 	2M
6. Task Coordination	Communication Failure, Overlap of Tasks	3H	<ul style="list-style-type: none"> - Establish clear communication protocols - Assign specific roles and responsibilities - Conduct regular coordination meetings - Use clear and concise language - Establish a system for monitoring and controlling the work environment - Ensure all personnel are aware of potential hazards and risks - Establish a system for identifying and assessing risks - Ensure all personnel are trained in risk assessment procedures - Establish a system for controlling and mitigating risks - Ensure all personnel are aware of the consequences of non-compliance - Establish a system for enforcing safety rules and regulations - Ensure all personnel are trained in safety procedures - Establish a system for monitoring and controlling the work environment - Ensure all personnel are aware of potential hazards and risks - Establish a system for identifying and assessing risks - Ensure all personnel are trained in risk assessment procedures - Establish a system for controlling and mitigating risks - Ensure all personnel are aware of the consequences of non-compliance - Establish a system for enforcing safety rules and regulations - Ensure all personnel are trained in safety procedures - Establish a system for monitoring and controlling the work environment - Ensure all personnel are aware of potential hazards and risks - Establish a system for identifying and assessing risks - Ensure all personnel are trained in risk assessment procedures - Establish a system for controlling and mitigating risks - Ensure all personnel are aware of the consequences of non-compliance - Establish a system for enforcing safety rules and regulations - Ensure all personnel are trained in safety procedures - Establish a system for monitoring and controlling the work environment - Ensure all personnel are aware of potential hazards and risks - Establish a system for identifying and assessing risks - Ensure all personnel are trained in risk assessment procedures - Establish a system for controlling and mitigating risks - Ensure all personnel are aware of the consequences of non-compliance - Establish a system for enforcing safety rules and regulations - Ensure all personnel are trained in safety procedures 	2M

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7. Handling Hazardous Materials	Spillage, Exposure	4A		2M
8. Safe Work Environment	Poor Lighting, Noise	3H		2M
9. Machinery Operation	Entanglement, Mechanical Failure	4A		2M

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12. Chemical Handling	Fumes, Skin Contact	4A		2M
13. Electrical Safety	Electrocution, Short Circuit			2M
14. Confined Spaces	Oxygen Deficiency, Toxic Atmosphere	4A		2M

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15. Fire Safety	Fire Outbreak, Smoke Inhalation	4A		2M
16. Transporting Goods	Vehicle Accident, Load Shift	3H		1L
17. Working in Remote Areas	Isolation, Communication Failure	4A		2M

SAFETY

Category	3H	3H	3H
Improper Disposal	High	Medium-High	Medium
Improper Surface	Medium	Medium-Low	Low

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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