Fascias, Guttering and Downpipes

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:

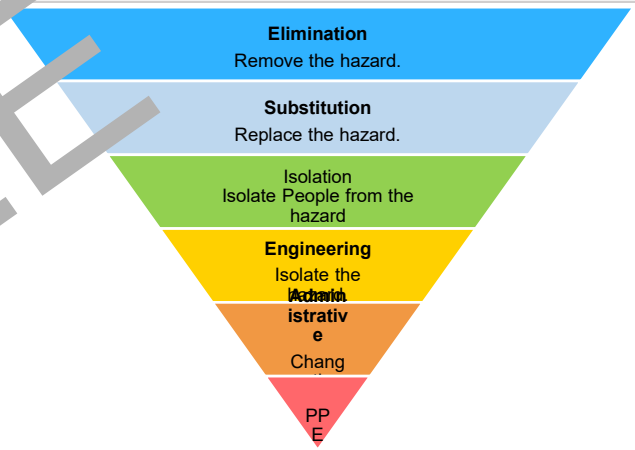
CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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. Procurement, Design and Specification of Fascias, Guttering and Downpipes	• Selection of products and systems that are not fit for purpose or not compliant with NCC, relevant Australian Standards and manufacturer requirements • Inadequate consideration of roof pitch, building location, rainfall intensity and drainage requirements leading to water ingress, structural damage and mould growth • Failure to consider safe access, anchor points and maintenance requirements at design stage, creating ongoing work at height risks • Use of incompatible materials (e.g. dissimilar metals, coastal environments) increasing risk of premature corrosion and structural failure • Procurement processes focused solely on cost rather than lifecycle safety, quality and maintainability • Insufficient consultation with designer principal contractor and workers about constructability and WH[illegible]cations • Inadequate verifi[illegible]ion of supplier competence, prod[illegible]t certificati[illegible]d traceability	High	• Establish and implement a procurement policy tha[illegible]quires all fascia, guttering and downpipe systems to comply with the NCC, WHS Act 2011, WHS R[illegible]gulations and applicable Australian Standards (e.g. AS/NZS 3500, AS 1562, AS 1397, AS 2179[illegible] 3700 where relevant) • Integrate WHS risk criteria into tender and p[illegible]chasin[illegible]ocumentation, including requirements for safe installation methods, access for maintenance a[illegible]d[illegible]cumented design loads • Require design documentati[illegible]n and shop drawin[illegible]s to demo[illegible]rate compliance with rainfall intensity calculations, overflow provisio[illegible]downpipe spacing[illegible]nd fi[illegible]g methods • Mandate that desi[illegible]provide[illegible]WHS risk register addressing work at height, handling, maintenance access and em[illegible]gency rep[illegible]implic[illegible]ions for th[illegible]elected systems • Include in p[illegible]urement co[illegible]racts the [illegible]ement for manufacturers' installation manuals, maintenance manu[illegible]and pr[illegible]uct sa[illegible]y data (e.g. c[illegible]ating hazards, lead content where applicable) • Unde[illegible]a pre-a[illegible]d due diligence on suppliers and installers, including licences, insurances, WHS perform[illegible]nc[illegible]history[illegible]d reference projects with similar building types and environments • Incorp[illegible]ate c[illegible]rosion[illegible]anagement criteria in specifications (e.g. appropriate coatings, compatible [illegible]stener[illegible]and fi[illegible]ings, additional protections for coastal or industrial environments) • Ens[illegible]p[illegible]ocurement procedures require consultation with the principal contractor, PCBU clients and [illegible]orker re[illegible]sentatives about constructability and safe access (e.g. permanent walkways, anchor points, p[illegible]tforms) • Implement a formal design review and sign-off process involving WHS, engineering and construction representatives before finalising fascia, gutter and downpipe specifications • Require traceability for critical components (e.g. proprietary gutter brackets, box gutter systems, overflow devices) through batch numbers, certificates of compliance and records retention	Medium
2. Governance, WHS Management System and Legal Compliance	• Lack of a documented WHS management system addressing [illegible]cia, guttering and downpipe a[illegible]s across projects • Failure of officers to exercise due diligence under the WHS Act 2011, leading to unmanaged critical risks (particularly work at height and structural failure) • Poor integration of WHS requirements into contracts, project management frameworks and quality systems • Inadequate monitoring of compliance with the WHS Act 2011, WHS Regulations, Codes of Practice and relevant Australian Standards	High	• Develop, implement and maintain a certified or structured WHS management system (e.g. aligned to ISO 45001) explicitly covering fascia, guttering and downpipe work as high-risk construction work due to work at height • Define and document WHS governance arrangements, including WHS policy, objectives, roles and responsibilities for directors, managers, supervisors and workers engaged in these activities • Ensure officers are provided with and actively review information on WHS risks associated with fascias, guttering and downpipes, including regular reporting on lead indicators (training, inspections) and lag indicators (incidents, near misses) • Embed WHS requirements and performance expectations into contracts with designers, suppliers and subcontractor installers, including explicit obligations to comply with the WHS Act 2011 and WHS Regulations • Implement a procedure for consultation, cooperation and coordination with other PCBUs on each project, including documented pre-start coordination meetings and sharing of risk assessments	Medium

