Asbestos Materials			
Business Name:		ABN:	
Business Address:			
Contact Person:	Phone:	Email:	

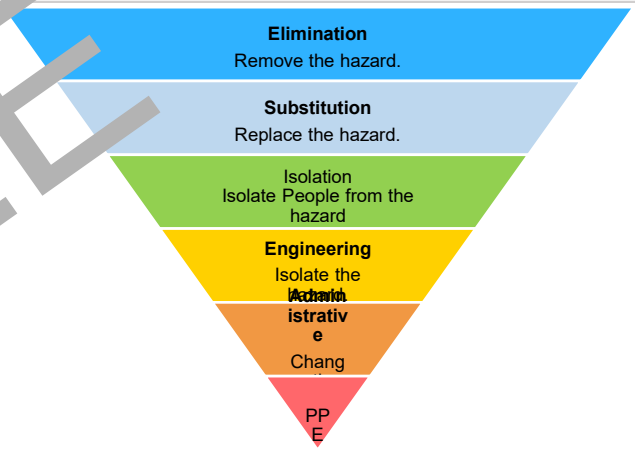
THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF THE PROJECT		
Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.		
Full Name:		
Signature:	Title:	Date:

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
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Rev before work
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACU	2M MO RATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 H	1L LOW	Monitor and keep records.

HIERARCHY OF CONTROLS



Risk Rating & Required Action:

4A	Stop work. The risk is intolerable. E inate the hazar redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or hi er-level authorisati is required.
3H	Review and approve additional c rols b ask arts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in ace and effe ive. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures Monitor and keep records.

Consequence Scale:

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

Notes on Hierarchy of Controls:
Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. Substitute
3. Isolate
4. Engineering
5. Administrative
6. 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. Asbestos Governance, Policy and Legal Compliance	• Absence of a formal asbestos management policy aligned with WHS Act 2011, WHS Regulations 2011 and relevant Codes of Practice • Senior management not clearly aware of or accountable for asbestos-related legal duties (PCBU, officers, workers, others) • Failure to identify and comply with jurisdiction-specific asbestos requirements (e.g. state/territory regulations, licencing conditions, notification requirements) • Inadequate consultation with HSRs, health and safety committees and workers regarding asbestos management decisions • Lack of a documented asbestos management plan where asbestos or ACM is present or likely to be present • No systematic process to review and update asbestos governance arrangements following legislative change, notifiable incidents, or regulator advice	High	• Develop, endorse and implement a formal Asbestos Management Policy signed by the PCBU or officer, explicitly referencing the WHS Act 2011, WHS Regulations 2011 and relevant Safe Work Australia Codes of Practice (e.g. How to Manage and Control Asbestos in the Workplace; How to Safely Remove Asbestos) • Define and document clear asbestos-related roles, responsibilities and accountabilities for officers, managers, supervisors, health and safety representatives and workers within WHS governance frameworks • Undertake a legal compliance review (internal or external) to map all applicable asbestos obligations across each operating state/territory, including licencing, notification, waste transport and disposal requirements • Integrate asbestos management requirements into the organisation's WHS management system (e.g. ISO 45001-aligned framework), including objectives, targets and performance indicators for asbestos risk control • Establish documented Asbestos Management Plan for each workplace where asbestos or ACM is identified or presumed, covering identification, risk assessment, control, monitoring, incident response, communication and review • Implement a scheduled review process (e.g. annually or after major change, incident or regulator direction) for asbestos policies, procedures and management plans, with documented outcomes and action tracking • Ensure formal consultation mechanisms (toolbox talks, WHS committee meetings, HSR forums) specifically include asbestos topics and decisions, and record consultation outcomes • Include asbestos compliance status as a standing agenda item for executive WHS governance meetings and board WHS reporting	Medium
2. Asbestos Identification and Survey Systems	• Workplaces constructed before the relevant asbestos cut-off dates not systematically surveyed by a competent person • Reliance on undocumented assumptions (e.g. building age) rather than evidence-based asbestos surveys • Incomplete or out-of-date asbestos registers, failing to record location, type, condition and friability of asbestos-containing materials (ACM) • Inaccurate information from previous building owners, landlords or contractors not independently verified • Lack of accessible, up-to-date plans and drawings indicating ACM locations	High	• Establish and implement a formal asbestos identification procedure requiring surveys of all buildings, structures, plant and equipment constructed before the relevant asbestos ban dates, conducted by a competent person • Engage an independent, competent asbestos assessor to perform baseline and periodic asbestos surveys, including sampling and laboratory analysis by NATA-accredited laboratories where required • Maintain a compliant, site-specific Asbestos Register for each workplace, clearly documenting the location, type, condition, friability and risk assessment of all identified or presumed ACM, as required by WHS Regulations 2011 • Implement document control for asbestos registers to ensure version control, review dates and authorisation, and to prevent outdated registers from being used • Link asbestos register data to site plans, schematics and building drawings, using simple visual coding (e.g. colour or symbol systems) for easy interpretation by workers and contractors • Introduce a scheduled re-inspection program (e.g. at least every 5 years, or more frequently for higher-risk ACM) to review condition, reassess risk and update the register and management plan accordingly	Medium

