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Confined Spaces			
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:	

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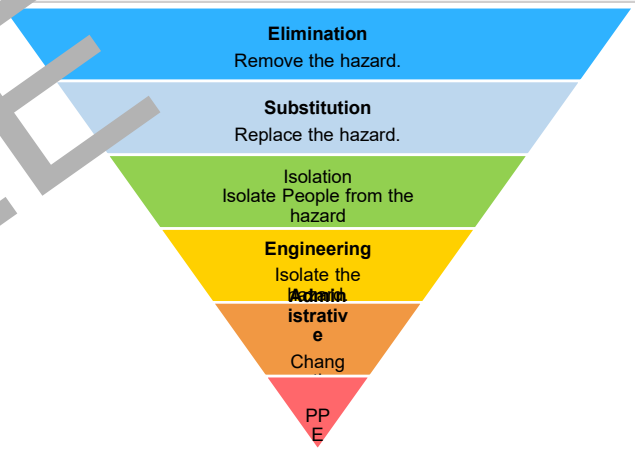
RISK MATRIX

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



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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.*

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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 Duties and Consultation	• Lack of clear allocation of WHS duties for confined spaces under WHS Act 2011 and WHS Regulations • Inadequate officer due diligence in verifying that confined space risks are identified, assessed and controlled • Poor consultation, cooperation and coordination between PCBUs sharing the workplace (e.g. host employer, contractors) • Absence of worker participation in development and review of confined spaces procedures and risk assessments • Failure to keep up to date with changes to legislation, codes of practice or Australian Standards relevant to confined spaces	High	• Establish and document a confined spaces governance framework that clearly assigns responsibilities to PCBUs, officers, managers, supervisors and workers in line with WHS Act 2011 and WHS Regulations • Implement an officer due diligence program that requires regular review of confined space risk controls, training, permits and incident data, with evidence retained (e.g. board reports, audit outcomes) • Develop and implement a consultation procedure that requires involvement of health and safety representatives (HSRs), workers and contractors in confined space risk assessments, procedure development and review • Formalise arrangements for consultation, cooperation and coordination with other PCBUs through written agreements, pre-start coordination meetings and shared confined space registers • Schedule periodic legal and standards reviews (e.g. annually) to track changes to WHS legislation, model Code of Practice: Confined Spaces, and relevant Australian Standards, and integrate findings into policies and procedures • Include confined spaces in the organisation's WHS policy and strategic WHS plans, with measurable objectives, performance indicators and management review requirements	Medium
2. Confined Space Identification and Register Management	• Confined spaces not correctly identified in design, construction or modification stages • Inaccurate, incomplete or outdated confined space registers across multiple sites • Reliance on informal knowledge of long-term workers instead of documented space identification • Spaces incorrectly classified as 'confined' or 'not confined', leading to over-control or under-control • Failure to capture temporary or task-created confined spaces (e.g. liners, shrouds, plastic wraps, trenches with partial cover)	High	• Develop a formal confined space identification procedure aligned with WHS Regulations (Confined Spaces) and the model Code of Practice, including assessment criteria and sign-off requirements • Maintain a centralised confined space register for all sites that records location, unique ID, description, hazards, isolation points, access arrangements and rescue considerations • Require a competent person to verify and classify all actual and potential confined spaces during design, installation, decommissioning and change-management processes • Implement a periodic review process (e.g. annually or after plant modifications) to validate the confined space register, with field verification and joint inspections by supervisors, workers and HSRs • Integrate confined space identification into project planning and procurement so new equipment, tanks, pits and structures are assessed before commissioning • Provide training to supervisors and engineers on the regulatory definition of a confined space and typical misclassification issues, supported by practical examples from the workplace	Medium
3. Risk Management System for Confined Spaces	• No formal, documented risk management process specific to confined spaces • Confined space risk assessments not task-specific, not reviewed, or treated as generic templates	High	• Develop a confined space risk management procedure that aligns with the WHS Regulations risk management process and clearly outlines when and how risk assessments must be conducted and reviewed • Mandate that risk assessments are conducted by a competent person in consultation with relevant workers, and are specific to each confined space and type of work activity	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
	• Risk assessments completed by persons without adequate competency or site knowledge • Failure to consider interaction of multiple hazards (e.g. atmospheric contaminants, engulfment, energised plant, psychological stress) • Inadequate documentation and storage of risk assessments, making them inaccessible to workers and supervisors		• Introduce a standardised risk assessment template for confined spaces that prompts consideration of all foreseeable hazards including atmosphere, energy sources, engulfment, configuration, psychosocial factors and external environmental conditions • Implement a document control system that ensures current confined space risk assessments are stored centrally, version-controlled and easily accessible to supervisors, workers and contractors • Define review triggers for confined space risk assessments (e.g. incident, near miss, plant modification, procedure change, new substance introduction, at least every two years) • Require management approval for high-risk confined space activities, with verification that risk assessments and control measures are adequate before work is authorised	
4. Confined Space Entry Permit System	• No formal confined space entry permit system or inconsistent use across different workgroups and contractors • Permits treated as a paperwork exercise rather than a genuine verification process • Permits issued by people who are not competent or do not have authority to verify controls • Permit conditions not communicated effectively to all persons involved (including stand-by personnel and contractors) • Inadequate record-keeping practices, making it difficult to review past entries, trends or compliance	High	[redacted]	Medium
5. Training, Competency and Authorisation	• Workers, supervisors and contractors entering confined spaces without suitable training or assessment of competency • Training delivered as one-off events with no refresher or practical verification of skills • No defined competency profiles for key roles (entrant, stand-by, gas tester, permit issuer, rescue team, supervisor) • Over-reliance on generic online modules that do not address	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
	site-specific confined space hazards and procedures • Lack of systems to track, monitor and enforce currency of confined space competencies		[redacted]	
6. Contractor and Supplier Management	• Contractors undertaking confined space work without equivalent WHS standards or compatible procedures • Inadequate verification of contractor training, competency and confined space experience • Differences between contractor and host-PCBU confined space systems causing confusion or unsafe practices • Poor communication of site-specific confined space hazards, rescue arrangements and permit requirements to contractors • Subcontractors engaged by primary contractors without the knowledge or assessment of the host PCBU	High	[redacted]	Medium
7. Plant, Design and Isolation Systems	• Confined spaces designed or modified without considering safe access, egress, isolation and ventilation requirements • Inadequate or poorly documented isolation procedures for mechanical, electrical, pneumatic, hydraulic and process energy sources • Shared services (e.g. interconnected tanks, lines and vents) allowing contaminants to enter a confined space during entry • Absence of standardised lockout-tagout systems and isolation verification processes specific to confined spaces	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
	• Failure to decommission or redesign obsolete confined spaces that are no longer needed but remain accessible		[redacted]	
8. Atmospheric Testing, Monitoring and Equipment Management	• Inadequate systems for selection, calibration, maintenance and use of gas detectors and atmospheric monitoring equipment • Reliance on a single test without procedures for ongoing or continuous monitoring where conditions can change • Testers not deemed competent to conduct, interpret or document atmospheric testing results • Lack of clear criteria and documented limits for safe oxygen levels, flammable/explosive atmospheres and toxic contaminants • Failure to integrate atmospheric test results into permit conditions, entry duration and control decisions	High	[redacted]	Medium
9. Personal Protective Equipment and Respiratory Protection Programs	• Over-reliance on PPE instead of higher-order controls for confined space risks • Incorrect selection, fit or use of respiratory protective equipment (RPE) for the identified hazards and exposure levels • No formal RPE program covering fit testing, maintenance, storage and medical suitability • Inconsistent availability and management of harnesses, retrieval systems and other confined space PPE across sites • Lack of systems to ensure PPE and RPE used by contractors meets site and legislative requirements	Medium	[redacted]	Low

