

**General Building Residential and Commercial Construction**

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 before task starts. 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. WHS Management, Governance and Compliance	<ul style="list-style-type: none"> <li>Absence of a documented WHS Management System aligned to WHS Act 2011, WHS Regulation and relevant Codes of Practice</li> <li>Inadequate WHS policy and objectives for mixed residential and commercial construction activities</li> <li>Lack of clarity regarding PCBUs, officers, workers and contractor duties on multi-party construction projects</li> <li>Failure to establish consultation, cooperation and coordination arrangements between principal contractor, subcontractors and designers</li> <li>Insufficient monitoring of compliance with construction WHS Management Plans across concurrent projects</li> <li>Poor integration of specialist activities (e.g. construction at zoos, farm buildings, complex architectural features) into core WHS governance</li> <li>No formal review of WHS performance and lessons learned from incidents, non-conformances and audits</li> </ul>	4A	<ul style="list-style-type: none"> <li>Develop, implement and maintain an ISO 45001-aligned WHS Management System that addresses residential, commercial and specialised construction environments</li> <li>Establish a WHS policy endorsed by officers, with clear WHS objectives, targets and resourcing commitments</li> <li>Define and document roles, responsibilities and accountabilities for WHS across officers, project managers, site supervisors, HSOs and contractors in accordance with WHS Act 2011</li> <li>Implement a standardised Construction WHS Management Plan template for all projects, with project-specific risks for extensions, restoration, retrofits, farm structures and zoo facilities explicitly addressed</li> <li>Formalise consultation, cooperation and coordination arrangements through PCBU interface agreements, project start-up meetings and periodic coordination forums</li> <li>Establish a legal and standards register (WHS Act, WHS Regulation, Codes of Practice, Australian Standards) with scheduled compliance reviews</li> <li>Implement a WHS assurance program including internal audits, site inspections and management reviews with corrective action tracking</li> <li>Ensure senior due diligence processes include regular WHS reporting, site walks and review of key WHS risk indicators for construction activities</li> <li>Integrate WHS requirements into business planning, tendering and procurement processes for all building and structural projects</li> </ul>	3H
2. Project Planning, Design and Engineering Risk Management	<ul style="list-style-type: none"> <li>Insufficient incorporation of safety in design for structural frames, walkways, farm buildings, sheds and complex architectural features</li> <li>Lack of formal design risk assessments for house raising, restumping and structural restoration works</li> <li>Inadequate engineering assessment of temporary works including braces, propping, column liners and formwork</li> <li>Failure to consider construction sequencing, access and egress in constrained sites, extensions and retrofits</li> <li>Insufficient coordination between architects, structural engineers, services</li> </ul>	4A	<ul style="list-style-type: none"> <li>Implement a formal Safety in Design procedure that requires risk assessments for all residential, commercial and special-use building projects</li> <li>Ensure all structural designs, including temporary works, are prepared or verified by a suitably qualified and registered professional engineer</li> <li>Establish a design coordination process, including design review workshops, clash detection and buildability reviews before construction</li> <li>Require engineering sign-off for house raising, restumping, building extensions, structural restorations and retrofitting works, including load transfer strategies</li> <li>Develop standard engineered details and specifications for column liner fitting, bracing, joint installations, walkway construction and mixed-medium connections</li> <li>Mandate design consideration of access, edge protection, lifting points and maintenance requirements for challenging architectural features and commercial-scale installations</li> <li>Implement a change management process for design variations, including risk assessment and formal engineering approval prior to implementation</li> </ul>	2M

