

## Work Near Skylights Or Vents 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.	<b>Isolation</b> 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>

### Risk Rating & Required Action:

<b>4A</b>	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.
<b>3H</b>	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.

### Consequence Scale:

Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance
<b>Insignificant</b>	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	Unsecured tools, Inadequate PPE	3H	<ul style="list-style-type: none"> <li>- Conduct a safety briefing with all personnel</li> <li>- Ensure all tools are secured to prevent falling</li> <li>- Provide appropriate PPE including harnesses, helmets, and gloves</li> <li>- Check the integrity of the roof access equipment</li> <li>- Inspect the worksite for additional hazards</li> <li>- Document any new risks identified</li> <li>- Ensure workers are trained in safe work procedures</li> <li>- Verify that all safety gear complies with Australian standards</li> <li>- Assign a safety officer to oversee the work</li> <li>- Confirm communication devices are working</li> </ul>	2M
2. Site Assessment	Weak roof structure, Inaccurate hazard identification	3H	<ul style="list-style-type: none"> <li>- Conduct a structural inspection of the roof</li> <li>- Use non-destructive testing methods to assess strength</li> <li>- Consult with engineering personnel for an expert opinion</li> <li>- Mark unsafe areas visibly</li> <li>- Establish safe zones away from skylights and vents</li> <li>- Use drones or other tools for difficult-to-reach assessments</li> <li>- Review building plans for structural information</li> <li>- Identify and document all existing skylights and vents</li> <li>- Ensure all personnel understand the site layout</li> <li>- Install barriers around fragile surfaces</li> </ul>	1L
3. Tool Selection	Using inappropriate tools, Electrical hazards from tools	2M	<ul style="list-style-type: none"> <li>- Select tools appropriate for roof work</li> <li>- Inspect all electrical tools for damage before use</li> <li>- Use battery-powered tools to reduce electrical hazards</li> <li>- Maintain tool inventory and condition records</li> <li>- Provide training on the correct use of all tools</li> <li>- Implement a colour-coded system for tool safety checks</li> <li>- Ensure tool manufacturers' guides are available</li> <li>- Check compatibility of tools with fall protection equipment</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Use insulated tools near electrical sources</li> <li>- Repair or replace damaged tools immediately</li> </ul>	
4. Risk Communication	Miscommunication, Failure to follow procedures	4A	<ul style="list-style-type: none"> <li>- Establish clear communication protocols and ensure all team members understand their roles and responsibilities.</li> <li>- Conduct regular safety meetings and toolbox talks to discuss potential hazards and control measures.</li> <li>- Use standardized hand signals and communication methods to avoid misunderstandings.</li> <li>- Ensure all team members are trained in the correct use of tools and equipment.</li> <li>- Implement a system for reporting and addressing safety concerns immediately.</li> <li>- Use visual aids, such as diagrams and labels, to clarify complex tasks and hazards.</li> <li>- Assign specific tasks to individuals and ensure they are qualified to perform them.</li> <li>- Establish a clear chain of command and ensure all team members know who to report to.</li> <li>- Use safety barriers and warning signs to identify potential hazards and restricted areas.</li> <li>- Implement a permit-to-work system for high-risk tasks to ensure all necessary precautions are taken.</li> <li>- Conduct regular safety audits and inspections to identify and address potential hazards.</li> <li>- Provide ongoing safety training and education to all team members.</li> <li>- Establish a safety culture where everyone is responsible for their own safety and the safety of others.</li> <li>- Use safety data sheets (SDS) for all chemicals and materials used on the job.</li> <li>- Implement a system for tracking and recording safety incidents and near misses.</li> <li>- Review safety incidents and near misses to identify causes and prevent recurrence.</li> <li>- Encourage team members to speak up if they see a safety concern or hear someone else doing something unsafe.</li> <li>- Use safety vests and hard hats to provide additional protection.</li> <li>- Establish a safe work area and ensure it is free of clutter and tripping hazards.</li> <li>- Use proper lifting techniques to avoid musculoskeletal injuries.</li> <li>- Implement a system for managing and disposing of waste and debris safely.</li> <li>- Use safety harnesses and fall protection equipment when working at heights.</li> <li>- Establish a system for managing and controlling equipment and tools.</li> <li>- Use safety glasses and face shields to protect eyes and face from flying debris.</li> <li>- Implement a system for managing and controlling the use of power tools and equipment.</li> <li>- Use safety barriers and caution tape to restrict access to work areas.</li> <li>- Establish a system for managing and controlling the use of chemicals and materials.</li> <li>- Use safety shoes and steel toes to protect feet from falling objects.</li> <li>- Implement a system for managing and controlling the use of heavy machinery and equipment.</li> <li>- Use safety barriers and caution tape to restrict access to work areas.</li> <li>- Establish a system for managing and controlling the use of power tools and equipment.</li> <li>- Use safety glasses and face shields to protect eyes and face from flying debris.</li> <li>- Implement a system for managing and controlling the use of chemicals and materials.</li> <li>- Use safety shoes and steel toes to protect feet from falling objects.</li> <li>- Implement a system for managing and controlling the use of heavy machinery and equipment.</li> </ul>	2M
