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Gutter Installation

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:	

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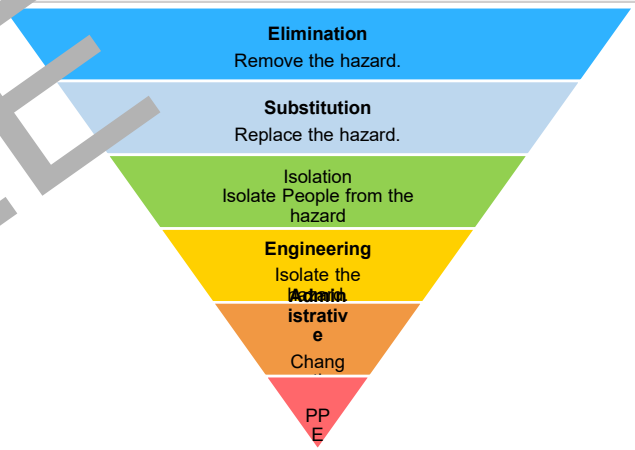
RISK MATRIX

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



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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.*

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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, Legal Compliance and Consultation	• Lack of documented WHS governance framework for gutter installation activities, including unclear WHS roles, responsibilities and accountabilities under the WHS Act 2011 • Failure to identify and comply with applicable WHS legislation, codes of practice and Australian Standards relevant to work at height, construction work and plant • Inadequate worker consultation and failure to establish effective Health and Safety Representative (HSR) and Health and Safety Committee (HSC) arrangements • Insufficient processes for due diligence by officers, including limited oversight of WHS performance indicators for gutter installation projects • Poor integration of WHS requirements into business planning, budgeting and resource allocation for gutter installation work	High	• Develop and implement a WHS governance framework that clearly defines PCBU, officer, worker and contractor responsibilities for gutter installation aligned with WHS Act 2011 and WHS Regulations • Maintain a legal register identifying relevant WHS legislation, codes of practice and standards (including work at height and construction work), with scheduled periodic reviews and updates • Establish formal consultation arrangements, including election and training of HSRs where requested, regular toolbox meetings, and documented consultation processes on changes affecting gutter installation work • Implement an officer due diligence framework, including regular WHS reporting to senior management (e.g. incident trends, audit outcomes, training completion, corrective action status) specific to gutter installation activities • Embed WHS requirements into business plans, project proposals and budgets to ensure adequate resourcing for safe systems of work, supervision, training and equipment for gutter installation • Undertake regular management reviews of the WHS management system's effectiveness for gutter installation, documenting outcomes and action items	Medium
2. Contractor and Subcontractor Management	• Engagement of contractors for gutter installation without adequate WHS prequalification or verification of competency and licensing • Inconsistent WHS standards between principal contractor and subcontractors, leading to gaps and overlaps in control measures • Inadequate assessment of contractor WHS management systems, insurances and incident history prior to engagement • Poor communication of site-specific WHS requirements, including emergency arrangements, site rules and access controls • Lack of ongoing performance monitoring of contractors, resulting in unsafe work practices or non-compliance going unaddressed	High	• Implement a contractor WHS prequalification process requiring evidence of licences, high-risk work licences (where applicable), training records, insurances, SWMS and WHS policies specific to gutter installation • Develop and enforce a documented contractor management procedure defining roles, responsibilities, consultation and escalation pathways for all gutter installation projects • Use a standardised contractor evaluation checklist to assess WHS management systems, incident history and corrective action processes prior to engagement • Provide written site induction information outlining WHS expectations, site rules, emergency procedures, high-risk work requirements and reporting processes prior to work commencing • Require contractors to submit and have approved WHS documentation (e.g. SWMS for work at height, plant risk assessments, traffic management plans) before starting gutter installation work • Establish scheduled WHS performance reviews and site inspections of contractor activities, documenting findings and corrective actions, and linking continued engagement to WHS performance	Medium

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3. Planning, Design and Work Sequencing Governance	• Gutter installation projects planned without early consideration of WHS risks, leading to unsafe access arrangements and time pressure • Failure to incorporate design for safety principles in gutter and roof design, resulting in difficult access and fall risks during installation and future maintenance • Inadequate assessment of roof structure integrity, load capacity and environmental conditions at the planning stage • Poor scheduling and sequencing of works causing interfaces between trades, plant, pedestrians and traffic that increase risk • Insufficient allowance in tenders and contracts for safe systems of work, resulting in cost-driven compromise of WHS controls	High	• Implement a formal WHS planning process f gutter installation that requires project risk review meetings prior to mobilisation, including ide ication of si specific height, structural and access risks • Integrate Safe Design principles into gutter a ro esign processes, requiring designers to consider permanent access, anchor points, walkways ar ure maintenance needs and to issue safety reports • Establish a pre-start site ass sment protocol re ing re w of structural information, roof condition, proximity to powerlines, weathe atterns and acces straints before finalising work methodology • Introduce a ma tory W S revi step in proj ct scheduling to resolve trade interfaces, traffic and pedestrian int actions and build r ealistic meframes for safe work at height • Standardise c tract cla es requiring equate pricing of WHS controls (e.g. scaffolds, edge prote eleva l w platforms, fall arrest systems) and prohibiting shortcuts that undermine agreed safety m sures • Requ documente approval of work methodologies for complex or high-risk gutter installation projects by a co pete manag or WHS advisor prior to commencement	Medium
4. Competency, Licensing and Training Systems	• Workers and supervisors performing gutter installation without verified competency in workin ght, construction induct and use of relevant plant • Inadequate trainin anisatio WHS procedures, including incident reporting, risk assessment and emergency response • No systematic verification of licences and qualifications (e.g. high risk work licences, EWP operation) or failure to monitor expiry dates • Supervisors lacking specific training in WHS leadership, hazard identification and enforcement of safe systems of work • Insufficient refresher training or toolbox talks addressing emerging risks, lessons learnt and seasonal issues (e.g. heat stress, storms)	High	[redacted]	Medium