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
	<p>designers and builders leading to unbuildable or unsafe designs</p> <ul style="list-style-type: none"> <li>Lack of consideration of live environments (occupied dwellings, commercial tenancies, zoo operations, farm activities) during design and planning</li> <li>Design changes on site not subjected to engineering review and authorisation</li> <li>Poor documentation of design assumptions related to soil conditions, loads and connection details for mixed materials and joint installations</li> </ul>		<ul style="list-style-type: none"> <li>Ensure staging plans and construction methodologies are developed for works in live environments (zoo facilities, occupied residences, operating commercial spaces and farms)</li> <li>Maintain a controlled design document management system with revision control and clear communication of updates to site teams and contractors</li> </ul>	
3. Contractor Management and Competency	<ul style="list-style-type: none"> <li>Engagement of contractors without verification of WHS systems competency for complex construction tasks</li> <li>Inadequate prequalification of contractors undertaking demolition, structural modifications, retrofits and extensions</li> <li>Poor supervision arrangements for small crews, short-term contractors and specialist trades</li> <li>Failure to verify high-risk work licences and competencies for tasks such as scaffolding, dogging, rigging, crane operation and EWP use</li> <li>Insufficient assessment of contractor experience in specialised environments such as zoo facilities, farms and occupied commercial premises</li> <li>Lack of coordination between multiple contractors leading to interface conflicts and uncontrolled concurrent high-risk activities</li> <li>Contractual arrangements that incentivise unsafe practices (e.g. unrealistic timeframes, inadequate resourcing)</li> </ul>	4A	<ul style="list-style-type: none"> <li>Implement a formal contractor WHS prequalification process including review of WHS management systems, insurances, licences and project experience</li> <li>Develop minimum WHS competency requirements for contractors involved in structural works, house raising, shed construction, farm structures and restoration projects</li> <li>Require submission and review of contractor project-specific WHS plans and risk assessments prior to starting work</li> <li>Establish procedures to verify and record licences, tickets and competency for high-risk construction work roles</li> <li>Define supervision requirements for contractors, including ratios, experience levels and expectations for site supervision presence</li> <li>Implement contractor performance monitoring through regular WHS meetings, joint inspections and KPI reviews</li> <li>Use contract clauses that clearly define WHS obligations, incident reporting requirements and right of the principal to intervene on safety grounds</li> <li>Coordinate work sequencing and interfaces through project coordination meetings and look-ahead planning to avoid concurrent incompatible activities</li> <li>Suspend or remove contractors who fail to meet WHS performance expectations, with a formal improvement and review process</li> </ul>	2M

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
4. Construction Planning, Scheduling and Change Management	<ul style="list-style-type: none"> <li>Compressed programs resulting in unsafe work sequencing and excessive overtime</li> <li>Insufficient planning for complex tasks such as building extensions, retrofits and structural restorations in constrained sites</li> <li>Inadequate staging of works in live environments (operational zoo facilities, occupied dwellings, commercial areas and farms)</li> <li>Poor planning for access, materials handling and storage for large or heavy items (e.g. structural members, walkway components, shed frames)</li> <li>Failure to coordinate intrusive tasks (drilling into walls/floors, cutting, nailing, jointing) with services isolation and verification</li> <li>Uncontrolled scope changes leading to unplanned structural modifications or temporary works</li> <li>Lack of contingency planning for weather, supply delays and critical resource shortages</li> </ul>	3H	<p>[REDACTED]</p>	2M
5. Structural Integrity, Temporary Works and Bracing Systems	<ul style="list-style-type: none"> <li>Inadequate design, construction or inspection of temporary supports during house raising and restumping</li> <li>Use of faulty or undersized bracing and propping systems for walls, frames and column liners</li> <li>Unplanned removal or alteration of load-bearing elements during extensions, demolition or retrofitting</li> <li>Insufficient monitoring of structural movement during structural restoration and complex architectural construction</li> <li>Failure to consider interaction between new and existing structures, leading to damage to peripheral structures</li> <li>Inadequate documentation and communication of temporary works</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> <p>[REDACTED]</p>	2M

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
	<ul style="list-style-type: none"> <li>requirements to site teams and subcontractors</li> <li>• Improvised supports and non-engineered solutions used under schedule pressure</li> </ul>		[REDACTED]	
6. Work at Height and Access Systems Management	<ul style="list-style-type: none"> <li>• Inadequate planning of edge protection, walkways and access routes for multi-storey residential and commercial builds</li> <li>• Improper selection, installation or inspection of scaffolds, temporary walkways and roof access systems</li> <li>• Uncontrolled access to incomplete or unsafe elevated work areas during extensions and retrofits</li> <li>• Poorly managed work at height over live public areas (zoo visitors, commercial tenancies, residential occupants)</li> <li>• Insufficient controls for working on challenging architectural features with irregular surfaces and limited anchor points</li> <li>• Lack of systematic inspection and maintenance of fall protection systems</li> </ul>	4A	[REDACTED]	2M
7. Services, Penetrations and Invasive Works Management	<ul style="list-style-type: none"> <li>• Striking live electrical, gas or communications services when drilling holes into frames, walls and floors</li> <li>• Inadequate service detection and isolation processes prior to cutting, coring or driving nails into walls</li> <li>• Uncontrolled creation of penetrations that compromise fire and acoustic ratings in residential and commercial buildings</li> <li>• Failure to coordinate service routes with structure, resulting in ad-hoc changes on site</li> </ul>	4A	[REDACTED]	2M

