

## Visual Inspection Post-Installation 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			<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>	
<b>Risk Rating &amp; Required Action:</b>								<b>Notes on Hierarchy of Controls:</b>	
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 the task starts. Senior supervisor sign-off needed.								1. <b>Eliminate</b>	
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	
<b>Consequence Scale:</b>								Always document <b>why</b> 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	slip on wet surfaces, trip on cables	3H	<ul style="list-style-type: none"> <li>- Ensure all surfaces are dry before commencing work</li> <li>- Use cable covers or secure cables to prevent tripping</li> <li>- Conduct a pre-work inspection of the area</li> <li>- Use appropriate footwear with good grip</li> <li>- Mark and barricade wet areas</li> <li>- Provide induction training on workplace hazards</li> <li>- Ensure adequate lighting in the area</li> <li>- Use signs to alert workers of potential slip hazards</li> <li>- Check weather conditions if working outdoors</li> <li>- Implement a cleaning schedule for regularly wet areas</li> </ul>	2M
2. Tool Inspection	tool malfunction, electrical hazards	4A	<ul style="list-style-type: none"> <li>- Conduct regular maintenance checks on tools</li> <li>- Ensure tools are tagged and up to date with testing</li> <li>- Use tools according to manufacturer guidelines</li> <li>- Provide training on tool use and safety</li> <li>- Allow only qualified personnel to handle electrical tools</li> <li>- Wear appropriate personal protective equipment</li> <li>- Store tools in a designated area</li> <li>- Use surge protectors for electrical tools</li> <li>- Implement a lockout/tagout procedure</li> <li>- Have a qualified electrician inspect electrical gear</li> <li>- Keep tools away from wet areas</li> <li>- Do not use tools with damaged cords or casings</li> </ul>	2M
3. Site Evaluation	uneven terrain, unexpected site changes	3H	<ul style="list-style-type: none"> <li>- Conduct a comprehensive site evaluation before starting work</li> <li>- Implement an onsite briefing with all team members</li> <li>- Use visual markers for uneven areas</li> <li>- Regularly inspect and assess site conditions</li> <li>- Establish a protocol for reporting changes</li> <li>- Map out a clear pathway for workers</li> </ul>	1L

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
			<ul style="list-style-type: none"> <li>- Provide training on navigating site-specific hazards</li> <li>- Ensure communication devices are working properly</li> <li>- Maintain a first-aid kit onsite</li> <li>- Collaborate with clients to address site changes promptly</li> <li>- Record and document any changes to site conditions</li> </ul>	
4. Ladder Usage	fall from height, ladder collapse	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
5. Equipment Setup	manual handling injuries, equipment malfunction	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
6. Electrical Safety Checks	electric shock, fires	4A	<p>[REDACTED]</p> <p>[REDACTED]</p>	1L

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
7. PPE Compliance	exposure to harmful substances, impact injuries	3H		2M
8. Lockout/Tagout Procedures	accidental machine startup, unexpected equipment activation	4A		1L
9. Hazardous Material Handling	chemical burns, inhalation risks	4A		2M

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
			<div>1. Establish a safe work area by setting up barriers and warning signs.</div> <div>2. Ensure all workers are trained and aware of the hazards.</div> <div>3. Use proper lifting techniques to avoid injury.</div> <div>4. Wear appropriate personal protective equipment (PPE).</div> <div>5. Communicate clearly with all team members.</div> <div>6. Keep the work area clean and free of clutter.</div> <div>7. Use tools and equipment correctly.</div> <div>8. Follow all safety protocols and procedures.</div> <div>9. Stop work immediately if a hazard is identified.</div> <div>10. Report any incidents or near misses to the supervisor.</div>	
10. Work Area Clearance	falling objects, restricted movement	3H	<div>1. Remove all unnecessary items from the work area.</div> <div>2. Use ladders safely to reach high areas.</div> <div>3. Secure all loose items that could fall.</div> <div>4. Establish a clear path for movement.</div> <div>5. Use caution when working near overhead structures.</div> <div>6. Communicate with others to avoid collisions.</div> <div>7. Keep the floor dry and free of oil or grease.</div> <div>8. Use proper footing and balance.</div> <div>9. Stop work if you feel unstable or unsafe.</div> <div>10. Report any unsafe conditions to the supervisor.</div>	1L
11. Signage and Communication	poor communication, lack of awareness	3H	<div>1. Use clear and concise language.</div> <div>2. Repeat important information.</div> <div>3. Use visual aids like signs and diagrams.</div> <div>4. Establish a common understanding of the task.</div> <div>5. Encourage questions and feedback.</div> <div>6. Use hand signals or gestures when needed.</div> <div>7. Confirm understanding with team members.</div> <div>8. Stop work if communication is unclear.</div> <div>9. Re-establish communication before proceeding.</div> <div>10. Document any communication issues.</div>	1L

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
12. Emergency Preparedness	delayed emergency response, panic during incidents	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L
13. Power Tools Usage	cuts and lacerations, noise-induced hearing loss	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
14. Scaffold Safety	scaffold collapse, overloading	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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
15. Post-Installation Review	residual defects, incomplete work	3H	1. Conduct a thorough visual inspection of the installation site. 2. Verify that all components are correctly installed and secured. 3. Check for any loose wires, connections, or hardware. 4. Test the functionality of the system, including power and data flow. 5. Document any issues found and the steps taken to resolve them. 6. Communicate the results of the review to the client. 7. Schedule a follow-up visit if necessary to address any remaining concerns. 8. Provide the client with a copy of the review report and any relevant documentation. 9. Ensure that the site is left clean and free of any debris or equipment. 10. Obtain the client's signature and approval for the completion of the project.	2M
16. Clean-Up and Demobilisation	exposure to hazardous materials, slips and trips	1H	1. Establish a clear demarcation for the work area and restrict access to authorized personnel only. 2. Use appropriate personal protective equipment (PPE) for handling hazardous materials. 3. Implement measures to prevent slips and trips, such as keeping walkways clear and using caution tape. 4. Properly dispose of or remove hazardous materials according to local regulations. 5. Clean and decontaminate the work area thoroughly. 6. Remove all equipment and materials from the site. 7. Conduct a final inspection to ensure the site is safe and ready for occupancy. 8. Document the completion of the clean-up and demobilisation process. 9. Communicate the status of the site to the client. 10. Obtain the client's approval for the final state of the site.	2M



## 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.