

## Work In Low Ventilation Areas 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<br>HIGH                                   | 3<br>HIGH     | 4<br>ACUTE         | 4<br>ACUTE | 4<br>ACUTE   | 4A<br>ACUTE | DO NOT PROCEED            | Elimination<br>Remove the hazard.  |  |
| LIKELY   | 2<br>MODERATE                               | 3<br>HIGH     | 3<br>HIGH          | 4<br>ACUTE | 4<br>ACUTE   |             |                           | Substitution<br>Replace the hazard.  |  |
| POSSIBLE   | 1<br>LOW                                    | 2<br>MODERATE | 3<br>HIGH          | 4<br>ACUTE | 4<br>ACUTE   |             |                           | Isolation<br>Isolate People from the hazard  |  |
| UNLIKELY   | 1<br>LOW                                    | 1<br>LOW      | 2<br>MODERATE      | 3<br>HIGH  | 4<br>ACUTE   |             |                           | Engineering<br>Isolate the hazard  |  |
| RARE   | 1<br>LOW                                    | 1<br>LOW      | 2<br>MODERATE      | 3<br>HIGH  | 3<br>HIGH  |             |                           | Administrative<br>Change   |  |
|  |   |               |                    |            |  | 1L<br>LOW   | Monitor and keep records. | PPE  |  |
| <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 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   |  |
| <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                   |             |                           |  |  |
|  |   |               |                    |            |  |             |                           | 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 proper ventilation, accumulation of hazardous fumes  | 3H           | <ul style="list-style-type: none"> <li>- Ensure work area is assessed for ventilation requirements</li> <li>- Use portable ventilation systems if necessary</li> <li>- Review Safety Data Sheets (SDS) for all materials used</li> <li>- Conduct safety briefing on specific hazards present</li> <li>- Ensure emergency procedures are in place and communicated</li> <li>- Ensure relevant permits to work are obtained</li> <li>- Inspect personal protective equipment (PPE) for integrity</li> <li>- Train all workers on the hazards and safe work practices</li> <li>- Limit duration of exposure through shift rotations</li> <li>- Have air quality monitoring devices set up</li> </ul>                  | 2M            |
| 2. Area Inspection  | unnoticed sealed windows, non-functioning ventilation system | 4H           | <ul style="list-style-type: none"> <li>- Conduct a walkthrough inspection to identify potential hazards</li> <li>- Verify windows and vents are operational and accessible</li> <li>- Ensure ventilation systems are functional before work begins</li> <li>- Use checklists to ensure nothing is overlooked</li> <li>- Report any issues to maintenance staff for immediate repair</li> <li>- Ensure safety lighting is adequate during inspections</li> <li>- Communicate findings to all team members</li> <li>- Document all findings and actions taken</li> <li>- Plan for alternative ventilation if repairs are delayed</li> <li>- Regularly re-inspect areas if work extends over multiple days</li> </ul> | 3H            |
| 3. Equipment Setup  | equipment off-gassing, electrical hazards                    | 3H           | <ul style="list-style-type: none"> <li>- Use equipment designed for low-emission operation</li> <li>- Place equipment as far as practicable from workers</li> <li>- Use non-electrical tools where possible</li> <li>- Follow manufacturers' guidelines for setup</li> <li>- Ventilate the area before activating equipment</li> <li>- Ensure electrical connections are secure before use</li> <li>- Use circuit breakers and other safety devices</li> <li>- Confirm all staff are trained in equipment use</li> </ul>   | 2M            |

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|                                |  |              | - Regularly test equipment during operation<br>- Maintain clear egress routes around equipment  |               |
| 4. Air Quality Monitoring      | inaccurate readings, sensor malfunction                          | 2M           | 1. Verify sensor calibration before use.<br>2. Cross-check readings with a secondary device.<br>3. Replace sensors according to manufacturer's schedule.<br>4. Document all readings and anomalies.<br>5. Establish a protocol for sensor replacement.<br>6. Train personnel on proper monitoring techniques.<br>7. Perform regular maintenance on monitoring equipment.<br>8. Use backup sensors in case of primary sensor failure.<br>9. Verify sensor placement for accurate readings.<br>10. Keep monitoring logs up-to-date. | 1L            |
| 5. Tools and Material Handling | chemical spills, improper tool use                               | 3H           | 1. Use proper PPE when handling chemicals.<br>2. Label all chemical containers clearly.<br>3. Store chemicals in designated areas.<br>4. Use tools correctly and inspect them before use.<br>5. Clean up spills immediately and properly.<br>6. Train personnel on safe tool and chemical handling.<br>7. Use spill kits for immediate response.<br>8. Follow manufacturer instructions for all equipment.<br>9. Report any incidents or near-misses.<br>10. Regularly inspect tools for damage.                                  | 2M            |
| 6. Work Execution              | prolonged exposure to confined space, unexpected equipment noise | 4A           | 1. Limit time spent in confined spaces.<br>2. Use noise reduction equipment where possible.<br>3. Establish communication protocols for confined spaces.<br>4. Monitor equipment for unusual sounds or vibrations.<br>5. Rotate personnel to avoid prolonged exposure.<br>6. Use hearing protection in high-noise areas.<br>7. Perform regular equipment maintenance.<br>8. Post warning signs for confined spaces.<br>9. Have a rescue plan for confined space entry.<br>10. Use sound level meters to monitor noise levels.     | 3H            |

| JOB STEP                    | POTENTIAL HAZARDS                                    | IR           | CONTROL MEASURES   | RR            |
|-----------------------------|--|--------------|--|---------------|
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|                             |  |              |  |               |
| 7. Post-Work Inspection     | undetected residue build-up, overlooked damage       | 3H           |  | 2M            |
| 8. Maintenance and Repairs  | repair-related air contamination, mechanical hazards | 4A           |  | 3H            |
| 9. Worker Health Monitoring | undetected health issues, insufficient rest          | 3H           |  | 2M            |

| JOB STEP                     | POTENTIAL HAZARDS   | IR           | CONTROL MEASURES   | RR            |
|------------------------------|---|--------------|--|---------------|
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|                              |   |              |  |               |
| 10. Emergency Preparedness   | infrequent safety drills, unfamiliar emergency equipment  | 4A           |  | 3H            |
| 11. Training and Competence  | insufficient skill levels, unfamiliarity with procedures  | 3H           |  | 2M            |
| 12. Communication Management | poor information dissemination, message misinterpretation | 3H           |  | 2M            |

| JOB STEP                             | POTENTIAL HAZARDS  | IR           | CONTROL MEASURES   | RR            |
|--------------------------------------|--|--------------|--|---------------|
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|                                      |  |              |  |               |
| 13. Behavioural Safety               | worker complacency, risk-taking behaviours                     | 3H           |  | 2M            |
| 14. Hazardous Materials Management   | improper storage, exposure due to unknown substances           | 4A           |  | 3H            |
| 15. Record Keeping and Documentation | incomplete records, unauthorised access to sensitive documents | 2M           |  | 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.