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
	<ul style="list-style-type: none"> <li>Lack of up-to-date as-built documentation for existing structures, particularly in restorations and retrofits</li> <li>Unauthorized or undocumented re-routing of critical services in zoo, farm or commercial facilities</li> </ul>		[REDACTED]	
8. Plant, Equipment and Tool Management	<ul style="list-style-type: none"> <li>Poorly maintained plant and power tools used for drilling, cutting, fastening and jointing procedures</li> <li>Inadequate systems for inspection, tagging and maintenance of construction plant across multiple sites</li> <li>Use of inappropriate or non-compliant equipment for specialised tasks such as column liner fitting and joint installations</li> <li>Uncontrolled introduction of hired or subcontractor plant without verification of safety features</li> <li>Inadequate guarding, dust extraction and vibration controls on tools used extensively in residential and commercial installations</li> <li>Lack of standardised pre-start check processes for critical mobile plant and fixed equipment</li> </ul>	3H	[REDACTED]	2M
9. Materials Management, Calculations and Structural Components	<ul style="list-style-type: none"> <li>Incorrect calculation of material requirements leading to under-specification of structural members, bracing or linings</li> <li>Misinterpretation of drawings or specifications for layout base sheeting, jointing systems and mixed medium connections</li> <li>Substitution of specified materials with inferior or incompatible products without engineering review</li> <li>Poor storage and handling of materials affecting structural performance (e.g.</li> </ul>	3H	[REDACTED]	2M

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
	<ul style="list-style-type: none"> <li>moisture damage to sheet materials, corrosion of steel)</li> <li>• Inadequate traceability of critical structural components (braces, fixings, proprietary systems)</li> <li>• Excess materials cluttering work areas and contributing to manual handling and housekeeping risks</li> </ul>		[REDACTED]	
10. Site Environment, Public Interface and Special Facilities	<ul style="list-style-type: none"> <li>• Inadequate separation between construction zones and public or animal areas within zoo facilities</li> <li>• Uncontrolled access of visitors, residents or farm workers into active work zones</li> <li>• Damage to peripheral structures, neighbouring properties or critical zoo/farm infrastructure during construction or demolition</li> <li>• Insufficient environmental controls for noise, dust and vibration in occupied residential and commercial buildings</li> <li>• Poor management of parking and deliveries in contained urban sites and operational facilities</li> <li>• Failure to account for well-being and biosecurity requirements when constructing within zoo or farm environments</li> </ul>	4A	[REDACTED]	2M
11. Worker Competency, Training and Supervision	<ul style="list-style-type: none"> <li>• Workers and supervisors lacking competency in complex building methods such as house raising, structural restoration and commercial-scale installations</li> <li>• Inadequate training on WHS procedures, emergency response and site-specific requirements</li> <li>• Insufficient supervision of new workers, apprentices and subcontractor personnel</li> </ul>	3H	[REDACTED]	2M

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
	<ul style="list-style-type: none"> <li>Poor understanding of engineering documentation, temporary works plans and jointing specifications</li> <li>Failure to maintain competency records and licence validity for critical roles</li> <li>Cultural and language barriers impacting comprehension of WHS expectations</li> </ul>		[REDACTED]	
12. Fatigue, Hours of Work and Psychosocial Risk Management	<ul style="list-style-type: none"> <li>Excessive working hours and inadequate breaks driven by tight programs and variations</li> <li>Travel, remote or split-shift arrangements impacting fatigue for supervisors and key decision makers</li> <li>Stress and psychosocial strain associated with complex builds, challenging architectural features and stakeholder pressures</li> <li>Inadequate systems for identifying and managing fatigue-related impairment</li> <li>Poor communication and conflict management between multiple contractors and stakeholders</li> </ul>	3H	[REDACTED]	2M
13. Emergency Preparedness, Incident Management and Business Continuity	<ul style="list-style-type: none"> <li>Inadequate emergency response planning for multi-storey constructions, occupied buildings and special facilities</li> <li>Poor coordination with zoo, farm and commercial facility emergency procedures and evacuation routes</li> <li>Delayed response to structural failures, collapse risks or damage to peripheral structures</li> <li>Ineffective incident reporting and investigation processes, leading to repeat events</li> </ul>	3H	[REDACTED]	2M

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
	<ul style="list-style-type: none"> <li>Insufficient preparedness for fire, medical emergencies and hazardous material releases during construction</li> </ul>		[REDACTED]	
14. Documentation, Records and Continuous Improvement	<ul style="list-style-type: none"> <li>Incomplete or inaccurate WHS documentation for construction activities and structural works</li> <li>Loss of critical records such as design certifications, inspection reports and permits</li> <li>Inconsistent implementation of procedures across residential, commercial and special facility projects</li> <li>Failure to capture lessons learned from incidents, audits and project close-outs</li> <li>Poor version control of drawings, specifications and WHS procedures leading to outdated information on site</li> </ul>	2M	[REDACTED]	1L

**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.