

Civil Construction

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:	
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.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. 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, Duties and WHS Accountability	<ul style="list-style-type: none"> Board, executives and senior managers not clearly understanding or discharging WHS due diligence obligations under WHS Act 2011 Absence of a documented WHS governance framework for civil construction activities (roles, responsibilities, delegations) Conflicting priorities between safety, cost and program leading to unsafe decisions Inadequate reporting lines between site management and officers, resulting in critical WHS information not reaching decision-makers Failure to consult, cooperate and coordinate WHS duties with principal contractors, subcontractors and clients 	High	<ul style="list-style-type: none"> Establish and document a WHS governance framework that defines officer due diligence duties, PCBU obligations, consultation duties and reporting requirements in line with WHS Act 2011 and WHS Regulation 2011 Include WHS performance, critical risk status and serious incident reporting as standing agenda items at board and executive meetings with documented minutes and actions Assign clear WHS responsibilities, authorities and KPIs for executives, project managers, site supervisors and engineering staff within position descriptions and performance reviews Implement a formalised due diligence program for officers, including regular briefings on legal changes, enforcement trends, and key civil construction risks (e.g. excavation, traffic interfaces, mobile plant, service strikes) Develop and enforce a Contractor Management Procedure detailing how the company, principal contractors and subcontractors will consult, cooperate and coordinate WHS activities (including pre-start coordination meetings and interface risk reviews) Require project WHS objectives and targets (e.g. zero notifiable incidents, closure timeframes for high-risk activities) within each Project Execution Plan Conduct periodic independent WHS governance audits and report findings, actions and close-out to the board or executive 	Medium
2. WHS Policy, Management System and Documentation Control	<ul style="list-style-type: none"> Outdated or inconsistent WHS policies and procedures across projects leading to confusion and non-compliance Lack of a formalised WHS management system aligned with ISO 45001 or equivalent, resulting in unsafe safety practices Poor document and version control for SWMS, risk assessments, staff management plans and design risk registers Insufficient integration of WHS requirements into project management and quality systems Unclear process for reviewing and approving high-risk construction work documentation 	High	<ul style="list-style-type: none"> Develop, implement and maintain an integrated WHS Management System for civil construction aligned with ISO 45001 and referencing WHS Act 2011, WHS Regulation 2011 and relevant Codes of Practice Issue a signed WHS Policy from the most senior officer, outlining commitment to consultation, risk management, compliance and continual improvement, and communicate this to all workers and contractors Establish document control procedures with unique identifiers, version control, approval authority and review frequencies for all WHS system documents and project-specific WHS plans Mandate the use of standardised corporate templates for WHS risk assessments, SWMS, Construction Environmental and WHS Management Plans (CEWMPs), and traffic control plans Introduce an electronic document management system (EDMS) or WHS software platform to store, track and distribute current WHS documentation to projects and subcontractors Set a formal approval workflow where high-risk construction work documentation is reviewed and authorised by competent WHS and engineering personnel before work commences Undertake scheduled system reviews at least annually and after significant incidents or legislative change, documenting outcomes and required system updates 	Medium
3. WHS Risk Management and Design Integration	<ul style="list-style-type: none"> Absence of a systematic risk management process for civil construction projects, resulting in inconsistent hazard identification 	High	<ul style="list-style-type: none"> Implement a documented WHS risk management procedure consistent with ISO 31000 that mandates identification, assessment, control and review of risks for all civil construction projects and major project changes 	Medium

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	<p>management, confined spaces, excavation near services)</p> <ul style="list-style-type: none"> • Reliance on expired, unverifiable or non-Australian qualifications and licences • Inadequate supervision ratios and capability, particularly for new starters, apprentices and short-term workers • Lack of structured WHS induction and refresher training specific to the civil construction environment • Inconsistent assessment of worker competence in applying SWMS and safe work procedures in the field 		[REDACTED]	
6. Consultation, Communication and Worker Engagement	<ul style="list-style-type: none"> • Insufficient consultation with workers, health and safety representatives (HSRs) and subcontractors about WHS matters as required under the WHS Act 2011 • Language, literacy and cultural barriers reducing understanding of WHS requirements and controls • Inconsistent communication between day, night and weekend shifts leading to missed changes in site conditions or controls • Workers reluctant to raise safety concerns due to fear of reprisal or production pressure • Lack of structured mechanisms for learning from incidents, near misses and good catches 	Medium	[REDACTED]	Low

