Building Inspection			
Business Name:		ABN:	
Business Address:			
Contact Person:	Phone:	Email:	

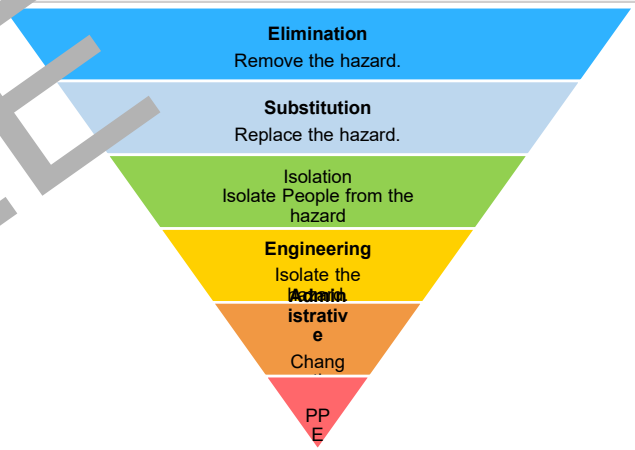
THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF THE PROJECT		
Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.		
Full Name:		
Signature:	Title:	Date:

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. Governance, WHS Duty of Care and Legislative Compliance	• Lack of clear allocation of WHS duties between PCBU, building inspector, client and subcontractors • Failure to comply with WHS Act 2011 and WHS Regulation (e.g. failure to identify notifiable incidents or structures requiring design registration) • No formal WHS management system for inspection activities (policies, procedures, consultation, planning) • Inadequate review of applicable Australian Standards and Building Codes relevant to inspections (e.g. structural integrity, fire safety, earthquake resistance) • Poor integration between WHS obligations and professional indemnity / contractual obligations, leading to conflicting priorities • Failure to ensure competent person definition is met for complex assessments (e.g. post-fire, post-flood, earthquake resistance, structural failure investigations) • Insufficient oversight of third-party specialists (engineers, chemists, fire safety professionals) engaged for complex building integrity assessments	4A	• Establish and maintain a documented WHS management system aligned with WHS Act 2011, WHS Regulations and relevant Codes of Practice for construction and inspection activities • Define and document roles, responsibilities and accountabilities for officers, managers, building inspectors and subcontractors, including due diligence obligations • Maintain a legal and standards register (WHS Act, NCC/BCA, relevant Australian Standards) and implement a scheduled review process to keep it current • Develop and enforce a WHS policy that explicitly covers building inspection work, including work on damaged or non-standard structures • Implement a documented procedure for determining and verifying inspector competency as a 'competent person' for various inspection types (structural, fire, moisture, post-event, confined spaces, etc.) • Include WHS requirements and performance standards in contracts and service agreements with clients and subcontractors, including clear stop-work authority for unsafe conditions • Conduct periodic management reviews and WHS audits to verify compliance with WHS Act 2011 and internal procedures for inspection activities • Ensure consultation mechanisms (H&S committees, toolbox meetings, feedback loops) are in place for inspectors to raise WHS concerns about buildings and systems	2M
2. Competency, Licensing, Training and Professional Development	• Inspectors undertaking specialised assessments (e.g. earthquake resistance checks, post-fire/flood inspections, structural failure investigations) without appropriate qualifications or experience • Insufficient training in recognising structural instability, hidden damage, moisture ingress and fire/flood impacts • Lack of competency in using specialised inspection tools (thermal imaging, moisture meters, load testing equipment, drones)	4A	• Implement a competency framework that defines minimum qualifications, licences, registrations and experience for each class of inspection (e.g. foundation, structural, post-fire, moisture, earthquake-resistant structures) • Maintain a training matrix and records system that tracks mandatory WHS training (e.g. hazard identification, emergency response, hazardous building materials, working in unstable structures) • Require formal training and competency assessment for specialised equipment (thermal cameras, moisture meters, drones, gas detectors, structural monitoring devices) • Provide regular CPD (continuing professional development) covering changes to the NCC/BCA, relevant Australian Standards and WHS legislation affecting building inspections • Conduct periodic practical competency assessments and field verifications of inspectors working on complex or high-risk structures	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
	• Inadequate training in emergency procedures and rescue plans when working in compromised or unstable buildings • Failure to maintain up-to-date knowledge of changes in building codes, Australian Standards and best practice for building integrity assessment • Inadequate induction of new or casual inspectors into organisational WHS systems and building-specific risks		• Ensure all new staff and contractors receive a structured WHS and operational induction before undertaking unsupervised inspections • Establish a supervision and mentoring system for i[illegible]or inspectors on high-risk activities (post-incident inspections, structural failure investigations, wor[illegible] very old or substandard structures)	
3. Planning, Scoping and Pre-Inspection Risk Assessment	• Failure to obtain adequate pre-inspection information about the building's age, condition, structural system and known defects • Inadequate assessment of risks associated with substandard, fire-damaged, flood-damaged or earthquake-affected structures • No formal pre-inspection risk assessment process to identify high-ri[illegible] areas (voids, unstable walls, compromised foundations, damaged fireplaces or chimneys[illegible] • Lack of criteria or[illegible]ggers for engaging structural enginee[illegible]or other[illegible]ts prior to entry into u[illegible]buildings • Poor communication with clients a[illegible]ut access limitations, known hazard[illegible] (asbestos, mould, contam[illegible]n, electrical issues) and required controls • Time and commercial pressures leading to rushed inspections and inadequate planning for complex sites	4A	• Imple[illegible]a mand[illegible]ory pre-inspection planning procedure that includes collection and review of drawing[illegible] hi[illegible]ory of d[illegible]age, repair reports, engineering assessments and previous inspection reports • Use a [illegible]anda[illegible]sed pre-inspection