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	for maintenance, contractors and emergency services • No formal system for re-inspecting and re-assessing ACM condition at regular intervals or after disturbance, damage or building changes		• Specify in contractor engagement and access procedures that the current asbestos register must be consulted before any intrusive work (e.g. drilling, cutting, demolition, refurbishment), and ensure acknowledgment is recorded • Implement change management processes so that any building renovation, demolition, service installation or damage triggers a review and, where necessary, re-survey of affected areas by a competent person	
3. Asbestos Risk Assessment and Prioritisation Processes	• No formal risk assessment methodology to prioritise asbestos risks based on condition, friability, location and likelihood of disturbance • Subjective or inconsistent risk ratings assigned by untrained personnel, leading to misallocation of resources • Failure to integrate asbestos risk ratings into broader organisational risk registers and WHS planning • Inadequate consideration of vulnerable groups (e.g. maintenance staff, contractors, cleaners, tenants, visiting workers) in asbestos risk assessment • Risk assessments not updated after building use changes, new plant installation, or reported damage to ACM • Over-reliance on 'in situ' management of deteriorating ACM without objective reassessment or consideration of removal	High	• Develop and implement a standardised asbestos risk assessment procedure that considers material type, friability, condition, location, accessibility, likelihood and frequency of disturbance, and potential exposure groups • Train relevant WHS personnel, engineers, facility managers and competent persons in the organisation's asbestos risk assessment methodology, including calibration sessions to ensure consistency of ratings • Integrate asbestos risk assessments and priority rankings into the organisation's corporate risk register and change management processes • Establish criteria-based decision rules for control selection (e.g. removal vs enclosure vs encapsulation vs in-situ management) aligned with the hierarchy of control and WHS Regulations 2011 • Require asbestos risk assessments to be formally reviewed following any incident, near miss, damage report, change of building use, major maintenance works or design modifications • Ensure that asbestos risk assessments explicitly identify and document all potentially exposed groups (including contractors, cleaners, facility users and emergency personnel) and consider cumulative exposure potential • Implement a transparent prioritisation schedule for asbestos remediation, with documented timeframes and responsibility allocations based on risk level and legal requirements • Periodically audit asbestos risk assessment quality and consistency via internal review or external specialist audit, and rectify identified gaps	Medium
4. Asbestos Control Strategy and Change Management	• Absence of a structured approach for selecting appropriate asbestos controls in line with the hierarchy of control • Uncoordinated or ad hoc asbestos removal activities without alignment to an overarching asbestos reduction strategy • Failure to consider asbestos impacts during design, refurbishment and procurement of buildings, plant and equipment • Changes to building layout, services or occupancy without assessment of implications for previously stable ACM	High	[redacted]	Medium

