

Use Of Specific Online Software Systems 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	Lack of training, Inadequate software licensing	3H	<ul style="list-style-type: none"> - Conduct training sessions for all users on the software functionalities - Ensure all users have access to up-to-date user manuals - Secure appropriate software licenses for all users - Maintain a register of licensed software and user assignments - Review software agreements annually to ensure compliance - Prohibit unauthorized software installations - Implement a user feedback loop to identify common issues early - Schedule regular updates and patch installations - Ensure all data entries are backed up daily - Appoint an IT supervisor to oversee software use 	1L
2. User Login	Weak passwords, Unauthorized access	3H	<ul style="list-style-type: none"> - Enforce strong password policies (at least 12 characters, including numbers and symbols) - Implement two-factor authentication for all users - Regularly update user access privileges - Conduct bi-annual audits of user access logs - Use biometric login methods where possible - Ensure routine password changes (every 3 months) - Restrict login attempts after multiple failed access attempts - Provide cybersecurity awareness training annually - Develop incident response plans tailored to unauthorized access - Encourage reporting of suspicious logins immediately 	2M
3. Data Input	Data entry errors, Inconsistent data formats	2M	<ul style="list-style-type: none"> - Use automated data validation tools - Provide training on common data entry protocols - Implement mandatory data format templates - Enable audit trails to track data entry modifications - Conduct periodic random checks of data entries - Establish a double-entry system for critical data - Utilise spell-check and grammar-check utilities - Set thresholds for acceptable data entry deviations 	1L

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			<ul style="list-style-type: none"> - Provide clear manuals on data input standards - Maintain a repository of data examples for reference 	
4. Data Processing	Software crashes, Data corruption	4A	<ul style="list-style-type: none"> - Implement robust error handling and logging mechanisms - Regularly backup data to prevent loss - Use redundant storage systems - Implement data validation checks - Monitor system performance and resource usage - Establish a disaster recovery plan - Conduct regular security audits - Implement access controls and permissions - Use secure communication channels - Encrypt sensitive data - Implement data retention policies - Regularly update software and dependencies - Conduct penetration testing - Implement data backup and recovery procedures - Use secure data transfer protocols - Implement data integrity checks - Regularly test backup and recovery processes - Implement data archiving strategies - Use secure data storage formats - Implement data backup and recovery procedures - Use secure data transfer protocols - Implement data integrity checks - Regularly test backup and recovery processes - Implement data archiving strategies - Use secure data storage formats 	2M
5. Report Generation	Misreporting, Inaccurate calculations	3H	<ul style="list-style-type: none"> - Implement data validation and verification processes - Use reliable data sources - Implement data cross-checking mechanisms - Regularly update data and calculations - Implement data backup and recovery procedures - Use secure data transfer protocols - Implement data integrity checks - Regularly test backup and recovery processes - Implement data archiving strategies - Use secure data storage formats - Implement data backup and recovery procedures - Use secure data transfer protocols - Implement data integrity checks - Regularly test backup and recovery processes - Implement data archiving strategies - Use secure data storage formats 	1L
6. Output Distribution	Data leakage, Unauthorized distribution	4A	<ul style="list-style-type: none"> - Implement access controls and permissions - Use secure communication channels - Encrypt sensitive data - Implement data retention policies - Regularly update software and dependencies - Conduct penetration testing - Implement data backup and recovery procedures - Use secure data transfer protocols - Implement data integrity checks - Regularly test backup and recovery processes - Implement data archiving strategies - Use secure data storage formats 	2M

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7. Software Update	Incompatibility, Security vulnerabilities	3H		1L
8. User Support	Delays in issue resolution, Limited support resources	2M		1L
9. Data Analysis	Misinterpretation of data, Bias in analysis	3H		1L

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10. Data Archiving	Loss of data integrity, Inadequate data retrieval methods	3H		2M
11. System Shutdown	Data loss, Incomplete processes	4A		2M
12. User Training	Low engagement, Knowledge retention issues	2M		1L

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13. Incident Reporting	Underreporting of incidents, Improper documentation	3H		1L
14. Security Audit	Overlooked vulnerabilities, Non-compliance	4A		2M
15. Feedback Analysis and Improvement	Bias in feedback, Delayed action plans	2M		1L

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16. Conflict Resolution	Interpersonal conflict, Escalation of disputes	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
17. System Expansion	Resource strain, Capacity planning errors	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. Third-Party Integration	Interoperability issues, Data security risks	4A	<div></div> <div></div> <div></div>	2M

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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>

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.