5. Work Permit Acquisition	Incomplete permit, Unapproved procedures	2M	<ul style="list-style-type: none"> <li>- Obtain all necessary permits and approvals before starting work.</li> <li>- Ensure all permits are completed and signed by the appropriate authorities.</li> <li>- Follow approved procedures and methods for all tasks.</li> <li>- Use safety barriers and warning signs to identify potential hazards and restricted areas.</li> <li>- Implement a permit-to-work system for high-risk tasks to ensure all necessary precautions are taken.</li> <li>- Conduct regular safety audits and inspections to identify and address potential hazards.</li> <li>- Provide ongoing safety training and education to all team members.</li> <li>- Establish a safety culture where everyone is responsible for their own safety and the safety of others.</li> <li>- Use safety data sheets (SDS) for all chemicals and materials used on the job.</li> <li>- Implement a system for tracking and recording safety incidents and near misses.</li> <li>- Review safety incidents and near misses to identify causes and prevent recurrence.</li> <li>- Encourage team members to speak up if they see a safety concern or hear someone else doing something unsafe.</li> <li>- Use safety vests and hard hats to provide additional protection.</li> <li>- Establish a safe work area and ensure it is free of clutter and tripping hazards.</li> <li>- Use proper lifting techniques to avoid musculoskeletal injuries.</li> <li>- Implement a system for managing and disposing of waste and debris safely.</li> <li>- Use safety harnesses and fall protection equipment when working at heights.</li> <li>- Establish a system for managing and controlling equipment and tools.</li> <li>- Use safety glasses and face shields to protect eyes and face from flying debris.</li> <li>- Implement a system for managing and controlling the use of power tools and equipment.</li> <li>- Use safety barriers and caution tape to restrict access to work areas.</li> <li>- Establish a system for managing and controlling the use of chemicals and materials.</li> <li>- Use safety shoes and steel toes to protect feet from falling objects.</li> <li>- Implement a system for managing and controlling the use of heavy machinery and equipment.</li> </ul>	1L
6. Equipment Setup	Improper equipment setup, Overloading machinery	3H	<ul style="list-style-type: none"> <li>- Read and understand the manufacturer's instructions and safety warnings for all equipment.</li> <li>- Ensure all equipment is properly inspected and maintained before use.</li> <li>- Use proper setup and adjustment techniques for all equipment.</li> <li>- Avoid overloading machinery and equipment.</li> <li>- Use safety barriers and warning signs to identify potential hazards and restricted areas.</li> <li>- Implement a permit-to-work system for high-risk tasks to ensure all necessary precautions are taken.</li> <li>- Conduct regular safety audits and inspections to identify and address potential hazards.</li> <li>- Provide ongoing safety training and education to all team members.</li> <li>- Establish a safety culture where everyone is responsible for their own safety and the safety of others.</li> <li>- Use safety data sheets (SDS) for all chemicals and materials used on the job.</li> <li>- Implement a system for tracking and recording safety incidents and near misses.</li> <li>- Review safety incidents and near misses to identify causes and prevent recurrence.</li> <li>- Encourage team members to speak up if they see a safety concern or hear someone else doing something unsafe.</li> <li>- Use safety vests and hard hats to provide additional protection.</li> <li>- Establish a safe work area and ensure it is free of clutter and tripping hazards.</li> <li>- Use proper lifting techniques to avoid musculoskeletal injuries.</li> <li>- Implement a system for managing and disposing of waste and debris safely.</li> <li>- Use safety harnesses and fall protection equipment when working at heights.</li> <li>- Establish a system for managing and controlling equipment and tools.</li> <li>- Use safety glasses and face shields to protect eyes and face from flying debris.</li> <li>- Implement a system for managing and controlling the use of power tools and equipment.</li> <li>- Use safety barriers and caution tape to restrict access to work areas.</li> <li>- Establish a system for managing and controlling the use of chemicals and materials.</li> <li>- Use safety shoes and steel toes to protect feet from falling objects.</li> <li>- Implement a system for managing and controlling the use of heavy machinery and equipment.</li> </ul>	2M

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7. Safety Barriers Installation	Improper barriers, Trip hazards	3H		1L
8. Skylight Access	Falls through skylights, Structural collapse	4A		2M
9. Vent Access	Ventilation hazards, Exposure to fumes	3H		1L

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10. Task Execution	Disorientation in high areas, Tool mishandling	4A		2M
11. Inspection and Testing	Faulty equipment detection, Misinterpretation of results	3H		1L
12. Debriefing and Review	Failure to learn from incidents, Incomplete documentation	2M		1L

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13. Equipment Demobilisation	Damage to equipment, Improper storage	2M		1L
14. Site Cleanup	Improper disposal, Environmental impact	2M		1L
15. Final Reporting	Inaccurate reporting, Information loss	2M		1L

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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.