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	• Lack of integration between asbestos controls and other building management systems (e.g. fire systems, ventilation, access control) • Inadequate project planning for major asbestos removal or remediation, leading to program delays, cost overruns and increased exposure risk		[redacted]	
5. Contractor and Supplier Management	• Engagement of unlicensed or inadequately licensed asbestos removalists or assessors contrary to legal requirements • Inadequate prequalification and due diligence on contractors' asbestos competence, systems and past performance • Contractors commencing intrusive works without reviewing the asbestos register or Asbestos Management Plan • Poor coordination and communication between principal contractor, asbestos removalist, building management and occupants • Insufficient verification that air monitoring, clearance inspections and waste transport/disposal are conducted by appropriately competent and licensed parties • Contractor-generated records (e.g. removal control plans, clearance certificates, waste dockets) not captured and retained in organisational systems	High	[redacted]	Medium
6. Training, Competency and Information	• Workers, supervisors and managers not aware of asbestos health risks, legal duties and organisational procedures	High	[redacted]	Medium

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	• Maintenance staff and contractors unable to recognise likely ACM or understand how to respond if suspected ACM is disturbed • Insufficient competency of internal personnel tasked with managing asbestos registers, risk assessments and asbestos-related projects • Infrequent or informal training leading to knowledge gaps and inconsistent behaviours across sites • Lack of documented training records to demonstrate compliance in the event of regulator enquiries or incidents • Information about ACM locations and controls not effectively communicated to workers, contractors, tenants or visitors		[redacted]	
7. Health Monitoring, Exposure Records and Incident Management	• Lack of a formal system to determine when health monitoring is required for workers at risk of significant asbestos exposure • Failure to engage a registered medical practitioner with relevant experience to conduct asbestos-related health monitoring when required • Inadequate recording and retention of exposure incidents, potential exposure events and monitoring results • Workers not informed of health monitoring results or the significance of findings • Asbestos exposure incidents or near misses not promptly reported, investigated or notified to the regulator when notifiable • No structured process for psychosocial support and communication following potential asbestos exposure events	Medium	[redacted]	Low

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			[redacted]	
8. Asbestos Waste, Transport and Disposal Management	• Asbestos waste not packaged, labelled, stored or transported in accordance with legislative and code requirements • Use of unauthorised waste transporters or disposal facilities, increasing risk of environmental contamination and regulatory breaches • Inadequate documentation and tracking of asbestos waste quantities, types, transport routes and disposal locations • Failure to manage residual contamination (e.g. dust, debris) in vehicles, plant, equipment and storage areas used for asbestos waste • Lack of clarity regardi[redacted]onsibilitie between the organis[redacted]on, removalists, transporters and di[redacted]osal facilities • Poor communica[redacted]to [redacted]rs, neighbours or tenants regarding asbestos waste activities, causing anxiety or complaints	Mediu[redacted]	[redacted]	Low
9. Emergency Preparedness and Unplanned Disturbance Management	• No specific procedures for managing accidental disturbance of ACM (e.g. drilling, impact damage, water ingress, fire events) • Untrained staff making ad hoc decisions following suspected asbestos release, potentially increasing exposure • Emergency responders and external service providers not informed of ACM locations and associated risks • Inadequate integration of asbestos considerations into broader emergency	High	[redacted]	Medium

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	plans such as fire, flood or structural failure • Delayed isolation of affected areas, leading to unnecessary movement of people through potentially contaminated zones • Lack of post-incident review to identify and correct systemic failures in asbestos management		[redacted]	
10. Monitoring, Audit and Continuous Improvement	• Asbestos management arrangements not periodically reviewed for effectiveness or compliance with current legislation and standards • Lack of structured audit program to identify non-conformances in asbestos registers, management plans and contractor controls • Failure to track and close corrective actions arising from incidents, inspections or regulatory notices • Insufficient performance indicators to measure asbestos risk reduction and management system maturity • Limited learning from external cases, regulator guidance or industry best practice, leading to outdated systems • Poor integration of asbestos-related findings into broader WHS and organisational continuous improvement processes	Medium	[redacted]	Low

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 FOR 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

New South Wales
Work Health and Safety Act 2011
Work Health and Safety Regulations 2025
Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-codes-of-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/forms-and-resources/codes-of-practice

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.

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

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

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