WHS risk assessment form tailored to building inspections, covering s[illegible]tura[illegible]ntegrit[illegible]services isolation, hazardous materials and environmental conditions • Estab[illegible]lear decision criteria for classifying buildings as high-risk (e.g. post-fire, post-flood, known [illegible]uctural cracks, subsidence, earthquake damage, long-term neglect) with corresponding control re[illegible]irements • Develop a protocol for mandatory engagement of structural engineers or fire engineers before entering severely compromised or partially collapsed structures • Ensure planning includes safe access strategy (scaffolds, EWP, roof access systems, confined space controls) rather than relying on ad hoc on-site improvisation • Provide written pre-inspection information to clients and building occupants explaining limitations of inspection, required isolations and the right to refuse access if unsafe • Allocate realistic timeframes and resources for high-risk assessments to avoid shortcuts and rushed decisions	2M
4. Structural Integrity and Stability Management	• Unrecognised risk of partial or full structural collapse while inspecting foundations, load-bearing walls, beams, columns or floors • Inadequate assessment of differential settlement, cracking, corrosion, termite damage or rot impacting structural capacity	4A	[redacted]	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
	• Failure to implement exclusion zones around visibly damaged or unstable elements (e.g. failing exterior walls, compromised fireplaces and chimneys) • Inspectors entering areas above or below heavily damaged structural members without engineering clearance • Lack of systems for monitoring known structural risks over time (repeat inspections, comparison with previous findings) • Inadequate process for urgent escalation and building evacuation when critical structural risks are detected		[redacted]	
5. Work in and Around Substandard, Old or Unstable Buildings	• Exposure to unexpected collapse of ceilings, stairs, balconies or exterior walls in aged or poorly maintained structures • Inadequate evaluation of temporary propping, shoring or bracing installed by others during damage repair assessments • Uncontrolled access by [redacted], occupants or public to areas deemed unsafe by the inspector • Falling debris from loose [redacted], cracked masonry, failing parapets or degraded cladding during exterior wall inspections • Inspections undertaken during or immediately after adverse weather that further compromises unstable structures		[redacted]	2M
6. Post-Incident, Disaster and Structural Failure Inspections	• Entry into buildings weakened by fire, flood, earthquake, impact or explosion without adequate assessment of residual risks • Hidden damage to structural members, connections, foundations and fire-protective systems not adequately considered in planning	4A	[redacted]	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
	• Exposure to residual contaminants (soot, chemicals, sewage, mould) following fire or flood events • Conflicting directions from multiple agencies (emergency services, insurers, owners, engineers) resulting in unsafe access or premature re-occupation • Inadequate de-energisation or isolation of utilities (electricity, gas, water, telecommunications) before inspection • Failure to control access to red-tagged or condemned buildings during assessment		[redacted]	
7. Access Systems, Work at Height and Exterior Envelope Inspections	• Inadequate systems for selecting and controlling safe access methods for roofs, façades, balconies and elevated plant • Reliance on ad hoc ladders or informal access routes for exterior wall and heat leakage inspections • Use of scaffolds, EWPs or rope acces without verifying design certification, inspection records and c r competencies • Uncontrolled wor near fragile roofs, skylights, deteriora l par s and loose cladding during building envelo e assessments • Falls from height during i y, fireplace flue, roof cavity or exterior wall inspections due to poor edge protection	4A	[redacted]	2M
8. Services, Fire Safety Systems and Emergency Communication Checks	• Inspection of emergency telephones, fire panels, alarms, sprinklers and other systems without ensuring they are safely isolated or in test mode where required • Unclear responsibilities for the operation, testing and impairment of fire and life safety systems during inspections • Inadequate procedures for communicating and managing	3H	[redacted]	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
	temporary impairments to emergency warning or communication systems • Failure to recognise critical defects in emergency egress, fire separation and fire resistance that significantly increase life-safety risks • Inspectors working alone in parts of a building with poor emergency communication coverage or non-functional emergency telephones		[redacted]	
9. Environmental, Moisture and Thermal Performance Assessments	• Exposure to mould, damp, rot and microbial contamination during moisture checks and flood-damage assessments • Inadequate recognition of condensation and water ingress pathways that can undermine structural elements over time • Improper use or interpretation of moisture meters and thermal imaging equipment leading to missed critical defects • Failure to identify and control environmental hazards (e.g. asbestos, lead paint, contaminated dust) disturbed during inspections • Overreliance on non-destructive testing results without considering limitations and false negatives	3H	[redacted]	1L
10. Plant, Equipment and Technology Management	• Failure of inspection tools (ladders, meters, cameras, drones, gas detectors) due to poor maintenance, calibration or inspection regimes • Reliance on uncertified or inappropriate equipment for accessing confined or difficult-to-reach building components • Data loss or corruption from digital inspection tools leading to incomplete records of hazards and defects • Use of non-intrinsically safe equipment in potentially hazardous atmospheres	3H	[redacted]	1L

