

Worker Welfare And Health Checks 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:								Notes on Hierarchy of Controls:	
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. 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	
Consequence Scale:								Always document why 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	Inadequate training, Poor communication	3H	<ul style="list-style-type: none"> - Provide comprehensive training sessions - Set up clear communication channels - Develop a checklist for preparation tasks - Schedule regular team meetings - Assign roles and responsibilities clearly - Ensure availability of necessary resources - Conduct risk assessment of preparatory activities - Establish an emergency communication procedure - Develop an induction program for new workers - Maintain up-to-date training records 	2M
2. Hazard Identification	Missed hazards, Inaccurate assessment	3H	<ul style="list-style-type: none"> - Use a structured methodology for hazard identification - Hold workshops for collaborative hazard identification - Engage experienced personnel in risk assessment - Review historical data on workplace incidents - Regularly update hazard identification tools - Conduct site inspections with a checklist - Consult with employees about potential risks - Implement feedback mechanisms for hazard identification - Schedule periodic review of identified hazards - Ensure transparency in documentation and reporting 	2M
3. Worker Health Monitoring	Overlooked health issues, Delayed reporting	3H	<ul style="list-style-type: none"> - Institute mandatory regular health check-ups - Use technologies to assist in health monitoring - Ensure adherence to privacy laws - Implement health monitoring systems - Provide training on self-reporting of health issues - Establish direct lines for health-related queries - Encourage prompt reporting of health issues - Collaborate with healthcare professionals 	2M

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			<ul style="list-style-type: none"> - Monitor health trends for early intervention - Create awareness programs about health risks 	
4. Mental Health Support	Stigmatization, Inadequate support	3H	<ul style="list-style-type: none"> - Provide mental health training for all staff - Establish a mental health support team - Implement a peer support program - Offer confidential counseling services - Develop a crisis intervention plan - Provide access to mental health professionals - Encourage staff to seek help when needed - Monitor staff for signs of stress or mental health issues - Create a safe and supportive work environment - Regularly review and update mental health policies 	2M
5. Personal Protective Equipment (PPE)	Improper use, Insufficient availability	3H	<ul style="list-style-type: none"> - Provide comprehensive PPE training - Ensure PPE is readily available - Inspect PPE for damage and functionality - Enforce proper PPE use - Replace worn or damaged PPE - Conduct regular PPE audits - Provide PPE for all tasks requiring it - Educate staff on the importance of PPE - Establish a PPE inventory system - Provide PPE for all staff, regardless of role 	2M
6. Emergency Response Planning	Lack of coordination, Delayed response	3H	<ul style="list-style-type: none"> - Develop a comprehensive emergency response plan - Conduct regular emergency drills - Assign specific roles and responsibilities - Establish a clear communication system - Coordinate with local emergency services - Review and update the emergency response plan - Provide emergency training for all staff - Ensure all staff know the location of exits and assembly points - Establish a designated meeting point - Conduct a post-drill debriefing 	2M

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7. Ergonomic Assessments	Repetitive strain injuries, Poor workstation design	3H		2M
8. Chemical Safety	Exposure to toxic substances, Improper storage	3H		1L
9. Incident Reporting and Investigation	Underreporting, Inaccurate data collection	3H		2M

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			<div></div> <div></div> <div></div> <div></div>	
10. Training and Development	Skill gaps, Outdated training material	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
11. Workplace Environment	Poor air quality, Inadequate lighting	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
12. Managing Physical Workspaces	Slip and trip hazards, Cluttered spaces	3H	<div></div> <div></div> <div></div> <div></div> <div></div>	2M

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13. Electrical Safety	Electrical faults, Overloading circuits	3H		1L
14. Remote Work Considerations	Isolation, Inadequate IT	3H		2M
15. Worker Engagement and Feedback	Low morale, Lack of feedback	3H		2M

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16. Transportation and Travel Safety	Traffic incidents, Inadequate vehicle maintenance	3H		1L
17. Contractor and Visitor Management	Unfamiliarity with site, Unregulated access	3H		2M
18. Stress Management	Excessive workload, Insufficient breaks	3H		2M

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19. Violence and Bullying Prevention	Workplace conflict, Harassment	4A		3H
20. Incident Response Training	Unpreparedness, Delayed actions	4A		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.