

**Construction Site Security and Asset Protection**

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			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> 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.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change	
								<b>PPE</b>	

  

Risk Rating & Required Action:	
<b>4A</b>	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.
<b>3H</b>	Review and approve additional controls for the task parts. Senior supervisor sign-off needed.
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.

  

Consequence Scale:			
Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance
<b>Insignificant</b>	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. Security Governance, WHS Duties and Legal Compliance	<ul style="list-style-type: none"> <li>Lack of clear PCBU accountability for security-related WHS risks under WHS Act 2011</li> <li>Security roles and responsibilities (principal contractor, client, security provider, subcontractors) not defined or documented</li> <li>Failure to integrate security risk management with WHS risk management system and construction management plans</li> <li>Non-compliance with WHS Act 2011, WHS Regulation 2017 (or relevant state regulations) and Security Industry legislation</li> <li>Inadequate consultation with workers and Health and Safety Representatives (HSRs) on security and asset protection risks</li> <li>Absence of a documented Security Management Plan linked to the WHS Management Plan</li> <li>No process for monitoring legal changes or standards relating to site security and guarding</li> </ul>	4A	<ul style="list-style-type: none"> <li>Establish and document a Security Management Plan aligned with the project WHS Management Plan and WHS Act 2011 duties</li> <li>Define and document PCBU responsibilities and duty holders for security and asset protection, including principal contractor, client and licensed security provider</li> <li>Incorporate security management into the overall WHS risk management procedure (identify, assess, control, review) for the construction project</li> <li>Ensure security contractors are engaged under written agreements specifying WHS responsibilities, consultation, and incident reporting obligations</li> <li>Consult with workers, HSRs and key stakeholders when developing and reviewing security and asset protection arrangements</li> <li>Implement a compliance register and periodic review of applicable WHS, security, privacy and local government requirements</li> <li>Require evidence of licensing, insurances and WHS competency from security providers prior to engagement and at regular intervals</li> <li>Include security governance arrangements, escalation processes and contact details in site induction materials and project start-up meetings</li> </ul>	3H
2. Site Access Control and Perimeter Management	<ul style="list-style-type: none"> <li>Inadequate fencing, hoarding or barriers allowing unauthorised access to construction areas</li> <li>Poorly controlled vehicle and pedestrian entry points resulting in uncontrolled entry of public or unauthorised workers</li> <li>Lack of system for managing keys, passes and access codes leading to security breaches</li> <li>Gates left open or unsecured outside working hours due to unclear procedures or responsibilities</li> <li>Failure to segregate construction zones from public thoroughfares and neighbouring properties</li> </ul>	4A	<ul style="list-style-type: none"> <li>Implement a documented site access control procedure covering fenced perimeters, hoarding standards and gate management responsibilities</li> <li>Design and install perimeter fencing/hoarding in accordance with relevant Australian Standards, local council requirements and project risk profile</li> <li>Establish controlled entry points with sign-in/sign-out systems for workers, visitors and contractors (including electronic access where practicable)</li> <li>Implement a structured key and access card management system, including issue logs, authorisations and prompt deactivation of lost cards or departed workers</li> <li>Define responsibilities for opening and closing the site, including lock-up checklists and supervisor verification for after-hours lock-down</li> <li>Install and maintain clear security and safety signage at all access points indicating restricted areas, PPE requirements and emergency contacts</li> <li>Conduct periodic perimeter and access control system inspections and audits, particularly after storms, vandalism or changes to site layout</li> </ul>	2M