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7. Planning, Procurement and Design of Temporary Works	<ul style="list-style-type: none"> • Procurement decisions driven primarily by cost and program without adequate WHS and lifecycle risk consideration • Use of unsuitable or non-compliant temporary works systems (e.g. shoring, formwork, scaffolding, traffic barriers) due to poor specification or design • Inadequate engineering review of temporary works for deep excavations, heavy lifts, bridge works and retaining structures • Supply chain disruptions leading to substitution of materials or equipment without WHS assessment • Poor integration of WHS requirements in procurement for PPE, plant, tools and construction materials 	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium
8. Plant, Equipment and Maintenance Management	<ul style="list-style-type: none"> • Use of defective, poorly maintained or unsuitable mobile plant and equipment on civil construction • Lack of systematic inspection and maintenance regime for high-risk plant (e.g. excavators, cranes, telehandlers, elevated work platforms) • Inadequate verification of plant brought to site by subcontractors and hire companies • Failure to manage plant safety features and interlocks, including unauthorised modifications or bypassing of safeguards • Limited control over interaction between plant, workers and the public in congested work zones 	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium

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			[REDACTED]	
9. Traffic, Public Interface and Site Access Management	<ul style="list-style-type: none"> Poorly planned interaction between construction vehicles, mobile plant, public traffic and pedestrians around civil construction sites Inadequate traffic management planning and authorisation under relevant road authority requirements and Australian Standards Uncontrolled public access to live construction zones, excavations, roadworks and structures Inconsistent application of speed control, signage, barriers and night-time visibility measures Lack of coordination with local councils, utilities, public transport and emergency services on traffic staging and access changes 	High	[REDACTED]	Medium
10. Emergency Preparedness and Incident Management	<ul style="list-style-type: none"> Lack of coordinated emergency planning for multi-constructors for civil construction sites with complex hazards such as excavation collapse, plant rollovers, traffic incidents and power strikes Unclear roles, responsibilities and communication protocols during emergencies Insufficient equipment, facilities or training for first aid, fire response and rescue in high-risk areas (e.g. confined spaces, work at height, water adjacent works) Failure to meet WHS Act 2011 notification requirements or preserve incident sites after notifiable incidents 	High	[REDACTED]	Medium

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	<ul style="list-style-type: none"> Poorly structured incident investigation and close-out processes resulting in repeat events 		[REDACTED]	
11. Health Monitoring, Fatigue, Psychosocial and Remote Work Management	<ul style="list-style-type: none"> Prolonged exposure to noise, vibration, dust, silica, diesel exhaust and other health hazards without systematic monitoring Fatigue related to long shifts, night works, commuting and remote work arrangements affecting decision-making and reaction times Psychosocial hazards including high job demands, low role clarity, remote or isolated work, bullying, and conflict between program and safety requirements Inadequate health monitoring for workers involved in tasks with regulated health risks (e.g. silica, asbestos, lead) Limited systems for managing drugs and alcohol risks for mobile and subcontractor-heavy workforce 	High	[REDACTED]	Medium
12. Change Management, Continuous Improvement and Assurance	<ul style="list-style-type: none"> Uncontrolled changes to design, construction methodology, staging or resourcing leading to new or increased WHS risks Failure to incorporate lessons from incidents, audits and industry alerts into the WHS management system Inadequate internal audit and assurance activities, resulting in unknown gaps in implementation of WHS procedures on projects Over-reliance on lag indicators such as lost time injuries without systemic review of leading indicators 	Medium	[REDACTED]	Low

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	<ul style="list-style-type: none"> Lack of clear process for workers and supervisors to propose WHS improvements and innovations 		<div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 100%;"></div>	

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 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>

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 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-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) Regulation 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>

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>

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

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.