

Fire Prevention

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 for the task parts. 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, Policy and Legal Compliance	<ul style="list-style-type: none"> Absence of a formal fire prevention and protection policy aligned with WHS Act 2011 and relevant Australian Standards (e.g. AS 1851, AS 3745, AS 1670) Senior management not clearly accountable for fire safety and emergency planning outcomes Inadequate integration of fire prevention requirements into the Safety Management System (SMS) Failure to identify and comply with specific state/territory fire, building and essential services regulations No systematic review of fire-related incidents, near misses and audit findings at leadership level 	High	<ul style="list-style-type: none"> Develop, endorse and implement a written Fire Safety and Emergency Management Policy that clearly states objectives, responsibilities and compliance expectations under the WHS Act 2011 and associated regulations Assign an executive-level Fire Safety Sponsor and a competent Fire Safety Coordinator with clearly documented roles, authority and reporting lines Embed fire prevention and protection requirements into the organisation's WHS management system, including risk registers, consultation processes, planning, implementation, monitoring and review Identify and maintain a central register for applicable fire safety legislation, codes of practice and Australian Standards, and review it at least annually or when regulations/standards change Integrate fire risk and control performance into WHS governance reporting (e.g. WHS committee, Board or Executive safety reports) with defined key performance indicators (KPIs) Establish a formal management review process (at least annually) to assess effectiveness of the fire safety system, including policy adequacy, resource allocation and continuous improvement actions 	Medium
2. Planning, Fire Risk Assessment and Design Controls	<ul style="list-style-type: none"> Inadequate formal fire risk assessment covering all workplaces, shifts and activities Poor consideration of fire loads, ignition sources and occupancy types during facility design and refurbishment Lack of systematic evaluation of worst-case fire and evacuation scenarios including vulnerable populations No structured process for assessing changes (e.g. new plant, layout changes, storage increases) on fire risk impact Insufficient engagement of competent fire engineers or specialists during design and major modifications 	High	<ul style="list-style-type: none"> Implement a documented fire risk assessment procedure aligned with WHS risk management principles, requiring identification of ignition sources, fuel loads, vulnerable areas and potential consequences Ensure all new builds, fit-outs and major refurbishments are planned and reviewed against the National Construction Code (NCC), relevant Australian Standards and local fire brigade/building surveyor requirements Use competent fire safety professionals to review complex sites, high fire load areas or specialised operations and to recommend appropriate engineering and management controls Establish a documented Management of Change (MoC) process that requires review of fire risk before introducing new plant, chemicals, storage systems or process changes Include specific assessment for people with disability, visitors, lone workers, night shifts and contractors when planning evacuation and fire systems Maintain a central fire risk register that is reviewed at least annually and after significant changes, incidents or drills 	Medium
3. Fire Safety Systems, Engineering Controls and Maintenance	<ul style="list-style-type: none"> Fire detection, alarm and suppression systems not designed to suit occupancy and fire load Failure of fire protection systems due to inadequate inspection, testing and maintenance Critical fire safety assets (sprinklers, hydrants, extinguishers, emergency 	High	<ul style="list-style-type: none"> Ensure fire detection, alarm, warning and suppression systems are specified and installed in accordance with NCC and relevant Australian Standards (e.g. AS 1670, AS 2118, AS 2419, AS 2444) Develop an Essential Fire Safety Assets Register listing all fire safety systems and equipment, including locations, standards, maintenance frequencies and responsible persons Implement a planned inspection, testing and maintenance program for all fire safety systems compliant with AS 1851 and manufacturer requirements, using competent technicians 	Medium

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	<ul style="list-style-type: none"> lighting) not identified or not on a planned maintenance program Unreliable monitoring of fire systems (e.g. unmonitored panels, disabled alarms, bypassed valves) Poor documentation and record keeping for essential services maintenance and defects 		<ul style="list-style-type: none"> Ensure fire panels, pumps, valves and monitoring systems are continuously operational, with clear controls for isolation, permit/authorisation for disabling any component and mandatory reactivation checks Maintain up-to-date service reports, defect lists and rectification records; track close-out of all fire-related defects within set timeframes based on risk Conduct periodic independent audits or third-party inspections of fire protection systems, including verifying as-installed drawings, block plans and system performance tests 	
4. Housekeeping, Storage and Hazardous Materials Management	<ul style="list-style-type: none"> Accumulation of combustible waste, packaging and dust increasing fire load and spread Inappropriate storage of flammable and combustible liquids, gases and chemicals Obstructed fire doors, fire equipment, hydrants and hose reels due to poor housekeeping or storage practices Uncontrolled use and storage of hot work equipment, LPG cylinders and fuel Lack of system-level controls for contractor and tenant storage that increases site fire load 	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium
5. Electrical, Plant and Equipment Management	<ul style="list-style-type: none"> Deteriorated, overloaded, non-compliant electrical installations causing ignition Portable appliances, extension leads and power boards used unsafely or without inspection regime Poorly maintained plant and machinery causing overheating, sparks or friction fires Lack of controls over battery charging areas (e.g. lithium-ion, forklifts) creating ignition and thermal runaway risks 	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium

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	<ul style="list-style-type: none"> Inadequate control of contractors performing electrical or mechanical works that may affect fire risk 		[REDACTED]	
6. Emergency Planning, Evacuation and Response Coordination	<ul style="list-style-type: none"> Lack of a current, site-specific emergency plan addressing fire scenarios and site characteristics Unclear roles and responsibilities for wardens, first responders and incident controllers Inadequate provision and maintenance of emergency exits, signage and lighting Insufficient drills and practical exercises to test and improve emergency procedures Poor coordination with emergency services leading to delays or confusion in response 	High	[REDACTED]	Medium
7. Training, Competency and Awareness	<ul style="list-style-type: none"> Workers, supervisors and managers not competent to recognise fire hazards and system-level controls Inadequate induction covering fire prevention, alarm systems and emergency procedures No formal training for wardens, first-attack fire fighting or fire equipment use where required by risk assessment Lack of ongoing refresher training leading to skill and awareness decay over time Inconsistent understanding of responsibilities across permanent staff, labour hire, contractors and visitors 	Medium	[REDACTED]	Low

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8. Procurement, Contractor Management and Supply Chain	<ul style="list-style-type: none"> • Procurement decisions that do not consider fire load, flammability and ignition risks of materials, equipment and furnishings • Engagement of contractors who lack appropriate fire safety competence or do not follow site procedures • Supplied plant and equipment without appropriate fire protection features or documentation • Poor control over outsourced activities (e.g. welding, roofing, refurbishment) that significantly increase fire risk • Non-compliant or substandard fire protection system components introduced through purchasing 	Medium	[REDACTED]	Low
9. Documentation, Records and Information Management	<ul style="list-style-type: none"> • Inaccurate or outdated fire safety documentation leading to ineffective controls • Loss of maintenance, inspection and training records required for demonstrating compliance • Evacuation diagrams, site plans and hazardous material management not kept current • Poor accessibility of critical fire safety information in an emergency • Lack of change control for fire safety-related documents resulting in conflicting or obsolete instructions 	Medium	[REDACTED]	Low
10. Monitoring, Audit, Consultation and Continuous Improvement	<ul style="list-style-type: none"> • Failure to detect emerging fire risks due to inadequate monitoring and review processes 	High	[REDACTED]	Medium

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	<ul style="list-style-type: none"> Lack of worker consultation on fire hazards and effectiveness of controls Recurring fire-related near misses or alarms not investigated to root cause Audit findings or recommendations not actioned in a timely manner Complacency over time leading to erosion of fire safety culture and behaviours 		<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/factsheets-and-resources/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.