

General Building and Construction Work

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 before task starts. 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. WHS Governance, Leadership and Compliance	<ul style="list-style-type: none"> Absence of a documented WHS Management System aligned with WHS Act 2011 and WHS Regulations Unclear WHS roles, responsibilities and delegations for officers, project managers and supervisors Ineffective consultation arrangements with workers, contractors and subcontractors Failure of officers to exercise due diligence in monitoring WHS performance and resources Inadequate processes to identify, understand and implement changes to WHS legislation, Codes of Practice and Australian Standards Lack of formal WHS objectives, targets and key performance indicators for construction projects Poor integration of WHS governance between client, principal contractor and subcontractors on multiple cover sites 	4A	<ul style="list-style-type: none"> Establish a certified or documented WHS Management System aligned to AS/NZS ISO 45001 and the WHS Act 2011, specifically addressing general building and construction work Define and document WHS roles, responsibilities and accountabilities for officers, senior managers, project managers, supervisors and workers with position descriptions and project charters Implement formal WHS consultation and participation arrangements including HSRs, WHS committees, toolbox processes and escalation pathways for safety concerns Require officers to demonstrate due diligence through scheduled WHS performance reviews, site walks, and documented verification of resources and controls Maintain a legal register and compliance calendar to monitor and implement updates to WHS legislation, Codes of Practice and relevant Australian Standards (e.g. scaffolding, electrical, demolition) Set WHS objectives and KPIs (e.g. proactive inspections, close-out of corrective actions, training completion) and review performance at management meetings Develop project specific WHS governance plans clarifying responsibilities and interfaces between client, principal contractor and subcontractors Underpin regular internal and external audits of the WHS Management System with documented corrective action processes 	3H
2. Contractor, Subcontractor and Supplier Management	<ul style="list-style-type: none"> Engagement of contractors without verification of WHS competence and licence requirements Inadequate prequalification processes for high-risk construction activities (e.g. work at height, concrete, structural alterations) Poor clarity of WHS responsibilities between principal contractor, subcontractors and labour hire providers Inconsistent WHS standards across multiple contractors on the same site Lack of monitoring of subcontractor WHS performance, including SWMS implementation and supervision quality Inadequate management of designers, engineers and specialist installers involved in mounting on brick or concrete walls 	4A	<ul style="list-style-type: none"> Implement a formal contractor prequalification process assessing WHS systems, licences, insurances, training records and relevant experience in building and construction Develop and apply documented minimum WHS standards and selection criteria for all contractors and subcontractors, including those performing construction site clean-up and wall mounting Include clear WHS responsibilities, reporting requirements and performance expectations within contracts and purchase orders Require submission and review of project-specific WHS documentation (WHS plans, SWMS, SOPs, training matrices) prior to mobilisation Establish a contractor induction and onboarding process that standardises WHS expectations, site rules and communication protocols Implement a contractor performance monitoring program including inspections, audits, incident reviews and leading indicator tracking Ensure clear interface management arrangements between trades where work overlaps (e.g. wall fixings near electrical services, concurrent clean-up and construction tasks) Include WHS performance as a key factor in contractor performance reviews and future tender evaluations 	3H

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"> Failure to ensure waste removal and clean-up contractors have suitable systems for safe site clean-up and waste segregation 			
