

**Outdoor 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			<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 Governance, Duties and Consultation for Outdoor Work	<ul style="list-style-type: none"> <li>PCBU and officers not clearly understanding or discharging due diligence duties under WHS Act 2011 for outdoor work and environmental exposure</li> <li>Inadequate WHS governance structure to oversee outdoor work risks including dehydration, sunburn and heat stress</li> <li>Lack of formal consultation with outdoor workers and health and safety representatives (HSRs) about environmental and climatic risks</li> <li>No clear assignment of roles, responsibilities and accountabilities for managing heat, UV and remote/isolated work risks</li> <li>Failure to integrate outdoor work risk controls into broader WHS management system, policies and planning</li> <li>Inadequate review of incident data, near misses and worker feedback related to heat stress, dehydration, sun exposure and fatigue</li> </ul>	High	<ul style="list-style-type: none"> <li>Establish and document a WHS governance framework that explicitly includes outdoor and field-based work, with clear links to WHS Act 2011 duties and relevant WHS Regulations</li> <li>Define and communicate officer and management due diligence responsibilities in relation to thermal environment, hydration arrangements, sun protection and remote work</li> <li>Implement a formal WHS consultation procedure ensuring outdoor workers and HSRs are regularly consulted on proposed changes to schedules, PPE, hydration facilities and emergency response arrangements</li> <li>Include outdoor work, heat and UV exposure as standing agenda items on WHS committee and toolbox meetings, capturing actions and assigning responsible persons with due dates</li> <li>Embed heat stress, hydration and UV-exposure risk management into the organisation's WHS policy, risk management procedure and fieldwork procedures</li> <li>Implement system for regular review of incident, near miss and first aid records related to heat, dehydration, sunburn and outdoor work, and feed outcomes into management review</li> <li>Ensure contract tenders and service agreements require contractors to comply with the organisation's outdoor work and heat/UV risk controls and Australian WHS legislation</li> <li>Schedule periodic management reviews (at least annually and after significant weather events) of outdoor work controls, including effectiveness of hydration and sun protection systems</li> </ul>	Medium
2. Risk Management, Planning and Environmental Monitoring	<ul style="list-style-type: none"> <li>No systematic risk assessment process for outdoor work that considers temperature, humidity, radiant heat, UV index, wind and physical workload</li> <li>Failure to integrate weather forecasts, heatwave alerts and UV index information into planning and approvals for fieldwork</li> <li>Inadequate consideration of individual factors (e.g. acclimatisation, pre-existing medical conditions, fitness levels, medication) in assigning outdoor work</li> <li>Lack of documented triggers for modifying, rescheduling or ceasing outdoor work during extreme heat or high UV conditions</li> <li>Poor planning of work duration, rest breaks, rotation of tasks and access to shade leading to prolonged exposure</li> </ul>	High	<ul style="list-style-type: none"> <li>Implement a formal risk management procedure for outdoor work that requires documented risk assessments considering environmental, task and individual risk factors</li> <li>Adopt and document trigger levels based on Bureau of Meteorology (BoM) data and UV index (e.g. temperature, humidity, heatwave warnings, UV index 3+) that dictate control escalation, work modification or cessation</li> <li>Integrate weather and UV forecasts into planning tools and job approval processes, requiring supervisors to review and document decisions before authorising outdoor work</li> <li>Develop and enforce procedures for adjusting work schedules (e.g. early starts, late finishes, avoiding midday work) when predicted conditions exceed defined thresholds</li> <li>Embed requirements in project and journey management plans for planned rest breaks, task rotation, shade access, and limits on continuous exposure times for high-risk tasks</li> <li>Introduce a pre-job risk assessment (PJRA/JHA) template specifically including dehydration, heat stress and UV considerations for all outdoor tasks</li> <li>Ensure planning systems capture information about workers' declared heat-sensitive medical conditions (in a privacy-compliant manner) and take these into account when allocating tasks</li> </ul>	Medium

