Audio Visual Installation			
Business Name:		ABN:	
Business Address:			
Contact Person:	Phone:	Email:	

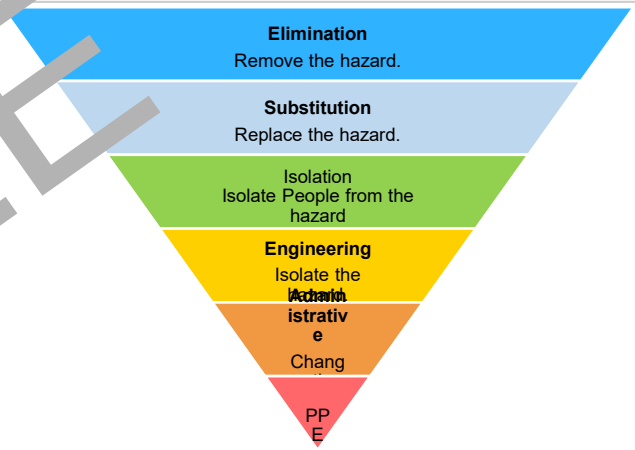
THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF THE PROJECT		
Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.		
Full Name:		
Signature:	Title:	Date:

CLIENT OR PRINCIPAL CONTRACTOR DETAILS	SCOPE OF WORKS
Client:	
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. WHS Governance, Roles and Consultation	• Lack of clearly defined WHS responsibilities for audio visual (AV) installation activities • Inadequate consultation with workers and contractors on WHS matters under WHS Act 2011 Sections 47–49 • Poor integration of WHS duties into contracts and service level agreements with AV subcontractors • Failure to coordinate WHS responsibilities where multiple PCBUs share the same workplace (e.g. builders, electricians, AV installers) • Insufficient reporting and escalation pathways for hazards, near misses and incidents in AV works • Inadequate management oversight of WHS performance for home theatre, TV point and speaker installation work	4A	• Establish a WHS governance framework that assigns PCBU, officer and worker duties specifically for AV installation and maintenance in line with WHS Act 2011 • Define and document WHS roles, authorities and accountabilities in position descriptions, contracts and project documentation for all AV-related roles • Implement a formal consultation procedure to ensure installers, apprentices, subcontractors and clients are consulted on WHS issues that affect AV projects • Develop a documented process for coordination and collaboration between PCBUs (e.g. electricians, builders, IT providers) when working on the same AV installation site • Embed WHS requirements, including competency, licensing and incident reporting expectations, into procurement and subcontractor agreements • Introduce a structured WHS meeting schedule (toolbox talks, pre-starts, project WHS reviews) focused on specific AV installation risks • Implement a confidential and simple reporting system for hazards, near misses and incidents (app or online form) with clear investigation and feedback loops • Require officers to receive regular WHS due diligence briefings covering AV-specific risk trends and legal obligations • Monitor WHS performance using KPIs (e.g. incident rates, audit findings, training completion) specific to AV installation and service work	3H
2. Competency, Licensing and Training Management	• Inadequate verification of electrical and cabling licences for AV installers performing TV point and power-related works • Insufficient training in safe ceiling and wall work for speaker installations and TV mounting • Lack of refreshers on WHS responsibilities, including due diligence and duty of care obligations • Inadequate induction for new workers on company AV procedures, client site rules and emergency arrangements • Over-reliance on informal, on-the-job learning without structured competency assessment for specialised AV tasks • Failure to ensure contractors' staff maintain current licences and industry accreditations	4A	• Develop a competency framework for AV work (home theatres, TV points, ceiling and wall speakers, sound system servicing) specifying required skills, tickets and licences • Implement a licence and qualification verification system that is checked prior to engagement and periodically audited • Provide structured WHS inductions for all AV workers and contractors, including task-specific risks such as work in ceiling spaces, confined voids and ladder use • Deliver formal training in safe installation of ceiling-mounted and wall-mounted speakers, TV brackets and cable management systems • Schedule regular refresher training on WHS legislation, duty of care, electrical safety basics, manual handling and working at height fundamentals • Implement a competency assessment process (theory and practical) before allowing workers to operate independently on complex AV installations • Require subcontractor companies to submit evidence of staff training, licences and Continuing Professional Development as part of prequalification • Maintain an electronic training and competency register with automated alerts for expiring licences or required refresher training	2M

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3. Project Planning and Design for Safety	• Poorly planned AV layouts leading to excessive cable runs through hazardous areas (roof cavities, above stairs, congested risers) • Design decisions that require work at unnecessary height for speakers, projectors and large TVs • Insufficient coordination between AV designs and structural design, leading to unsafe mounting on inadequate wall or ceiling structures • Lack of design consideration for access to speakers, amplifiers and cable terminations for future maintenance • Underestimation of load-bearing requirements for brackets and ceiling mounts • Failure to consider client-specific risks (children, elderly occupants, pets) in home theatre and sound system desig	4A	• Integrate safety in design processes for AV projects requiring hazard identification and risk review at concept and detailed design stages • Standardise AV layouts that minimise work height and reduce the need to access roof spaces or difficult-to-reach locations • Specify mounts, brackets and fixings based on structural engineering guidance and manufacturer load ratings, especially for ceiling-mounted speakers and large TVs • Require designers to document safe access provisions for maintenance, including access panels, serviceable heights and clearances behind AV equipment • Implement a design review checklist that addresses electrical segregation, thermal load, ventilation, cable pathways and trip hazard control • Coordinate AV design with builders and electricians to ensure adequate wall studs, noggins and ceiling supports are installed for mounting loads • Include consideration of household occupant behaviour and vulnerability (e.g. cable concealment, anti-tip devices, tamper-resistant fixings) in home environments • Require pre-install site assessments and, for complex installations, design sign-off by a competent person before works commence	2M
4. Electrical Safety and Cabling Management Systems	• Inadequate systems to prevent unlicensed electrical work when installing TV points, power outlets or integrating AV with mains power • Poor segregation of ELV and data cabling leading to electrical shock or interference risks • Lack of procedures for isolating circuits before work in ceiling cavities or behind walls • Use of substandard, non-compliant AV electrical components and cabling • Inadequate recordkeeping of circuit changes, cable routes and test results • Failure to manage portable power boards, power supplies and adaptors used in AV installations	4A	[redacted]	2M