3. Design, Planning and Change Management	<ul style="list-style-type: none"> Insufficient consideration of WHS in design for construction, maintenance and eventual demolition Lack of design review regarding structural integrity when mounting fixtures on brick or concrete walls Inadequate identification of services (electrical, gas, plumbing) within walls and floors prior to drilling, coring or anchoring Poor planning of construction sequencing leading to congested work areas and increased interaction risks Failure to conduct risk assessments for design changes or variations during construction or renovation Inadequate coordination between architects, engineers, builders and specialist installers in renovation projects No formal process for assessing impacts of late client decisions on WHS risks, program pressure and resource 	4A	<ul style="list-style-type: none"> Implement a formal Safety in Design (SiD) process requiring designers and engineers to identify, eliminate or minimise construction and lifecycle risks in accordance with WHS legislation Establish a design review and approval procedure that includes WHS representation and considers access, structural capacity, fixing methods and maintenance requirements for wall-mounted items Implement a services location and verification system (e.g. as-built drawings, scanning, permit to drill/coring) before penetration of brick or concrete walls, floors or slabs Require construction staging plans and traffic plans to be reviewed for WHS implications, including separation of trades and materials handling routes Apply a formal change management process for design variations, assessing WHS risk, resourcing, time constraints and impact on existing controls Mandate coordination meetings between designers, engineers, principal contractor and key trades to resolve buildability and WHS issues before work commences Maintain a documented design risk register that records identified hazards, design decisions and residual risks communicated to constructors and building owners 	2M
4. Site Establishment, Layout and Security	<ul style="list-style-type: none"> Inadequate site fencing and access control leading to unauthorised public entry Poor site layout causing conflicting vehicle and pedestrian movements Insufficient planning for material laydown, waste collection and site clean-up activities Lack of segregation between construction zones and occupied areas during renovations in live buildings Inadequate management of site amenities, welfare, drinking water and shelter 	4A	<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"> Unclear emergency access routes for fire, ambulance and rescue vehicles Insufficient lighting for early morning, evening or enclosed work areas 		[REDACTED]	
5. Worker Competency, Induction and Training	<ul style="list-style-type: none"> Engagement of workers without verified construction induction (White Card) and task-specific competencies Inadequate training in safe use of tools, fixings and equipment for drilling and mounting on brick or concrete walls Poor understanding of WHS procedures, emergency plans and reporting requirements Insufficient supervisor capability to manage high-risk construction work Lack of training for housekeeping and clean-up staff in handling construction debris and sharps Inadequate instruction for workers operating in partially occupied or public environments 	3H	[REDACTED]	2M
6. Hazard Identification, Risk Management and Documentation	<ul style="list-style-type: none"> Lack of a systematic process to identify and control WHS risks across the project lifecycle SWMS developed as generic documents that do not reflect site-specific conditions Failure to consider system-level risks such as fatigue, supervision and interfaces between trades Incomplete risk assessments for renovation works in ageing structures or buildings with unknown services Poor document control leading to use of outdated procedures and SWMS 	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"> Inadequate communication of risk controls to all applicable workers and subcontractors 		[REDACTED]	
7. Supervision, Communication and Consultation	<ul style="list-style-type: none"> Inadequate supervisory coverage across multiple workfronts and levels of a building Poor communication of daily work plans and changes to workers and subcontractors Limited mechanisms for workers to raise WHS concerns or stop unsafe work without fear of reprisal Language and literacy barriers affecting comprehension of WHS requirements Insufficient coordination between trades during renovations, fit-out and final clean-up phases Lack of structured communication processes with workers regarding WHS decisions 	3H	[REDACTED]	2M
8. Plant, Tools and Equipment Management	<ul style="list-style-type: none"> Use of uninspected or poorly maintained tools, plant and access equipment Inadequate systems to ensure correct selection of plant for working at height or handling heavy materials Defective or incompatible anchors, fixings and fasteners for mounting on brick or concrete walls Lack of tagging, inspection and maintenance records for electrical tools and extension leads Absence of pre-start checks for mobile plant and powered equipment 	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"> Poor control of hire equipment, including unclear responsibilities for inspection and maintenance 		[REDACTED]	