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	<ul style="list-style-type: none"> <li>Insufficient integration of fatigue, hydration and heat stress considerations into journey management and rostering systems</li> </ul>		<ul style="list-style-type: none"> <li>Establish and document a process for dynamic risk assessment where supervisors must reassess conditions on the day and record any changes to controls in response to actual weather</li> </ul>	
3. Policies, Procedures and Safe Work Systems for Heat, Hydration and Sun Exposure	<ul style="list-style-type: none"> <li>Absence of a formal heat stress and dehydration management procedure for outdoor work</li> <li>No documented sun protection policy addressing clothing, sunscreen, shade and work scheduling</li> <li>Procedures that focus only on production outcomes and do not embed mandatory rest, hydration and shade requirements</li> <li>Inconsistent application of controls across different work groups, locations or supervisors</li> <li>Lack of integration between outdoor work procedures and related systems (fatigue management, remote work, emergency response and incident reporting)</li> </ul>	High	<ul style="list-style-type: none"> <li>Develop, approve and implement a written Heat Stress and Dehydration Management Procedure specifically for outdoor and field work, aligned with WHS Act 2011 duties and relevant codes of practice</li> <li>Implement an organisation-wide Sun Protection Policy covering minimum clothing standards, hat type, mandatory sunscreen use, re-application frequency and provision of shade structures</li> <li>Incorporate mandatory hydration, rest breaks, shade, rest areas and work-rest cycles into safe work procedures, referencing environmental trigger levels and physical workload categories</li> <li>Standardise outdoor work procedures across the organisation, ensuring all sites follow the same minimum requirements regardless of supervisor preference</li> <li>Embed requirements for supervisors to verify implementation of sun and heat controls (e.g. via pre-start checklists and field audits) rather than relying solely on worker discretion</li> <li>Link outdoor work procedures with fatigue management, remote work, vehicle use and medical emergency procedures to ensure consistent controls and clear escalation pathways</li> <li>Establish a controlled document management system so that current versions of outdoor work and heat/UV procedures are easily accessible to field staff (e.g. in an app or field folder)</li> <li>Review and update procedures after significant incidents, changes in guidance material, or lessons learned from external events such as heatwaves or bushfire smoke exposure</li> </ul>	Medium
4. Training, Competency and Supervision for Outdoor Work Risks	<ul style="list-style-type: none"> <li>Outdoor workers and supervisors not trained in recognition of early dehydration, sunburn, heat exhaustion and heat stroke</li> <li>Inadequate induction of new or seasonal workers on heat and UV risks, leading to higher susceptibility</li> <li>Lack of competency in applying organisational policies and procedures to real-time weather and workload conditions</li> <li>Supervisors not adequately trained to make and document decisions to stop or modify work during high-risk conditions</li> <li>No verification or refresher system to maintain knowledge on hydration, sun safety and emergency response</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

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	<ul style="list-style-type: none"> <li>Limited understanding of interaction between PPE, clothing, workload and heat load on the body</li> </ul>		[REDACTED]	
5. Provision of Resources, Hydration, Shade and Sun Protection Equipment	<ul style="list-style-type: none"> <li>Insufficient reliable access to cool drinking water or electrolyte drinks at remote or dispersed outdoor worksites</li> <li>Inadequate provision or maintenance of portable shade structures or shelters for field workers</li> <li>Failure to supply appropriate sun protective clothing, broad-brimmed hats, sunglasses and SPF 30+ (or higher) sunscreen</li> <li>Poor systems for storage, distribution and replacement of sunscreen and hydration supplies, leading to expired or unavailable products</li> <li>Budget or procurement decisions prioritising cost savings over effective heat and sun protection resources</li> </ul>	High	[REDACTED]	Medium
6. Work Scheduling, Fatigue and Workload Management for Hot Conditions	<ul style="list-style-type: none"> <li>Work schedules that require peak physical effort during the hottest part of the day</li> <li>Excessive shift length, overtime or consecutive days of outdoor work, contributing to fatigue and reduced capacity to cope with heat</li> <li>No formal system for planning rest breaks or micro-breaks during extreme heat, leading to sustained exposure and dehydration</li> </ul>	High	[REDACTED]	Medium

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	<ul style="list-style-type: none"> <li>Failure to manage cumulative effects of heat exposure over multiple days, particularly during heatwaves</li> <li>Inadequate consideration of travel time, remote access and early start times in fatigue and hydration planning</li> </ul>		[REDACTED]	
7. Health Monitoring, Fitness for Work and Early Intervention	<ul style="list-style-type: none"> <li>No systematic process for assessing workers' fitness for outdoor work in hot environments</li> <li>Lack of health monitoring for workers at higher risk of dehydration or heat illness (e.g. pre-existing cardiovascular conditions, kidney issues, certain medications)</li> <li>Failure to identify and support workers who repeatedly experience sunburn, heat stress or dehydration</li> <li>No confidential system for workers disclose medical conditions that may increase susceptibility to heat stress or heat exposure</li> <li>Delayed recognition of early signs of heat-related illness leading to progression to heat stroke</li> </ul>	High	[REDACTED]	Medium
8. Incident Reporting, Emergency Response and First Aid for Heat and Sun Exposure	<ul style="list-style-type: none"> <li>Inadequate emergency response planning for heat exhaustion, heat stroke and severe sunburn in remote or outdoor environments</li> </ul>	High	[REDACTED]	Medium

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	<ul style="list-style-type: none"> <li>• Insufficient availability of trained first aiders capable of recognising and managing heat-related illnesses</li> <li>• Poor communication systems for raising an alarm or requesting assistance from remote or dispersed field locations</li> <li>• Under-reporting of minor heat or sun-related incidents, leading to missed opportunities for prevention</li> <li>• Lack of post-incident review processes to address systemic causes of dehydration and heat-related events</li> </ul>		<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
9. Contractor, Labour Hire and Visitor Management for Outdoor Work	<ul style="list-style-type: none"> <li>• