Electrical, Signs and Fixtures at Height

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:

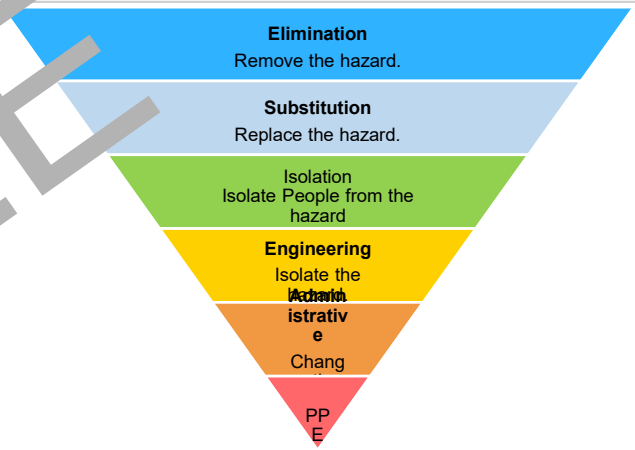
CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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 Duties and Contractor Management	• Lack of clear PCBU governance for electrical and height-related activities • Inadequate allocation of WHS responsibilities between client, principal contractor and subcontractors • Poor prequalification of contractors undertaking electrical, sign installation or work at height • No verification that contractors have licensed electricians, EWP operators and height-trained workers • Insufficient due diligence by officers under WHS Act 2011 (s27) regarding electrical and height risk controls • Inadequate consultation, cooperation and coordination between multiple PCBUs on shared sites • No formal process to manage seasonal or ad-hoc works such as festive decorations or one-off events	4A	• Establish and document a WHS governance framework assigning clear PCBU responsibilities for electrical work, signage installation and work at height, consistent with WHS Act 2011 and WHS Regulations • Implement a formal contractor management procedure including WHS prequalification, licence checks (electrical, EWP, scaffolding), verification of insurance and evidence of WHS systems • Require contractors to provide project specific WHS documentation (e.g. risk assessments, SWMS for high-risk construction work, electrical test records) prior to starting work • Develop a documented process for consultation, cooperation and coordination between all PCBUs sharing a workplace, including communication of electrical isolation requirements, height access arrangements and emergency procedures • Ensure officers undertake and record due diligence activities such as WHS audits, management reviews and verification of implementation of electrical and height control measures • Create a seasonal and event-based works procedure to govern temporary installations (festive lighting, banners, overhead decorations, temporary speakers) including approval, design, installation and removal controls • Set minimum WHS performance standards in contracts, including compliance with AS/NZS 3000, AS/NZS 4836, AS/NZS 1891 series, AS 1418, AS/NZS 4576 and any relevant state codes of practice • Implement a system for periodic contractor performance reviews and close-out reports on electrical and height-related works	3H
2. Design, Engineering and Layout of Electrical, Signs and Fixtures at Height	• Poorly designed sign locations requiring unnecessary work at height for access, adjustment or maintenance • Electrical equipment (e.g. speakers) mounted without consideration of safe access, anchor points or maintenance clearances • Overhead decorations and lighting systems not engineered for wind loads, vibration or structural capacity of supporting elements • Lack of segregation between electrical components and combustible decoration materials • Inadequate provision of fixed platforms, walkways, guardrails or permanent anchor points for routine access • Insufficient consideration of glare, visibility and weight when designing illuminated signs or speakers at height	4A	• Apply a formal Safety in Design process for all electrical, signage and overhead fixtures, ensuring designers consider WHS risk controls in accordance with WHS Regulations Part 6 • Design signs, speakers and overhead fixtures to be serviceable from safe positions (e.g. from ground, platforms, walkways, or using hinged poles or winch-down systems) to avoid routine ladder use • Engage competent structural and electrical engineers to certify loads, fixings and mounting arrangements for overhead signs, decorative fixtures, speakers and associated support structures • Specify non-combustible or fire-retardant decorative materials and ensure adequate clearances from electrical fittings and heat sources • Incorporate permanent access systems where reasonably practicable, such as fixed ladders, walkways, guardrails, step-up platforms, and certified anchor points for fall-arrest systems • Standardise mounting heights and positions to allow EWP or maintenance access without over-reaching or working above safe reach envelopes • Ensure design documentation includes maintenance access instructions, safe working loads, inspection intervals and compatible access equipment types • Implement a formal design review and sign-off process (including WHS review) for any modification to existing signage, electrical fixtures or overhead decorations	2M

