

## Working Near Old Or Unstable Buildings 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.	Isolation 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. 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				
								<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. Site Assessment	structural collapse, exposure to hazardous materials	3H	<ul style="list-style-type: none"> <li>- Conduct a detailed structural inspection before entering</li> <li>- Use a licensed structural engineer for assessment</li> <li>- Develop a hazard report outlining potential risks</li> <li>- Use appropriate PPE for initial inspection</li> <li>- Restrict access to unsafe areas</li> <li>- Install temporary supports if necessary</li> <li>- Provide training on hazard recognition</li> <li>- Use remote inspection tools when possible</li> <li>- Develop an emergency evacuation plan</li> <li>- Communicate findings to all stakeholders</li> </ul>	2M
2. Access Control	unauthorised access, inadequate signage	3H	<ul style="list-style-type: none"> <li>- Install fencing around hazardous areas</li> <li>- Assign security personnel to monitor access</li> <li>- Implement a permit-to-work system</li> <li>- Display 'No Entry' and warning signs prominently</li> <li>- Lock and secure unused entry points</li> <li>- Use access logs to track entry and exit</li> <li>- Train personnel on access protocols</li> <li>- Review and update access restrictions regularly</li> <li>- Use surveillance cameras where appropriate</li> <li>- Communicate access restrictions clearly</li> </ul>	1L
3. Work Area Preparation	slips, trips, and falls, falling debris	3H	<ul style="list-style-type: none"> <li>- Clear work area of unnecessary materials</li> <li>- Ensure adequate lighting in all areas</li> <li>- Secure loose or unstable items</li> <li>- Set up debris nets or barriers</li> <li>- Use warning signs for slippery surfaces</li> <li>- Provide non-slip footwear</li> <li>- Train workers on safe work practices</li> <li>- Conduct regular site clean-ups</li> </ul>	2M

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
			<ul style="list-style-type: none"> <li>- Inspect PPE for wear and tear</li> <li>- Brief workers on specific hazards</li> </ul>	
4. Structural Reinforcement	collapse during work, injury from reinforcement tools	4A	<ul style="list-style-type: none"> <li>- Use proper lifting techniques</li> <li>- Ensure scaffolding is stable and secure</li> <li>- Use fall protection equipment</li> <li>- Wear appropriate PPE (hard hat, safety glasses, gloves)</li> <li>- Avoid overexertion</li> <li>- Use proper tool handling techniques</li> <li>- Keep work area clear of obstacles</li> <li>- Communicate with team members</li> <li>- Follow safety protocols</li> <li>- Use proper footing</li> <li>- Avoid distractions</li> <li>- Use proper body mechanics</li> <li>- Take regular breaks</li> <li>- Stay hydrated</li> <li>- Use proper tool storage</li> <li>- Keep tools sharp</li> <li>- Use proper tool selection</li> <li>- Avoid using damaged tools</li> <li>- Use proper tool maintenance</li> <li>- Follow manufacturer instructions</li> <li>- Use proper tool handling</li> <li>- Avoid using tools incorrectly</li> <li>- Use proper tool storage</li> <li>- Keep tools sharp</li> <li>- Use proper tool selection</li> <li>- Avoid using damaged tools</li> <li>- Use proper tool maintenance</li> <li>- Follow manufacturer instructions</li> <li>- Use proper tool handling</li> <li>- Avoid using tools incorrectly</li> </ul>	2M
5. Material Handling	manual handling injuries, exposure to harmful dust	3H	<ul style="list-style-type: none"> <li>- Use proper lifting techniques</li> <li>- Ensure scaffolding is stable and secure</li> <li>- Use fall protection equipment</li> <li>- Wear appropriate PPE (hard hat, safety glasses, gloves)</li> <li>- Avoid overexertion</li> <li>- Use proper tool handling techniques</li> <li>- Keep work area clear of obstacles</li> <li>- Communicate with team members</li> <li>- Follow safety protocols</li> <li>- Use proper footing</li> <li>- Avoid distractions</li> <li>- Use proper body mechanics</li> <li>- Take regular breaks</li> <li>- Stay hydrated</li> <li>- Use proper tool storage</li> <li>- Keep tools sharp</li> <li>- Use proper tool selection</li> <li>- Avoid using damaged tools</li> <li>- Use proper tool maintenance</li> <li>- Follow manufacturer instructions</li> <li>- Use proper tool handling</li> <li>- Avoid using tools incorrectly</li> </ul>	2M
6. Scaffold Setup	scaffold collapse, falls from height	4A	<ul style="list-style-type: none"> <li>- Use proper lifting techniques</li> <li>- Ensure scaffolding is stable and secure</li> <li>- Use fall protection equipment</li> <li>- Wear appropriate PPE (hard hat, safety glasses, gloves)</li> <li>- Avoid overexertion</li> <li>- Use proper tool handling techniques</li> <li>- Keep work area clear of obstacles</li> <li>- Communicate with team members</li> <li>- Follow safety protocols</li> <li>- Use proper footing</li> <li>- Avoid distractions</li> <li>- Use proper body mechanics</li> <li>- Take regular breaks</li> <li>- Stay hydrated</li> <li>- Use proper tool storage</li> <li>- Keep tools sharp</li> <li>- Use proper tool selection</li> <li>- Avoid using damaged tools</li> <li>- Use proper tool maintenance</li> <li>- Follow manufacturer instructions</li> <li>- Use proper tool handling</li> <li>- Avoid using tools incorrectly</li> </ul>	2M

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7. Demolition Preparation	uncontrolled collapse, flying debris	4A		2M
8. Electrical Safety	electrocution, short	3H		1L
9. Hazardous Material Handling	asbestos exposure, chemical burns	4A		2M

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10. Public Safety	accidental public entry, vehicular accidents	4A		2M
11. Weather Conditions	sudden storms, extreme temperatures	3H		2M
12. Heavy Equipment Use	equipment malfunction, operator error	4A		2M

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13. Communication Systems	communication failure, language barriers	3H		1L
14. Waste Management	contamination from waste, injuries from improper disposal	3H		1L
15. Emergency Preparedness	fire emergencies, inadequate evacuation procedures	4A		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.