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
	(e.g. gas-affected basements, post-fire environments) without risk assessment • Inadequate cybersecurity and privacy controls for photographs and detailed building records		[redacted]	
11. Fatigue, Workload, Travel and Lone Worker Management	• Inspectors undertaking multiple complex inspections per day without adequate rest, leading to decreased hazard recognition and poor judgement • Long driving distances between home inspections or remote building sites without a journey management plan • Inspectors working alone in high-risk environments (unstable structures, basements, remote properties) without effective monitoring or check-in systems • Unrealistic scheduling and commercial pressures producing shortcuts in risk assessment and inspection thoroughness	3H	[redacted]	1L
12. Information Management, Reporting and Communication of Critical Defects	• Incomplete or unclear recording of critical structural, fire safety or environmental defects discovered during inspections • Delayed communication of hazards to clients, building occupants or regulators, resulting in ongoing exposure to risk • Inconsistent report formats leading to misunderstandings about severity, limitations and recommended actions • Loss or misclassification of inspection data, including photographs and test results, that may be required for follow-up or legal purposes • Failure to flag repeated or systemic defects across a portfolio of buildings that indicate broader design or construction issues	3H	[redacted]	1L
13. Emergency Preparedness, Incident	• Lack of clear procedures for inspectors to follow if structural collapse, fire, gas	3H		1L

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
Response and Notifiable Events	leak or other emergencies arise during inspections • Failure to identify and report notifiable incidents in accordance with WHS Act 2011 requirements • Inspectors unaware of building-specific emergency procedures, assembly areas and contact points • Inadequate first aid and rescue arrangements for inspectors operating in high-risk or remote locations		[redacted]	
14. Contractor, Client and Stakeholder Management	• Poor coordination between inspectors, repair contractors, engineers and building occupants leading to conflicting activities and uncontrolled risks • Clients overriding or ignoring safety recommendations or access restrictions set by inspectors • Subcontracted inspectors or specialis operating without alignment to the PCBU's WHS systems • Miscommunicatio egarding responsibilities for olating services, securing unstable as ar g occupants during insp ions	2H	[redacted]	1L

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