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	• No design review for new or modified installations to minimise need for EWPs, ladders or temporary scaffolding			
3. Asset and Infrastructure Integrity (Buildings, Poles, Mounting Points)	• Deteriorated building elements, facades, poles, awnings or ceilings that cannot safely support signs, speakers, decorations or workers at height • Unverified load capacity of existing structures used to mount overhead fixtures and signs • Corrosion, fatigue or damage to mounting hardware, brackets, cables and anchor points • Hidden defects in ceiling voids, roof spaces or under awnings where electrical work and sign installation occurs • Uncontrolled attachment of festive or temporary decorations to sprinkler pipes, handrails or non-structural elements • Inadequate inspection regime for poles, gantries and sign support structures exposed to w and traffi	4A	• Establish an asset integrity and inspection p ram overing all structures used to support electrical fixtures, signs, speakers and decorations at hei • Maintain a structural registe entifying critical su orts es, gantries and mounting points along with their design loads and inspectio equencies • Engage compet struc al eng ers to asse s existing structures prior to installation of new or significantly h ier fixtures signa • Implement a cumente inspection a testing schedule for brackets, bolts, cables, chains, anchors and fi s, inclu g t que checks and corrosion inspection • Proh t a chme f decorations and temporary fixtures to non-structural elements (e.g. sprinkler lines, conduit igh eight tr s) through policy and induction Record nspe n outcomes, identified defects, and rectification actions in a central asset management s m Introd a permit or approval process for any new load applied to existing structures, requiring uctural verification where uncertainty exists	2M
4. Electrical Safety Management and Isolation Systems	• Energised work o verhead electrical fixtures, speakers d illuminat igns without proper isol n • Absence of a lockout/tagout syste or electrical circuits associated with overhead fixtures • Unknown or poorly labelled circuits feeding elevated signage and speakers • Inadequate earthing and bonding of metal signs, speaker brackets and support structures • Use of non-compliant temporary electrical supplies for festive decorations or promotional lighting • Failure to test for dead before commencing work at height on electrical components	4A	[redacted]	2M

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	• Inadequate protection against electric shock and arcing near conductive building elements and metalwork		[redacted]	
5. Work at Height Systems, Equipment Selection and Engineering Controls	• Inappropriate selection of access methods (ladders instead of EWPs or fixed platforms) for installation or adjustment of signs, speakers or decorations • Insufficient or unsuitable fall protection systems for working at height on building facades and overhead structures • Poorly planned EWP operations leading to tip-over, collision or entrapment with building elements or overhead power lines • Use of makeshift access (chairs, furniture, unapproved platforms) for minor adjustments at height such as speaker volume or decoration adjustment • Lack of edge prote[redacted]on, guardrails or barriers where ove[redacted]ead fixtures are accessed from roo[redacted]or mezz[redacted] • Inadequate rescue planning for suspended workers or persons incapacitated at height	4A	[redacted]	2M
6. Competency, Licensing and Training for Electrical and Height Work	• Unqualified personnel adjusting or repairing overhead electrical fixtures or speakers • Workers operating EWPs, scaffolds or fall-arrest equipment without formal training and assessment • Lack of specific training for safe installation and removal of overhead festive decorations and temporary signage • Insufficient understanding of electrical hazards, arc flash risk and safe approach distances	4A	[redacted]	2M

