

## Work On Suspended Floors 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>	
<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. <b>Eliminate</b>
2M						Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.			2. <b>Substitute</b>
1L						Proceed, following standard operating procedures. Monitor and keep records.			3. <b>Isolate</b>
									4. <b>Engineering</b>
									5. <b>Administrative</b>
									6. <b>PPE</b>
<b>Consequence Scale:</b>									
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				
						</			

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	Inadequate Planning, Lack of Training	3H	<ul style="list-style-type: none"> <li>- Ensure all workers are trained for working at heights</li> <li>- Develop a comprehensive work plan with emergency procedures</li> <li>- Conduct a toolbox talk to discuss safety requirements before starting</li> <li>- Verify all workers are fit for duty and able to perform tasks safely</li> <li>- Confirm all permits are signed and documentation is complete</li> <li>- Appoint a trained supervisor to oversee the work</li> <li>- Ensure all workers have and use appropriate personal protective equipment (PPE)</li> <li>- Implement buddy system for mutual safety checks</li> <li>- Establish a communication protocol for the team</li> <li>- Confirm weather conditions are safe and suitable for work</li> </ul>	2M
2. Arrival On Site	Traffic Hazards, Equipment Mishandling	3H	<ul style="list-style-type: none"> <li>- Ensure clear signage in place to direct traffic safely around the work area</li> <li>- Designate safe walking paths away from vehicle movement</li> <li>- Conduct induction session for all arriving workers</li> <li>- Ensure proper coordination with site management</li> <li>- Assign ground controllers to assist with vehicle movements</li> <li>- Conduct equipment checks before unloading</li> <li>- Use only trained personnel to handle equipment</li> <li>- Keep a safe distance from operating machinery</li> <li>- Supervise unloading activities closely</li> <li>- Confirm parking areas are isolated and marked</li> </ul>	1L
3. Setting Up Perimeter	Falls from Heights, Improper Anchor Points	4A	<ul style="list-style-type: none"> <li>- Use edge protection systems such as guardrails</li> <li>- Install temporary fencing with visible barriers</li> <li>- Clearly mark and sign restricted and hazardous areas</li> <li>- Ensure all anchor points meet industry standards</li> <li>- Check and document all anchor points before use</li> <li>- Employ safety harnesses that are regularly inspected</li> <li>- Assign designated areas for specific work tasks</li> <li>- Regularly inspect perimeter setup during operations</li> </ul>	2M

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			- Conduct regular safety briefings on hazards - Ensure workers understand fall arrest protocols	
4. Equipment Inspection	Faulty Tools, Equipment Failure	3H		2M
5. Installing Safety Netting	Material Falling, Slips and Trips	4A		2M
6. Hoisting Materials	Overloading Hoists, Uncontrolled Loads	3H		1L

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7. Erecting Formwork	Formwork Collapse, Manual Handling Injuries	4A		2M
8. Pouring Concrete	Tripping Over Hose, Chemical Burns	3H		1L
9. Curing Concrete	Respiratory Issues, Thermal Hazards	2M		1L

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			<div></div> <div></div> <div></div> <div></div>	
10. Dismantling Formwork	Crushing Hazards, Falling Objects	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
11. Site Clean-Up	Sharp Objects, Hazardous Waste	3H	<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
12. Final Inspection	Undisclosed Hazards, Non-compliance Issues	2M	<div></div> <div></div> <div></div> <div></div> <div></div>	1L

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13. Exit and De-mobilisation	Transport Hazards, Inadequate Decommissioning	3H		2M
14. Review and Lessons Learned	Incomplete Data Collection, Miscommunication	2M		1L
15. Archiving and Documentation	Data Loss, Unauthorised Access	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.