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	<ul style="list-style-type: none"> <li>Inadequate signage to delineate restricted areas and after-hours contact information</li> </ul>		<ul style="list-style-type: none"> <li>Integrate access control arrangements with emergency evacuation procedures and muster points</li> </ul>	
3. Security Guard Engagement, Licensing and Competency	<ul style="list-style-type: none"> <li>Use of unlicensed or improperly licensed security guards on construction sites</li> <li>Insufficient vetting or background checks of security guards and supervisors</li> <li>Inadequate induction of guards to specific site hazards, high-risk zones and WHS procedures</li> <li>Security guards not competent in conflict de-escalation, managing aggressive persons or crowd control</li> <li>Lack of clarity regarding guards' authority, limitations and interaction with police or emergency services</li> <li>Insufficient language, literacy or communication skills to understand and implement WHS requirements</li> </ul>	3H	<ul style="list-style-type: none"> <li>Engage only security providers and guards holding current security licences recognised in the relevant Australian jurisdiction, verified prior to mobilisation</li> <li>Require the security contractor to provide written evidence of licence currency, qualifications and background checks for all deployed guards</li> <li>Include security guard roles and responsibilities, limitations of powers and reporting lines in contractual documentation and site-specific procedures</li> <li>Provide a formal site-specific WHS and security induction for all guards, covering construction hazards, restricted areas, emergency procedures and incident reporting</li> <li>Specify minimum competency requirements for guards, including training in conflict management, communication, first aid, and construction-site awareness</li> <li>Conduct periodic competency assessments and toolbox talks with guards to review security procedures and lessons learned from recent incidents</li> <li>Ensure supervisors regularly monitor guard performance and adherence to WHS and security protocols, with corrective action processes documented</li> <li>Implement a process for workers to provide feedback or raise concerns regarding guard conduct, competency or behaviour</li> </ul>	2M
4. Security Guard Work Health and Safety (Fatigue, Violence and Lone Work)	<ul style="list-style-type: none"> <li>Security guards working extended shifts, night shifts or rotating rosters without adequate fatigue management</li> <li>Exposure of guards to violence, aggression, threats or harassment (including from trespassers, intoxicated persons or disgruntled workers)</li> <li>Lone guarding arrangements without effective communication and duress systems</li> <li>Inadequate training on safe intervention limits and personal safety strategies</li> <li>Psychosocial risks from repeated exposure to traumatic or high-stress incidents</li> <li>Insufficient supervision and welfare checks for guards on remote or dispersed construction sites</li> </ul>	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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			[REDACTED]	
5. Unauthorised Access, Trespass and Public Interface Management	<ul style="list-style-type: none"> <li>Members of the public, children or curious onlookers entering construction site due to inadequate deterrents</li> <li>Unauthorised access after hours by thrill seekers, vandals or people seeking shelter</li> <li>Confusion among delivery drivers or visitors regarding authorised access routes and escort requirements</li> <li>Failure to adequately manage access during community events, protests or industrial disputes</li> <li>Inadequate liaison with neighbouring properties, businesses or schools about site risks and security arrangements</li> </ul>	4A	[REDACTED]	2M
6. Asset Protection, Materials Management and Theft Prevention	<ul style="list-style-type: none"> <li>High-value plant tools and materials stored without adequate physical security or tracking</li> <li>Lack of inventory control and asset registers, enabling undetected loss, theft or misuse</li> <li>Inadequate controls over fuel, chemicals, copper, cabling and other theft-attractive items</li> <li>Poor segregation of personal property from company equipment, leading to disputes and WHS conflicts</li> <li>Theft-related break-ins causing damaged barriers, compromised fire exits or unsafe conditions left unreported</li> </ul>	4A	[REDACTED]	2M