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	• Unclear WHS responsibilities, accountabilities and authorities between PCBUs, subcontractors and site management • Insufficient consultation, cooperation and coordination between duty holders on multi-PCBU sites • No systematic review of incidents, near misses and audit findings to improve the WHS system		• Maintain a legal and standards register identifying all applicable WHS legislation, Codes of Practice and technical standards relevant to fascia and gutter system design, installation and maintenance, with a process for periodic review and updates • Conduct regular internal WHS audits and management reviews focusing on high-risk areas (work at height, structural stability, manual handling, falling objects, electrical proximity) and track corrective actions to completion • Establish key WHS performance indicators for fascia and guttering activities (e.g. percentage of workers with current training, pre-start inspection completion rates, incident trends) and review them at management meetings • Ensure that project WHS management plans explicitly reference fascia and guttering systems, including coordination with scaffolders, roofers, electricians and other trades • Retain WHS documentation (risk assessments, training records, inspection reports, incident investigations) for statutory periods and ensure they are readily accessible for review	
3. Contractor, Installer and Worker Competency Management	• Engagement of installers or subcontractors without appropriate trade qualifications or demonstrated competence in fascia, guttering and downpipe systems • Insufficient training and assessment in working at heights, roof access, use of scaffolds and fall arrest systems • Lack of awareness of structural load paths, fixing requirements and manufacturer specifications, leading to unsafe installation • No verification of High Risk Work Licences where required (e.g. scaffolding, cranes, EWP operation • Inadequate induction for site-specific hazards, including fragile roofs, electrical risks, environmental conditions and interface with other trades • Poor supervision of apprentices and new workers undertaking complex or high-risk tasks • Use of labour-hire workers or short-term contractors without proper onboarding to WHS systems	High	• Implement a formal contractor prequalification process requiring evidence of trade qualifications, relevant experience, WHS systems and references for fascia, guttering and downpipe work • Establish competency standards and matrices for all roles involved (installers, supervisors, designers, project managers), including required training (e.g. working at heights, construction induction, plant operation) • Require verification and recording of High Risk Work Licences, EWP training and scaffold qualifications prior to permitting work on site • Develop and enforce a robust induction program that covers organisational WHS expectations, project-specific risks, emergency procedures, work at height controls and interfaces with other trades • Ensure supervisors are competent and trained in hazard identification, risk management, permit systems and incident response for work at heights and roofing activities • Implement a system for ongoing training, refresher courses and toolbox talks focusing on recurring risks, lessons learned and changes in systems or legislation • Establish documented competence assessment for new workers and apprentices, including on-the-job verification by experienced supervisors before permitting unsupervised work • Include WHS performance and competency as key criteria in subcontractor performance reviews, with consequences for non-compliance (corrective action plans, suspension or removal from preferred supplier list) • Coordinate with labour-hire providers to ensure workers are trained and competent, and verify this through documented evidence before engagement • Maintain up-to-date training and competency records in a central system, with alerts for expiries and scheduled refresher training	Medium
4. Planning, Design Coordination and	• Inadequate planning for access, edge protection and fall prevention for	High		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
Pre-Construction Risk Management	installation and maintenance of fascias, guttering and downpipes • Poor coordination of design and installation sequencing with other trades (roofing, scaffolding, cladding, electrical, plumbing) leading to overlapping high-risk work • Lack of documented risk assessments and Safe Work Method Statements (SWMS) for high-risk construction work involving work at heights • Failure to identify and manage fragile roofing materials, skylights, penetrations and existing structural weaknesses • Insufficient planning for temporary works, including propping, temporary supports and temporary guttering or water diversion during construction • No consideration of weather dependencies (wind, rain, heat) for scheduling fascia and gutter works, increasing risk of falls and manual handling injuries • Inadequate emergency planning for rescue from height falls, structural collapse or severe weather events during works		[redacted]	
5. Plant, Equipment and Access Systems Management	• Use of unsuitable or poorly maintained scaffolding, ladders, EWPs or temporary platforms for access to fascia and gutter work areas • Inadequate inspection, tagging and maintenance systems for access plant and lifting equipment • Incorrect selection or set-up of plant leading to tip-over, collapse or falls (e.g. EWPs on uneven ground, overloading of platforms)	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
	• Poor control of interaction between mobile plant and pedestrians or persons working at heights • Lack of standardisation and control over proprietary access systems, brackets, lifting devices and fall arrest systems used with fascia and gutter installations • Unmanaged risks associated with power tools, cutting equipment and other plant used in gutter and fascia fabrication or modification		[redacted]	
6. Structural Integrity, Engineering and Installation Quality Control	• Incorrect fixing of fascias, gutters and downpipes leading to detachment, collapse or falling compo[redacted] • Insufficient consid[redacted]ation of wind loads, snow loads (where [redacted]pplicable) and water loading on g[redacted]ers ar[redacted]pp[redacted]g structure • Inadequate structural assessment[redacted] existing buildings prior to i[redacted]stalli[redacted] new fascia or gutter systems • Poor quality control over site variations, non-standard details and repairs that deviate from the design • Blockages or inadequate fall in gutters and downpipes due to poor installation, causing overflows, water ingress and structural damage • Lack of systematic inspection and sign-off of critical installation stages	High	[redacted]	Medium