9. Work at Height, Structural Integrity and Access Systems	<ul style="list-style-type: none"> Inadequate planning and control of work at height on scaffolds, ladders, roofs and elevated platforms Failure to confirm structural adequacy of walls, slabs or fixings used to support mounted items or temporary works Improper use of ladders for drilling and fixing into brick or concrete surfaces Insufficient inspection and certification of scaffolding and temporary edge protection Lack of fall prevention systems when working at edges, openings or near shafts in partially constructed building 	4A	[REDACTED]	2M
10. Hazardous Substances, Dust, Noise and Environmental Conditions	<ul style="list-style-type: none"> Inadequate control of silica dust from cutting, grinding and drilling on concrete Exposure to hazardous substances such as adhesives, sealants, coatings and cleaning chemicals Excessive noise from demolition, drilling and power tools impacting workers and building occupants Potential disturbance of asbestos-containing materials during renovation or wall penetrations in older buildings Poor ventilation in enclosed work areas leading to fume or dust accumulation Inadequate systems to manage wet weather, heat, cold and UV exposure on outdoor construction sites 	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
			[REDACTED]	
11. Traffic Management, Materials Handling and Storage	<ul style="list-style-type: none"> • Poorly controlled interaction between vehicles, mobile plant, delivery trucks and pedestrians on or near the construction site • Unsafe manual handling of construction materials, debris and waste during site clean-up • Inadequate systems for lifting and positioning heavy fixtures for mounting on brick or concrete walls • Improper storage of materials leading to instability, collapse or blocked access routes • Uncontrolled loading zones on public roads or shared driveways • Lack of planning for materials movement in multi-level buildings, including use of hoists and lifts 	4A	[REDACTED]	2M
12. Electrical Safety, Services Isolation and Underground Utilities	<ul style="list-style-type: none"> • Uncontrolled contact with live electrical services during drilling, cutting or mounting on walls • Inadequate isolation and lock-out/tag-out systems for electrical and mechanical services • Failure to locate and protect underground services during excavation or trenching • Overloading of temporary electrical systems and use of untested portable RCDs • Poor coordination between electricians, plumbers and builders during renovations and fit-out work 	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
13. Housekeeping, Construction Site Clean-Up and Waste Management	<ul style="list-style-type: none"> • Accumulation of debris, offcuts and waste creating trip hazards and obstructed access/egress • Uncontrolled handling of sharp, heavy or contaminated waste materials • Inadequate segregation of general, recyclable, hazardous and regulated waste streams • Insufficient planning and resourcing for progressive site clean-up throughout the project • Dust and airborne contaminants re-suspended during sweeping and clean-up activities • Unclear responsibilities between trades and cleaners for housekeeping and final presentation 	3H	[REDACTED]	2M
14. Emergency Preparedness, First Aid and Incident Management	<ul style="list-style-type: none"> • Inadequate planning for fire, medical, structural, electrical and rescue emergencies • Insufficient first aid resources, trained first aiders and response procedures on multi-level sites • Poor communication, emergency arrangements to workers, visitors and contractors • Failure to investigate and learn from incidents, near misses and non-conformances • Lack of specific emergency consideration for work at height, confined spaces or live building environments 	3H	[REDACTED]	2M
15. Fatigue, Psychosocial Risks and Workforce Wellbeing	<ul style="list-style-type: none"> • Excessive working hours, shift work or travel leading to fatigue among construction workers and supervisors • High work demands, tight deadlines and frequent design changes contributing to stress and reduced decision quality 	3H	[REDACTED]	1L

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"> Bullying, harassment or poor workplace culture affecting communication and hazard reporting Insufficient systems to manage workers operating alone or in isolated areas of a building Limited support for workers exposed to distressing events such as serious incidents or near misses 		[REDACTED]	
16. Compliance Monitoring, Audits and Continuous Improvement	<ul style="list-style-type: none"> Failure to verify implementation of WHS procedures, SWMS and control measures on site Inadequate follow-up on identified non-conformances and corrective actions Reliance on lag indicators (injuries, claims) with limited proactive monitoring Lack of systematic review of WHS performance at project completion or handover Inconsistent recording and analysis of leading indicators such as inspections, near misses and observations 	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.