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5. Safe Systems of Work and Documentation Control	• Absence of formalised safe systems of work for gutter installation, leading to inconsistent practices across sites and teams • Outdated or uncontrolled WHS procedures, policies and SWMS documents being used in the field • Inadequate processes for developing, reviewing and approving SWMS for high-risk construction work such as working at height • Poor communication of procedures and SWMS, resulting in workers not understanding requirements or limitations of control measures • Failure to incorporate feedback from incidents, near misses and worker consultation into revised procedures and systems	High	[redacted]	Medium
6. Plant, Equipment and Access Systems Management	• Use of unsuitable or poorly maintaine plant and equipment (e.g. ladders, scaffolds, EWPs, powe or gutter installation • Lack of a system c approac lant risk assessments, i or hire equipment and temporary access systems • Inadequate processes f ction, tagging and withdrawal from service of defective equipment • Failure to ensure that edge protection, fall arrest systems and other height safety equipment meet relevant standards and are used as a system • Uncontrolled modification or non-standard configuration of plant and access equipment used in gutter work	High	[redacted]	Medium
7. Site Access, Traffic and Public Interface Management	• Inadequate management of vehicle access, parking and material	Medium		Low

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	loading/unloading around residential and commercial properties • Uncontrolled interaction between mobile plant, delivery vehicles, pedestrians and members of the public near gutter installation work zones • Insufficient planning for work adjacent to live traffic or shared access ways • Poor delineation of exclusion zones beneath work at height, exposing people below to falling objects or materials • Lack of coordination with building occupants or neighbours regarding site access, egress and temporary restrictions		[redacted]	
8. Work Environment, Weather and Site Condition Management	• Failure to systematically assess environmental conditions such as wind, rain, heat and lightning that significantly affect gutter installation at height • Inadequate processes to manage slippery, fragile or unstable roof surfaces and supporting structures • Lack of controls in working in extreme temperatures, leading to heat stress, fatigue or decreased concentration • Poor management of site housekeeping, leading to trip hazards, obstructed access routes and increased risk of falls from height • Inadequate assessment of nearby overhead or underground services (e.g. powerlines, communications, gas) that may be impacted by gutter installation activities	High	[redacted]	Medium
9. Fatigue, Scheduling and Workforce Wellbeing Management	• Excessive working hours, travel time and early starts associated with dispersed gutter installation sites contributing to fatigue	Medium	[redacted]	Low

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	• Inadequate rostering systems to manage cumulative fatigue risk during peak seasons or tight project deadlines • Failure to consider physical demands of working at height, handling materials and working in hot or cold conditions when planning workloads • Lack of organisational support for reporting and managing fatigue, stress or mental health concerns • Insufficient supervision and monitoring of workers operating alone or in small crews on remote or isolated sites		[redacted]	
10. Incident, Hazard and Near Miss Reporting and Investigation	• Under-reporting of incidents, hazards and near misses related to gutter installation due to fear of blame or complex reporting processes • Ineffective incident investigation processes that fail to identify root caus and systemic issues (e.g. inadequate planning, supervision, design) • Failure to notify and liai th the regulator when notifi e incidents occur, breaching W S legal requirements • Poor communicati essons lea from incidents and near misses acr crews, sites and management le • Inadequate tracking and close-out of corrective actions arising from incidents, audits and inspections	ium	[redacted]	Low
11. WHS Monitoring, Auditing and Performance Review	• Limited systematic verification that WHS procedures, SWMS and controls for gutter installation are being implemented in practice • Over-reliance on informal supervision and ad hoc inspections, leading to inconsistent WHS performance across sites • Inadequate WHS performance indicators specific to gutter installation,	Medium	[redacted]	Low

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	making it difficult to measure and improve safety outcomes • Failure to integrate WHS findings from audits and inspections into strategic planning and resource allocation • Complacency over time as serious incidents are avoided, resulting in erosion of controls and standards		[redacted]	
12. Emergency Preparedness and Response Coordination	• Lack of coordinated emergency response planning for falls from height, electrical contact, medical events or severe weather during gutter installation • Inadequate communication systems for crews working at dispersed or remote locations, delaying emergency response • Insufficient training of workers and supervisors in emergency procedures, including rescue from height and first aid • Emergency equipment (e.g. first aid kits, rescue kits, fire extinguishers) not readily available, maintained or suitable for the nature of gutter installation work • Poor integration of organisational emergency arrangements with client, building and local emergency procedures	High	[redacted]	Medium

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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

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

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