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5. Work Environment and Client Site Management	• Uncontrolled access by clients, children, pets or other trades into AV work zones • Restricted space and poor housekeeping leading to slips, trips and falls around AV equipment and cabling • Unclear arrangements for site amenities, first aid, fire safety and emergency plans at domestic and commercial premises • Exposure to dust, vermin, insulation fibres and contaminants in ceiling and wall cavities • Poor lighting and visibility in roof spaces and behind entertainment units • Noise exposure from testing high-volume sound systems without controls	3H	[redacted]	2M
6. Working at Height and Access Equipment Management	• Systemic reliance on i[redacted]priate ladders or makeshif[redacted]atforms for ceiling speaker and overh[redacted]d cable installation • Lack of procedure[redacted]tion, inspection and maintenance of ladde and mobile platforms • No formal restriction on [redacted]g from unstable surfaces such as furniture or entertainment units • Inadequate planning for access in stairwells, split-level homes and tight ceiling cavities • Failure to control risks of falls through ceiling linings when installing speakers or running cables in roof spaces	4A	[redacted]	2M
7. Structural Integrity and Mounting Systems	• Inadequate verification that ceilings and walls can support the load of speakers, brackets and large TVs	4A		2M

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	• Use of incorrect fixings or anchors for the substrate (plasterboard, masonry, timber, steel framing) • Lack of standardisation in mounting hardware leading to mismatches between loads and brackets • Failure to consider dynamic loads (vibration, doors slamming, children pulling on equipment) • Absence of documented installation specifications for different building types and materials		[redacted]	
8. Plant, Tools and Test Equipment Management	• Use of poorly maintained drills, saws, testers and cable pulling equipment leading to mechanical or electrical inju • Lack of calibration and functional verification of test instrum used for TV points, signal stre and electrical safety checks • Inadequate contr of dust s generated by cutting rilling dur AV installations • Unmanaged introductio of ne ools or technologies without W S risk review • Failure to provide guards, RCD protection or appropriate accessories for powered tools	3H	[redacted]	2M
9. Manual Handling, Lifting and Ergonomics	• Systemic expectation that workers will manually lift and hold large TVs, speakers and racks without mechanical aids or assistance • Repetitive or awkward postures when running cables under floors, in roof cavities or behind cabinetry	3H	[redacted]	2M

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	• Poor planning for team lifts, leading to uncoordinated handling of heavy or bulky AV components • Inadequate consideration of installer anthropometrics when designing typical mounting heights and service access • Lack of structured approach to managing cumulative musculoskeletal strain in AV installers		[redacted]	
10. Traffic, Travel and Remote/Residential Work Management	• Vehicle incidents during travel to dispersed home theatre and TV point installation jobs • Inadequate journey management for work in remote or unfamiliar residential areas • Uncontrolled interaction with occupants, aggressive clients or neighbours • Working alone in private residences without effective communication or check-in systems • Limited access to medical assistance or first aid during after-hours call-outs for sound system maintenance	2H	[redacted]	2M
11. Information, Labelling and Documentation Management	• Insufficient documentation of installed cable routes, TV points, terminations and speaker zones leading to unsafe future modifications • Lack of clear labelling for circuits, outlets and patch panels associated with AV systems • Inadequate provision of user information to clients on safe operation, load limits and maintenance requirements of AV installations • Poor retention of installation records, test results and certifications	3H	[redacted]	1L

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	• Miscommunication between designers, installers and maintenance technicians about system capabilities and limitations		[redacted]	
12. Contractor, Supplier and Subcontractor Management	• Engagement of AV subcontractors without adequate WHS prequalification or system review • Inconsistent safety standards across different contractors working on the same AV project • Lack of clarity regarding who controls and supervises subcontractors on domestic and commercial sites • Suppliers providing non-compliant or unsuitable AV components due to cost pressure • Poor oversight of subcontractor incident reporting and corrective actio	3H	[redacted]	2M
13. Emergency Preparedness, Incident Response and First Aid	• Lack of clear procedures for responding to electric sh lls from height or structural f ures of mounted AV equipment • Inadequate first a ge for mobile AV technicians working acros multiple sites • Insufficient training in e y response, including resuscitation for electrical incidents • Failure to learn from incidents and near misses due to poor investigation and follow-up • Unclear arrangements for emergency access to private residences or locked plant rooms	3H	[redacted]	2M
14. Change Management and Continuous Improvement	• Uncontrolled changes to AV designs, equipment selection or installation methods introducing new risks • Failure to update procedures and training when new technologies	3H	[redacted]	1L

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	(wireless systems, smart home integration) are adopted • Lack of structured review of lessons learned from projects, audits and incidents • Inadequate stakeholder involvement in change decisions that affect WHS outcomes • Drift from established safe systems of work over time due to production pressures or complacency		[redacted]	

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