General Construction Labour and Handyman			
Business Name:		ABN:	
Business Address:			
Contact Person:	Phone:	Email:	

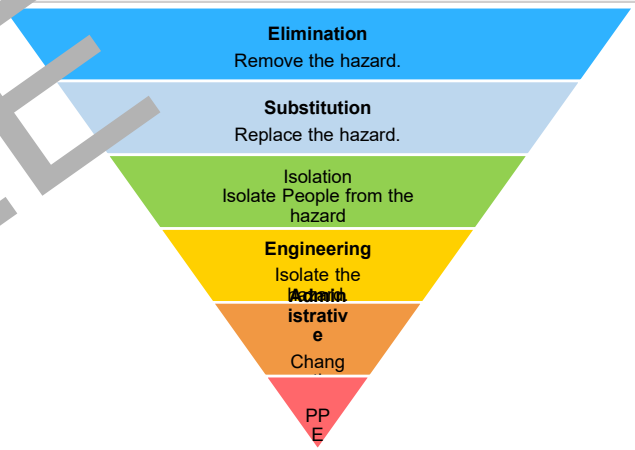
THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF THE PROJECT		
Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.		
Full Name:		
Signature:	Title:	Date:

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. WHS Governance, Roles and Consultation	• Lack of a documented WHS management system aligned with WHS Act 2011 and WHS Regulation • Unclear allocation of WHS responsibilities between PCBU, officers, supervisors and workers • Inadequate consultation with construction labourers, handymen and subcontractors on WHS matters • Absence of worker participation in development of procedures for general construction labour and handyman tasks • Failure to coordinate WHS responsibilities between multiple PCBUs on shared worksites • Insufficient due diligence by officers in monitoring WHS performance and compliance • Poor communication pathways for raising WHS issues or hazards on site • No scheduled WHS meetings or toolbox talks addressing system-level risks and changes to work processes • Failure to review WHS governance arrangements when business activities expand or change (e.g. new handyman services)	4A	• Develop and implement a formal WHS management system aligned with WHS Act 2011, WHS Regulation and relevant Codes of Practice for construction work • Define, document and communicate WHS roles, responsibilities and accountabilities for directors, managers, supervisors, construction labourers and handymen • Establish a documented WHS consultation procedure that meets Part 5 of the WHS Act, including worker representatives and HSRs where elected • Undertake regular toolbox talks focused on system issues such as procedure changes, new tools, changing work processes and recurring incidents • Implement a process for consultation, cooperation and coordination with other PCBUs on shared sites, including principal contractor arrangements • Ensure officers exercise due diligence through scheduled WHS performance reviews, site safety walks and review of audit/inspection outcomes • Maintain WHS committee or structured consultation forum for medium to large teams, with agendas, minutes and action tracking • Formally review WHS governance and consultation arrangements at least annually or when there are significant organisational or scope changes • Include WHS governance and consultation requirements within subcontractor engagement and prequalification documents	3H
2. Risk Management, Planning and Change Control	• Inconsistent application of risk management processes across different projects and handyman jobs • Failure to identify and assess hazards specific to general construction labour, fixture installations and handyman work • No formal process for managing changes to scopes of work, installation methods or commercial levers that impact safety • Over-reliance on SWMS without higher-level risk assessment of systems, work organisation and interfaces between tasks	4A	• Implement a documented WHS risk management procedure in line with WHS Regulation (identify, assess, control, review) for all construction and handyman activities • Mandate project-level and service-line WHS risk assessments that address system and management controls, not just task-level SWMS • Introduce a formal change management process for variations in work methods, materials, production targets or schedules, requiring WHS review prior to approval • Require pre-start planning meetings to identify site-specific risks such as restricted spaces, sensitive finishes, neighbours and existing services • Establish a standard checklist for assessing potential accidental damage to surroundings and adjacent structures before installation or on-site cutting	2M