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10. Supervision, Monitoring and Work Scheduling	• Insufficient supervision of confined space activities, particularly during high-risk or non-routine work • Supervisors lacking specific knowledge of confined space risks, permits and emergency procedures • Work scheduled during periods of minimal staffing, reduced emergency response capability or extreme environmental conditions • Failure to monitor worker fatigue, physical capability and mental readiness for confined space tasks • Inadequate systems to control unauthorised entry into confined spaces or by-passing of permit requirements	High	[redacted]	Medium
11. Emergency Planning, Rescue and First Aid	• No documented confined space emergency response plan integrated with site emergency procedures • Over-reliance on external emergency services without real consideration of response times and capabilities • Rescue plans not specific to each confined space configuration, hazards and access constraints • Rescue equipment not available, maintained or familiar to the designated rescue team • Insufficient training and practical drills for on-site rescue personnel and stand-by attendants	High	[redacted]	Medium
12. Health Monitoring, Fitness for Work and Psychosocial Risks	• Lack of systems for health monitoring where workers may be exposed to	Medium		Low

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	hazardous substances in confined spaces • Workers entering confined spaces despite medical conditions or limitations that increase personal risk (e.g. respiratory, cardiac, claustrophobia) • Psychological stress, anxiety or claustrophobia not identified or managed, leading to panic or impaired judgement • Insufficient consideration of heat stress, dehydration and other environmental health risks in planning confined space work • No confidential process for workers to disclose concerns about their fitness for confined space work without fear of reprisal		[redacted]	
13. Information, Documentation and Signage	• Critical confined space information n readily available to workers, supervisor and contractors • Outdated or confli g procedures, drawings, P&IDs a isolation diagrams causing confusion • Insufficient or unclear signage at confined spaces leading to inadver t entry by uninformed pers • Poor version control for confined space documents resulting in use of superseded risk assessments or permits • Lack of documented instructions for non-entry tasks that may affect confined spaces (e.g. opening valves, starting pumps, purging systems)	Medium	[redacted]	Low
14. Auditing, Monitoring, Incident Management and Continuous Improvement	• Absence of systematic auditing and monitoring of confined space management systems	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
	• Under-reporting of confined space incidents, near misses and non-conformances • Failure to investigate confined space incidents to identify root causes and systemic issues • Action items from audits and investigations not tracked or closed, leading to repeat issues • Reliance on lag indicators only, with no proactive performance measures for confined space safety		[redacted]	

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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

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