

**Hoarding Installation**

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.	Administrative Change	
								PPE	

  

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 Governance, Legal Compliance and PCBU Duties	<ul style="list-style-type: none"> <li>Lack of clear allocation of WHS duties between PCBU, principal contractor, hoarding installer and site owner leading to gaps in risk controls</li> <li>Failure to integrate hoarding-specific risks (including sand foundations) into the WHS management system and project WHS plan</li> <li>Inadequate consideration of WHS Act 2011, WHS Regulations, and relevant Australian Standards (e.g. AS/NZS 1170, AS 4687, AS 4994 series or local hoarding guidelines) within procurement and design decisions</li> <li>No formal process to verify that the hoarding design is fit for purpose for sand conditions and site wind loads</li> <li>Insufficient consultation with workers, subcontractors and other duty holders about site-specific hoarding risks</li> <li>Poor document control leading to outdated drawings, engineering certifications or processes being used</li> <li>No system to ensure changes in site conditions (sand erosion, water ingress, adjacent works) trigger review of hoarding risk controls</li> </ul>	High	<ul style="list-style-type: none"> <li>Establish a project-specific WHS management plan that explicitly addresses hoarding installation on sand, aligned to WHS Act 2011, WHS Regulations and relevant Codes of Practice</li> <li>Define and document PCBU roles, responsibilities and coordination arrangements for hoarding design, approval, installation, inspection and removal, including interfaces with principal contractor and site owner</li> <li>Implement a governance process requiring engineering sign-off for hoarding design on sand, including design calculations for footing, ballast, deadmen, anchors or other stabilisation methods under expected wind and impact loads</li> <li>Embed hoarding controls and sand-specific risks in the organisation's WHS risk register and ensure they are reviewed at specified intervals and after incidents or significant environmental changes</li> <li>Develop a document control procedure for hoarding-related documents (drawings, design certificates, inspection forms, permit change approvals) with version control and centralised electronic access</li> <li>Mandate pre-start WHS coordination meetings with all relevant PCBUs and contractors to discuss hoarding layout, sand stability issues, exclusion zones, access needs and public interface requirements</li> <li>Introduce a formal management-of-change procedure requiring review and approval whenever hoarding configuration, loading (signage, lighting, storage) or surrounding sand conditions are altered</li> <li>Include hoarding risks in regular WHS performance reporting to senior management, with lag and lead indicators (e.g. inspection compliance, non-conformances, near misses)</li> </ul>	Medium
2. Design, Engineering and Temporary Works Management	<ul style="list-style-type: none"> <li>Generic hoarding design being used without engineering verification for sand foundations and local site conditions</li> <li>Inadequate assessment of wind actions, surcharge loads and impact loads (e.g. from plant, vehicles or surf conditions in coastal areas) on hoarding founded in sand</li> <li>No engineered solution for bearing capacity, settlement and sliding on loose or saturated sand</li> <li>Failure to consider scour, erosion, undermining or soft spots in sand caused by weather, tides, stormwater, or adjacent excavation</li> </ul>	High	<ul style="list-style-type: none"> <li>Require hoarding to be designed or verified by a competent structural engineer experienced in temporary works and sand foundations, with site-specific calculations and drawings</li> <li>Adopt and enforce a temporary works procedure that includes classification of hoarding as engineered temporary works with sign-off, category of risk and independent design check where appropriate</li> <li>Specify in the design the acceptable sand bearing conditions, required compaction standards, minimum embedment depths, ballast requirements and use of deadmen or proprietary sand anchors</li> <li>Include in the design documentation details of how to manage potential erosion, scour and waterlogging (e.g. drainage provisions, minimum setback from edges, prohibition zones near slopes or escarpments)</li> <li>Prohibit ad-hoc modifications on site (e.g. cutting panels, removing braces, adding shade cloth) without formal engineering review and written approval</li> <li>Ensure hoarding drawings clearly define loading allowances for signage, services and attachments, and include notes on items that must not be fixed to the hoarding without engineering assessment</li> </ul>	Medium

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	<ul style="list-style-type: none"> <li>• Hoarding design not coordinated with other temporary works (scaffolds, site fencing, services) leading to overloading, unauthorised fixings or reduced stability</li> <li>• Inadequate allowance for additional loads from advertising signage, mesh, shade cloth, lighting, cabling, or stored materials attached to hoarding</li> <li>• Lack of clear design documentation, drawings or mark-ups showing typical and site-specific details for sand conditions, restraints and anchorage</li> <li>• No defined design life, inspection frequency or trigger points for re-assessment for hoarding installed on sand</li> </ul>		<ul style="list-style-type: none"> <li>• Implement a temporary works register for the site, capturing hoarding identification numbers, design certificates, inspection schedules and responsible persons</li> <li>• Specify in the design and project procedures the design life of the hoarding installation, environmental assumptions (wind region, exposure category and moisture variation) and required revalidation intervals</li> </ul>	
3. Procurement and Contractor Selection	<ul style="list-style-type: none"> <li>• Awarding hoarding contracts based solely on lowest price without assessing capability to manage sand-specific structural and WHS risks</li> <li>• Procurement of non-compliant hoarding systems or unauthorised proprietary components not designed for installation on sand</li> <li>• Use of subcontractors with demonstrated competency or verification of previous experience with temporary hoarding on unstable or variable ground</li> <li>• Lack of contractual requirements for engineering certification, inspections and maintenance of hoarding installed on sand</li> <li>• No requirement for suppliers to provide technical data, installation manuals, and maintenance guidelines relevant to sand and wind conditions</li> <li>• Inadequate insurance and indemnity arrangements for structural failure or public safety incidents related to hoarding</li> </ul>	High	<ul style="list-style-type: none"> <li>• Include explicit WHS and technical criteria in procurement processes for hoarding works, focusing on capability to design, install and maintain hoardings on sand in compliance with Australian legislation and standards</li> <li>• Require evidence of competency from hoarding contractors, including licences (where applicable), training records, references and examples of similar sand-based installations</li> <li>• Specify in contracts the requirement for site-specific engineered designs, certificates of compliance and detailed installation guidelines for sand foundations</li> <li>• Mandate that proprietary hoarding systems used on sand are supported by manufacturer's technical documentation, load tables and any limitations for sandy or coastal environments</li> <li>• Incorporate clear WHS performance expectations and reporting into contracts, including inspection frequencies, rectification timeframes, and responsibilities for monitoring site conditions affecting sand stability</li> <li>• Require contractors to hold appropriate public liability and professional indemnity insurance that explicitly covers temporary structures and hoarding installations</li> <li>• Include provisions that restrict further subcontracting of hoarding works without prior approval and verification of subcontractor competency</li> </ul>	Medium

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4. Planning, Design Review and Approvals	<ul style="list-style-type: none"> <li>• Insufficient pre-construction planning for hoarding lines, access, staging and logistics on sandy ground</li> <li>• No coordinated review of hoarding design with project staging, traffic management, crane or plant movements and public access routes</li> <li>• Failure to identify environmental factors (coastal exposure, storm events, high winds, tidal movements, groundwater) that may influence sand stability</li> <li>• Hoarding location conflicting with underground services, drainage paths or existing structures leading to unplanned changes during installation</li> <li>• Inadequate interface planning with neighbouring properties, public walkways, roads or beaches where hoarding is founded in sand</li> <li>• Absence of required permits, local authority approvals or compliance with council hoarding and encroachment conditions</li> </ul>	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium
5. Training, Competency and Supervision	<ul style="list-style-type: none"> <li>• Workers and supervisors not understanding the specific risks of hoarding stability, sand erosion, differential settlement and corrosion</li> <li>• Inadequate training on interpreting engineered drawings, specifications and temporary works procedures for hoarding on variable ground</li> <li>• Lack of competency in recognising early warning signs of structural distress (leaning, movement, rotation, cracking, settlement of sand)</li> <li>• Insufficient supervision of subcontractors or labour hire personnel who may deviate from design to save time or manage site constraints</li> <li>• No refresher training or toolbox talks covering seasonal weather risks, wind events and their impact on sand-based hoarding</li> </ul>	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium

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	<ul style="list-style-type: none"> <li>Inconsistent induction processes across multiple sites or projects leading to gaps in awareness about hoarding controls</li> </ul>		[REDACTED]	
6. Site Assessment, Geotechnical and Environmental Conditions	<ul style="list-style-type: none"> <li>Inadequate initial assessment of sand type, density, moisture variability, and bearing capacity across the hoarding alignment</li> <li>Failure to account for water table fluctuations, stormwater run-off, tidal movement or flooding that can weaken sand beneath hoarding</li> <li>Lack of monitoring for ongoing environmental changes (storms, heavy rain, surf, nearby excavation) that cause sand erosion or slumping</li> <li>Assuming uniform sand conditions where localised soft spots, buried debris or voids exist</li> <li>No site-specific criteria or triggers for stopping work or temporarily reinforcing hoarding when adverse environmental conditions are forecast or observed</li> <li>Insufficient coordination between environmental management plans and hoarding stability requirements</li> </ul>	High	[REDACTED]	Medium
7. Equipment, Materials and System Selection	<ul style="list-style-type: none"> <li>Selection of hoarding components and foundations not suited to installation on sand (e.g. shallow bases, no tie-back anchorage or ballast)</li> <li>Use of mixed or incompatible proprietary systems and homemade components reducing overall structural integrity</li> <li>Inadequate specification of corrosion protection for hoarding elements in coastal or high-moisture sandy environments</li> <li>No system-level assessment of how lighting, CCTV, banners or services fixed to hoarding affect loading and stability on sand</li> </ul>	Medium	[REDACTED]	Low

