

Wearing Required Ppe 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:

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	Lack of awareness, Incorrect PPE sizing	3H	<ul style="list-style-type: none"> - Conduct a PPE training session before starting work - Ensure all PPE is correctly sized and fitted to each worker - Provide an induction on the importance of PPE - Use signage to remind workers of PPE requirements at entry points to the work area - Schedule regular PPE checks and audits - Ensure a process for reporting and replacing damaged PPE - Supervise new workers more closely - Ensure availability of PPE for all workers before starting task - Provide PPE usage guidelines in local language to workers who speak English as a second language - Issue a PPE requirement checklist 	2M
2. Inspection of Work Area	Obstructions, Trip hazards	3H	<ul style="list-style-type: none"> - Conduct a pre-start inspection of the work area - Ensure all walkways are clear and free of obstructions - Mark and highlight any permanent fixtures with visible tape - Use appropriate lighting in all work areas - Install anti-slip flooring where necessary - Ensure walkways are kept dry - Keep a record of inspections and any issues identified - Enforce housekeeping rules - Train workers to identify and report hazards - Use barriers to separate work areas from pedestrian routes 	1L
3. Donning PPE	Incorrectly worn PPE, Contaminated PPE	3H	<ul style="list-style-type: none"> - Train all workers on the correct procedure for donning PPE - Provide mirrors to allow verification of correctly fitted PPE - Use supervisors to double-check PPE fit before work starts - Supply sanitised storage areas for PPE - Ensure availability of disinfectant and cleaning stations - Implement a regular cleaning schedule for reusable PPE - Replace disposable PPE regularly - Issue guidelines for handling and storing PPE 	2M

Chemical exposure	4A	<ul style="list-style-type: none"> - Designate PPE donning zones
Evacuation, Injury during	3H	

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7. Reviewing PPE Program	Outdated procedures, Non-compliance	2M		1L
8. Emergency Situations	Insufficient PPE for emergency responders, Failure to wear PPE during evacuation	4A		2M
9. PPE Maintenance Program	Damaged PPE, PPE not replaced regularly	3H		1L

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			<div>1. Establish a safety protocol for PPE use, including proper storage, inspection, and disposal.</div> <div>2. Conduct regular safety training for all employees, emphasizing the importance of PPE.</div> <div>3. Implement a PPE inspection and maintenance schedule.</div> <div>4. Ensure PPE is readily available and accessible to all employees.</div> <div>5. Encourage employees to report any damaged or missing PPE.</div> <div>6. Provide clear instructions on how to properly use and maintain PPE.</div> <div>7. Establish a system for tracking PPE usage and replacement.</div> <div>8. Conduct regular audits to ensure PPE compliance.</div> <div>9. Provide feedback and encouragement to employees who consistently use PPE correctly.</div> <div>10. Review and update PPE protocols as needed.</div>	
10. Training and Awareness	Lack of PPE knowledge, Resistance to wearing PPE	3H	<div>1. Develop a comprehensive PPE training program.</div> <div>2. Conduct regular PPE training sessions for all employees.</div> <div>3. Use visual aids, such as posters and videos, to reinforce PPE importance.</div> <div>4. Encourage employees to share their experiences and knowledge about PPE.</div> <div>5. Implement a PPE incentive system to encourage compliance.</div> <div>6. Provide clear instructions on how to properly use and maintain PPE.</div> <div>7. Establish a system for tracking PPE usage and replacement.</div> <div>8. Conduct regular audits to ensure PPE compliance.</div> <div>9. Provide feedback and encouragement to employees who consistently use PPE correctly.</div> <div>10. Review and update PPE protocols as needed.</div>	1L
11. Managing PPE Supply Chain	PPE shortages, Receiving wrong type of PPE	3H	<div>1. Establish a reliable PPE supplier.</div> <div>2. Develop a PPE inventory management system.</div> <div>3. Implement a PPE ordering and delivery schedule.</div> <div>4. Conduct regular audits of PPE quality and quantity.</div> <div>5. Establish a system for tracking PPE usage and replacement.</div> <div>6. Provide clear instructions on how to properly use and maintain PPE.</div> <div>7. Encourage employees to report any damaged or missing PPE.</div> <div>8. Implement a PPE inspection and maintenance schedule.</div> <div>9. Ensure PPE is readily available and accessible to all employees.</div> <div>10. Review and update PPE protocols as needed.</div>	2M

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12. Monitoring and Supervision	Non-compliance with PPE policies, Unreported PPE defects	3H	<ul style="list-style-type: none"> Supervisors must ensure all workers are wearing PPE correctly at all times. Conduct regular safety audits and inspections. Provide immediate feedback and retraining if PPE is not worn correctly. Establish a reporting system for PPE defects. Replace defective PPE immediately. Document all PPE inspections and reports. Conduct safety meetings to reinforce PPE importance. Use visual aids to show correct PPE usage. Encourage workers to report PPE issues without fear of reprisal. Ensure PPE is available in all work areas. Verify PPE quality and standards. 	1L
13. Procurement of PPE	Procurement delays, Low quality PPE	3H	<ul style="list-style-type: none"> Establish a clear procurement process and timeline. Identify multiple suppliers to avoid dependency. Conduct thorough vetting of suppliers. Specify PPE requirements in procurement documents. Monitor procurement progress closely. Test PPE for quality and effectiveness. Establish a contingency plan for procurement delays. Communicate with workers about procurement status. Consider leasing PPE if procurement is delayed. Ensure PPE meets relevant standards. Document procurement process and decisions. 	1L
14. Use of PPE in Specific Areas	Area-specific hazards unaccounted for, Misunderstanding PPE requirements	3H	<ul style="list-style-type: none"> Conduct area-specific hazard assessments. Provide targeted PPE training for each area. Post clear PPE requirements in work areas. Assign PPE monitors for high-risk areas. Reinforce PPE requirements through regular communication. Ensure PPE is appropriate for the specific hazards. Conduct drills to practice PPE usage in specific areas. Verify PPE fit and comfort for all workers. Address any misunderstandings immediately. Update PPE requirements as hazards are identified. 	2M

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15. Reviewing PPE Effectiveness	PPE not fit for purpose, Decreased protection over time	2M		1L
16. Working in Extreme Conditions	Dehydration or heat stress, Sunburn or chilling	1A		2M
17. New Worker Introduction	Unfamiliarity with PPE policies, Incorrect PPE use	3H		1L

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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) 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.