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7. Information Security, Confidentiality and Cyber-Physical Interface	<ul style="list-style-type: none"> <li>• Site plans, security layouts, access codes or CCTV configurations disclosed to unauthorised parties</li> <li>• Uncontrolled sharing of gate codes, keys or swipe cards amongst workers and subcontractors</li> <li>• Lack of password control and user permissions for electronic access control and CCTV systems</li> <li>• Data breaches involving personal information of workers, visitors or security personnel</li> <li>• Remote disabling or manipulation of electronic security systems by malicious actors</li> </ul>	3H	[REDACTED]	2M
8. Lighting, Surveillance and Monitoring Systems	<ul style="list-style-type: none"> <li>• Insufficient lighting in access routes, carparks, laydown areas and perimeter zones increasing risk of slips, trips, falls and assault</li> <li>• CCTV blind spots or poor camera placement reducing surveillance and incident investigation capability</li> <li>• Failure of surveillance or alarm systems without timely detection or rectification</li> <li>• Inadequate monitoring arrangements for alarms, duress devices and CCTV feeds</li> <li>• Glare and poorly positioned lighting impacting neighbouring properties or traffic and creating secondary safety risks</li> </ul>	3H	[REDACTED]	2M
9. Traffic, Vehicle and Deliveries Interface with Security Controls	<ul style="list-style-type: none"> <li>• Conflicting traffic management and security controls at entry/exit points causing congestion and near misses</li> </ul>	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>• Security guards performing ad hoc traffic control without competency or appropriate traffic management plans</li> <li>• Delivery drivers accessing site outside authorised hours without supervision</li> <li>• Unclear procedures for vehicle search, inspection or authorisation, creating confrontation or WHS risks</li> <li>• Inadequate separation of security screening areas from live construction work zones or public roads</li> </ul>		[REDACTED]	
10. Emergency Preparedness, Incident Response and Coordination with Security	<ul style="list-style-type: none"> <li>• Security arrangements not aligned with site Emergency Management Plan and evacuation procedures</li> <li>• Guards unaware of their roles during fire, medical emergency, structural failure or external threat</li> <li>• Emergency services access compromised by locked gates, obstructed routes or unclear site layout</li> <li>• Delayed response to security incidents due to lack of escalation protocols or contact details</li> <li>• Post-incident scenes disrupted by guards or workers, impeding investigations</li> </ul>	3H	[REDACTED]	2M
11. Contractor, Visitor and Public Communication on Security Requirements	<ul style="list-style-type: none"> <li>• Workers, subcontractors and visitors unaware of site security rules, restricted areas and after-hours protocols</li> <li>• Language or literacy barriers causing misunderstanding of critical security messages</li> <li>• Inconsistent application of security rules by different supervisors or shifts</li> </ul>	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>Lack of communication to the public about changes to access routes, footpaths or temporary closures due to security works</li> </ul>		[REDACTED]	
12. Change Management for Site Staging, Demobilisation and Handover	<ul style="list-style-type: none"> <li>Security measures not updated when the site layout, staging or construction methodology changes</li> <li>Progressive removal of fencing, lighting or guards during demobilisation creating new exposure for workers and public</li> <li>Incomplete handover of security responsibilities to client, building manager or facilities team at project completion</li> <li>Residual hazardous materials, open pits or incomplete works possible due to reduced security presence</li> <li>Failure to decommission or wipe security systems and data containing sensitive information possible</li> </ul>	3H	[REDACTED]	1L
13. Incident Reporting, Investigation and Continuous Improvement of Security Systems	<ul style="list-style-type: none"> <li>Under-reporting of security incidents, near misses or suspicious behaviour by guards or workers</li> <li>Failure to analyse security incident trends and implement systemic corrective actions</li> <li>Lack of integration between security-related incidents and WHS incident management systems</li> <li>Repeat incidents of theft, trespass or aggression due to ineffective post-incident reviews</li> </ul>	3H	[REDACTED]	2M

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			[REDACTED]	
14. Procurement and Performance Management of Security Providers	<ul style="list-style-type: none"> <li>• Selection of security contractors based on lowest cost without adequate consideration of WHS capability</li> <li>• Contracts that do not clearly allocate WHS responsibilities, KPIs or minimum resourcing levels for security functions</li> <li>• Inadequate performance monitoring, allowing poor practices or non-compliance to persist</li> <li>• Turnover of security personnel without proper knowledge transfer or continuity planning</li> </ul>	3H	[REDACTED]	2M

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.