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	• Poor awareness of limitations of ladders, harness systems and anchor points • Supervisors not competent to verify that controls for electrical and height risks are implemented		[redacted]	
7. Planning, Permits and Job Authorisation for Work at Height and Electrical Tasks	• Unplanned ad-hoc tasks such as adjusting speaker volume at height or repairing a sign without proper risk assessment • Absence of a permit or authorisation process for combined electrical and height work • Work at height occurring during publi opening hours or peak times, exposing others to falling objects and exclusion zone breaches • Insufficient consid ation of weather, lighting and traffic nditions for tdoor sign installation at ght • Inadequate time allocated for safe set-up and pack-up of access equi ent and overhead decoration	3	[redacted]	2M
8. Traffic, Pedestrian and Public Interface Around Overhead Work	• Members of the public walking under areas where signs, decorations or speakers are being installed or adjusted at height • Vehicle movements interfering with EWP operations or access to sign mounting points • Falling tools, components or debris striking workers or the public below overhead work areas	3H	[redacted]	2M

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	• Inadequate signage, barriers or spotters during overhead operations on or near public thoroughfares • Poor coordination with building tenants or event organisers about timing and impact of overhead work		[redacted]	
9. Management of Temporary and Festive Decorations at Height	• Uncontrolled installation of festive decorations, banners and temporary lighting on unsuitable structures or fixtures • Overloading of mounting points or electrical circuits by multiple decorations and plug-in devices • Extended use of decorations beyond intended timeframes leading to weathering, deterioration or electrical faults • Insufficient inspection and maintenance of decorative items installed for long seasonal events • Use of non-compli[illegible] electrical decorations or unte[illegible]ed imported products • Lack of clear respon[illegible]ility for installation, inspection and removal festive decorations	3H	[redacted]	2M
10. Maintenance, Inspection and Change Management for Overhead Fixtures	• Lack of scheduled inspection and maintenance of overhead signs, speakers, electrical fixtures and support hardware • Reactive repairs undertaken under time pressure without adequate planning or control • Unauthorised alterations to sign layouts, speaker positions or decoration fixings compromising structural or electrical safety	3H	[redacted]	2M

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	• Failure to detect wear, corrosion or fatigue in overhead fixtures leading to partial or complete collapse • Poor record-keeping of inspections, repairs and modifications		[redacted]	
11. Environmental and Site Condition Controls for Outdoor and Indoor Height Work	• Adverse weather (wind, rain, heat) affecting stability of EWPs, ladders and overhead decorations • Poor lighting conditions when working on overhead fixtures leading to misjudgement of distances and footing • Slippery or uneven surfaces at the base of access equipment or beneath overhead work zones • Noise and distraction from operational environments impacting concentration during sign installation or electrical work at height • Uncontrolled dust, water ingress or corrosive atmospheres accelerating deterioration of electrical and structural components	3H	[redacted]	1L
12. Ergonomics, Manual Handling and Human Factors in Overhead Tasks	• Workers over-reaching or adopting awkward postures when installing or adjusting signs, speakers and decorations at height • Manual handling of heavy or bulky signs, speaker units and decorative elements on ladders or narrow platforms • Fatigue and reduced concentration during prolonged work at height or high-detail electrical tasks • Poor task design leading to time pressure and risk-taking behaviours (skipping isolation, bypassing access controls) • Inadequate consideration of cognitive load when adjusting audio systems, signage or lighting during live events	3H	[redacted]	1L

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13. Emergency Preparedness, Incident Response and First Aid	• Delayed rescue of a worker who has fallen and is suspended in a harness • Inadequate response to electric shock or arc flash incidents involving overhead fixtures • Lack of clear procedures for EWP entrapment, collapse of signage or falling decorations • Insufficient first aid capability and equipment for electrical burns and trauma from falls • Poor post-incident investigation processes leading to recurrence of similar events	3H	[redacted]	1L
14. Consultation, Communication and WHS Culture	• Workers not informed about the specific risks associated with electrical work and signs at height • Insufficient channels for workers to raise concerns about unsafe fixtures, decorations or access [redacted] • Cultural acceptance of shortcuts for minor tasks such as adjusting [redacted] volume at height or [redacted] loose sig • Poor communication between management, contractors and workers about changes in overhead [redacted]ures or electrical systems • Lack of feedback loops from incidents, inspections and audits to workers and contractors	3H	[redacted]	2M

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