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	• Inadequate consideration of risks arising from delays, interruptions and unforeseen site conditions • Lack of structured review of completed jobs to capture lessons learned about system failures or recurring hazards • Poor integration of safety considerations into job planning, including sequencing of labourers, trades and deliveries • Failure to assess risk of accidental damage to surrounding property during installation activities		• Set up a process to review and update risk assessments following incidents, near misses, client complaints or significant delays • Integrate WHS risk considerations into project sch[illegible]ules, ensuring adequate time for safe work methods, supervision and inspections • Maintain a lessons-learned register captu[illegible] recurring s[illegible]tem issues (e.g. frequent damage to finishes during fixating materials) and incorporate co[illegible]ols into [illegible]ure planning	
3. Competency, Licensing and Training	• Inadequate competency of construction labourers and handymen to interpret installation blueprints, templates and schematics • Lack of training in safe use of hand tools and power tools for applying fasteners manually, tightening fastene[illegible] and using construction adhesive • Insufficient instruction on handling sharp objects, protrudin[illegible] and sharp edges leading [illegible]aceration risks • Workers undertak[illegible]g specialised tasks (e.g. installing flag [illegible]les [illegible]plex assemblies) without appropriate train[illegible]g or supervision • No verification of trade [illegible]alifi[illegible]ons, high-risk work licences or construction induction training (White Card) • Failure to train workers in responding to interruptions, changes in work processes and competing production demands • Inadequate training in WHS responsibilities, hazard reporting and incident notification obligations • Lack of refreshers, toolbox sessions, or competency reassessment when new equipment or techniques are introduced	4A	• Dev[illegible]p a competency framework for general construction labour and handyman roles, specifying minimum qualifications, licences and experience • Ensure all workers have current construction induction training (White Card) and verify high-risk work licences where required • Provide structured training in reading and understanding blueprints, installation templates and schematic diagrams relevant to fixtures and prefabricated components • Roll out toolbox-based training on safe handling of sharp objects, dealing with protruding nails and managing sharp edges during trimming, scraping and finishing procedures • Introduce competency-based training modules for assembly and dismantling of equipment, installing mounts, threaded fasteners and prefabricated components • Implement supervised on-the-job competency assessment for new workers and those assigned to more complex installation or fixating tasks • Maintain a training matrix and records management system to track induction, refreshers, equipment-specific training and licences • Include training on managing work interruptions, dealing with delays, and adapting safely to changing work processes without bypassing controls	2M

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4. Supervision, Work Allocation and Production Pressure	• Insufficient on-site supervision of labourers and handymen, particularly when undertaking complex assemblies or fixture installations • Work allocation that does not consider worker competency, fatigue, physical capacity or experience • Production and commercial pressures (e.g. tight deadlines, adjusting commercial levers, penalty clauses) encouraging shortcuts or non-compliance with procedures • Lack of systems for managing conflicting priorities between quality, WHS and productivity targets • Inadequate oversight of subcontractors performing general labour or handyman functions under the PCBU's control • Failure to monitor adherence to installation procedures and templates for mounts, brackets and prefabricated components • Poor management of risks caused by distortion of materials, misalignment of fixtures or accidental damage to surroundings	4A	[redacted]	2M
5. Plant, Tools and Equipment Management	• Inadequate maintenance systems for hand tools and power tools used for fastening, cutting, scraping and trimming rough edges • Use of unsuitable or poorly maintained equipment for assembling complex items or prefabricated components • Lack of standardisation of fasteners, tools and accessories leading to incorrect application or incompatible components • Absence of pre-start inspection processes for tools used for on-site material cutting, drilling and fixating materials	4A	[redacted]	2M

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	• No system to manage out-of-service tagging, repair and replacement of defective tools or equipment • Inadequate control of hire equipment and specialised tools used for installing flag poles, mounts and heavy fixtures • Poor storage and transport arrangements for sharp tools, blades and fasteners, creating puncture and laceration risks		[redacted]	
6. Materials, Fasteners and Adhesive Handling Systems	• Incorrect selection of fasteners, threaded studs and adhesives leading to structural or fixture failure • Inadequate systems for verifying compatibility of construction adhesive with substrates and environmental conditions • Poor control over storage of materials resulting in distortion of materials, moisture damage or degradation of fixings • Inconsistent quality control for bolts, threaded fasteners and r[redacted] sourced from multiple supplie[redacted] • Lack of documen[redacted]d procedures for fit and fasten operati[redacted] brackets and installing [redacted]ounts • No system for managing chemica[redacted] safety of adhesives and s[redacted] including ventilation and exposure controls • Insufficient labelling and inventory control leading to use of out-of-date or unapproved products	4A	[redacted]	2M
7. Work Environment, Layout and Housekeeping	• Poor site layout leading to congestion around work areas where assembly, cutting and installation tasks are performed • Accumulation of offcuts, sharp scraps, protruding nails and fasteners creating trip and puncture hazards	3H	[redacted]	2M