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	<ul style="list-style-type: none"> <li>Poor storage and handling arrangements for hoarding materials on sand, leading to damage, contamination or degradation before use</li> <li>Lack of standardised components and quality controls resulting in inconsistent performance across different sites</li> </ul>		[REDACTED]	
8. Traffic, Public Interface and Site Security Management	<ul style="list-style-type: none"> <li>Poorly planned hoarding alignment on sand adjacent to public walkways, roads, beaches or car parks increasing risk to the public if instability occurs</li> <li>Inadequate separation between hoarding and traffic routes, leading to vehicle impact or vibration affecting sand stability and structural performance</li> <li>Insufficient control of public access in areas where sand is unstable or where hoarding footings or ballast are exposed</li> <li>Lack of clear signage, lighting and wayfinding around hoarding lines on sandy surfaces, increasing slip, trip and fall risks for the public and workers</li> <li>Potential for unauthorised access, vandalism or tampering with hoarding supports, ballast or bracing on accessible sandy ground</li> <li>No coordinated plan for emergency vehicle access or evacuation routes where hoarding is installed on or near sandy public areas</li> </ul>	High	[REDACTED]	Medium
9. Inspection, Monitoring and Maintenance Systems	<ul style="list-style-type: none"> <li>No formal inspection regime to detect movement, settlement or instability of hoarding on sand over time</li> <li>Inspections focusing only on visible damage to panels and not on underlying sand conditions, footings, ballast or anchors</li> <li>Failure to respond promptly to identified defects, including lean, deformation, corrosion, loose components or sand erosion around supports</li> </ul>	High	[REDACTED]	Medium

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	<ul style="list-style-type: none"> <li>Lack of clear criteria for when hoarding must be adjusted, reinforced or removed due to sand changes or degradation of components</li> <li>Inadequate record-keeping of inspections, findings and corrective actions, making trend analysis and accountability difficult</li> <li>No specific procedures for heightened inspections before and after forecast severe weather, storms or high-wind events that impact sandy ground</li> </ul>		[REDACTED]	
10. Change Management, Variations and Site Interface Control	<ul style="list-style-type: none"> <li>Uncontrolled changes to hoarding alignment, height, openings or attachments made on site to suit evolving works or access needs</li> <li>Modifications to sand levels (cutting, filling, compaction, excavation) near hoarding without assessment of impact on stability</li> <li>Installation of additional loads on hoarding (signage, banners, services) without design review for site conditions</li> <li>Lack of coordination between different contractors whose activities affect sand stability around hoarding (e.g. trenching, dewatering, landscaping)</li> <li>No system to communicate changes in hoarding configuration to emergency services, building occupants or public authorities where required</li> </ul>	High	[REDACTED]	Medium
11. Emergency Preparedness and Incident Response	<ul style="list-style-type: none"> <li>No specific emergency plan for partial or full hoarding collapse on sand, particularly in public or high-traffic areas</li> <li>Lack of clear procedures for responding to imminent failure indicators (significant leaning, footings exposed by sand erosion, cracking sounds, rapid settlement)</li> <li>Insufficient coordination with emergency services for sites where</li> </ul>	High	[REDACTED]	Medium

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	<p>hoarding on sand forms part of public protection or traffic management</p> <ul style="list-style-type: none"> <li>• Failure to consider worst-case weather or environmental events (storms, cyclones, storm surges) in emergency planning for sand-based hoarding</li> <li>• Inadequate training and drills so workers do not know how to safely evacuate, cordon off or isolate areas if hoarding instability is detected</li> </ul>		[REDACTED]	
12. Consultation, Communication and Worker Engagement	<ul style="list-style-type: none"> <li>• Insufficient consultation with workers and subcontractors about practical challenges and risks associated with hoarding on sand</li> <li>• Communication gaps between designers, engineers, site management and installation crews leading to misunderstandings of design intent and limitations</li> <li>• Lack of accessible information for workers about site-specific hoarding controls, inspection findings and restrictions on modifying sand conditions around hoarding</li> <li>• Cultural or language barriers that reduce effectiveness of WHS communication about existing risks and reporting processes</li> <li>• Workers not feeling empowered or supported to stop work or voice concerns about hoarding stability or sand movement</li> </ul>	Medium	[REDACTED]	Low

**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.