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			[redacted]	
7. Work at Height, Fall Prevention and Falling Objects Management	• Falls from roofs, edges, ladders and access platforms during installation, inspection or maintenance of fascias, gutters and downpipes • Objects (tools, materials, components) falling from height and striking workers or members of the public • Inadequate or poorly implemented fall prevention systems, including incomplete or incorrectly installed edge protection • Failure to manage interfaces between different PCBUs working at heights concurrently • Lack of rescue arrangements and training for suspended workers or injured persons at height • Poor housekeeping on elevated work areas increasing trip and fall risks	Very 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
8. Environmental, Weather and Site Condition Management	• Adverse weather conditions (wind, rain, heat, lightning) affecting stability of workers, plant and materials during fascia and gutter works • Water ingress, erosion or property damage caused by incomplete or poorly managed temporary drainage during construction • Exposure to UV, heat stress, dehydration and associated health effects for workers on roofs and elevated areas • Slips and falls due to wet, icy or contaminated roof and ground surfaces • Inadequate management of stormwater, sediment and debris from installation activities affecting surrounding environment	High	[redacted]	Medium
9. Materials Handling, Storage and Manual Tasks Management	• Musculoskeletal disorde[redacted] handling long, awkward and heavy fascia and gutter sections, downpipes and associated components • Crush and pinch injuries from uncontrolled movement of components during lifting, positioning or transport • Poor storage and stacking practices leading to instability, collapse of materials or damage to protective coatings • Unmanaged use of mechanical aids (e.g. forklifts, telehandlers, cranes)	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
	without proper planning for lifting long sections • No systematic assessment of manual task risks associated with fascia and gutter activities across projects		[redacted]	
10. Health Monitoring, Hazardous Substances and Occupational Hygiene	• Exposure to hazardous substances such as lead-based paints, sealants, solvents, sealant primers or dusts durin removal or installation and gutter systems • Noise exposure m cutting and fixing activities hearing over time • Inhalation of metal dusts or othe particulates produced du ting and grinding of fascia and gutter components • Lack of health monitoring where required for specific hazardous exposures (e.g. lead, some solvents or isocyanates) • Inadequate management of workers' pre-existing health conditions that may be exacerbated by work at heights or environmental conditions	Medium	[redacted]	Low

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			[redacted]	
11. Consultation, Communication and Worker Engagement	• Poor communication of WHS expectations, procedures and changes relating to fascia, guttering and downpipes • Lack of meaningful consultation with workers and health and safety representatives on WHS issues and control effectiveness • Language, literacy or cultural barriers leading to misunderstanding of instructions and safety r[illegible]ments • Failure to share c[illegible]cal risk information between PCBUs, l[illegible]ding to conflicting or unsafe work act[illegible]	Medium	[redacted]	Low
12. Incident Reporting, Emergency Response and Continuous Improvement	• Delayed or inadequate response to incidents involving falls, structural failures or water ingress linked to fascia and gutter systems • Under-reporting of hazards, near misses and minor incidents, leading to missed learning opportunities • Ineffective incident investigation processes that do not address root	High	[redacted]	Medium

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	causes in systems, design, planning or supervision • Lack of testing and training in emergency response procedures, particularly rescue from height and response to severe weather damage		[redacted]	

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 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