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	• Inadequate segregation of on-site material cutting areas from pedestrian routes and sensitive finishes • Insufficient lighting for detailed assembly, scraping tasks and finishing procedures, increasing error and injury risk • Failure to protect adjacent surfaces, fixtures and structures from accidental damage during installation and trimming • Uncontrolled placement of tools, templates and materials increasing risk of falls, manual handling strain and property damage		[redacted]	
8. Manual Handling and Ergonomic Risk Management	• Repetitive or forceful manual application of fasteners, tightening bolts and scraping tasks leading to musculoskeletal disorders • Awkward postures during installing mounts, securing fixture brackets and working overhead (e.g. flag poles, high fixtures) • Handling and positioni[redacted]vy or bulky materials, prefa[redacted]icated components and a[redacted]ets without mechanical aids • Inadequate systems [redacted] assessing manual handling risks before commencing new or unusual han[redacted]man tasks • Lack of ergonomic consideration when assigning repetitive fit and fasten operations or trimming rough edges • Insufficient rotation of high-strain tasks among labourers and handymen	3H	[redacted]	2M
9. Fatigue, Work Scheduling and Break Management	• Extended work hours, overtime and inconsistent rostering for general labourers and handymen leading to fatigue • Inadequate management of lunch breaks and rest pauses during high-demand periods or remote jobs	3H	[redacted]	2M

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	• Pressure to maintain production tasks during adverse weather or after delays, increasing fatigue-related errors • Lack of organisational guidance on maximum hours, night work and cumulative fatigue risk • Fatigue contributing to poor decision making when using sharp tools, cutting materials or working at height • Failure to consider fatigue risks when adjusting commercial levers or agreeing to compressed schedules with clients		[redacted]	
10. Communication, Coordination and Interruptions	• Poor communication between team members during coordinated tasks such as assembling prefabricated components or positioning assets • Interruptions during critical activities (e.g. drilling, on-site cutting, fixating materials) leading to errors or accidents • Lack of structured communication between different trades, subcontracto and the principal contractor regarding interfaces and sequencin • Inadequate syste for updating workers about cha es to blueprints templates, specific ns methods • Misunderstandings about who co ols specific work areas or isc nts, increasing collision and interference risks • Failure to communicate known issues such as sharp edges, protruding fasteners or incomplete assemblies at handover	5H	[redacted]	2M
11. Contractor, Subcontractor and Client Interface Management	• Inconsistent WHS standards and procedures between principal contractor, subcontractors and handyman service providers • Inadequate prequalification and vetting of subcontractors who undertake construction labour and installation tasks	4A	[redacted]	2M

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	• Poor control of client-driven changes, scope creep or last-minute requests impacting WHS arrangements • Lack of clarity about who is responsible for managing risks related to property damage, sharp object control and site housekeeping • Subcontractors failing to follow agreed procedures for on-site material cutting, fixture installations or blueprints • Limited oversight of small handyman jobs performed in client-occupied premises with unique risks and constraints		[redacted]	
12. Quality Assurance, Technical Compliance and Property Protection	• Non-compliance with installation specifications, templates or engineering requirements leading to structural or fixture failure • Inadequate verification of bolt fittings, threaded fastener torque and adhesive curing before load application • Poor finishing procedures resulting in sharp edges, burrs or protruding fixings left in occupied spaces • Accidental damage to surrounding structures, services and finishes during cutting, scraping or fixating materials • Distortion of materials due to incorrect storage, handling or fastening techniques not identified before handover • Lack of systematic inspection and sign-off processes for handyman works in client premises	4A	[redacted]	2M
13. Incident, Hazard and Non-Conformance Management	• Under-reporting of incidents, near misses and property damage involving general construction labour and handyman tasks • No systematic process for recording and analysing hazards such as sharp edge exposures, tool failures or incorrect fastener selection	3H	[redacted]	2M

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	• Failure to investigate incidents to identify system-level root causes (e.g. training gaps, procedure deficiencies, commercial pressures) • Inconsistent close-out of corrective actions, leading to recurrence of similar events • Limited worker feedback loops on the effectiveness of implemented controls and procedural changes • Poor integration of incident findings into risk assessments, training materials and supervision practices		[redacted]	
14. Emergency Preparedness and Response	• Inadequate emergency planning for injuries from sharp objects, cuts, crush injuries and manual handling incidents • Lack of accessible first aid equipment and trained first aiders on dispersed or small handyman jobs • No clear procedures for responding t property damage incidents (e.g. water ingress from accidental service penetration) • Insufficient comm cation of emergency proce es to subcontractors an rk temporary or remote sites • Failure to consider emergency ac ss and egress when arrangi areas and storing materials • Inadequate drills or practice in implementing emergency procedures relevant to construction and handyman activities	3H	[redacted]	2M
15. Documentation, Records and Continuous Improvement	• Incomplete or outdated WHS documentation for construction labour and handyman operations • Poor record-keeping for training, inspections, maintenance, incidents and risk assessments	3H	[redacted]	1L

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	• Failure to control and update procedures when work methods, tools or commercial arrangements change • Lack of systematic review of WHS performance data to identify systemic weaknesses • Inadequate management of client-specific requirements and site rules within internal WHS documentation		[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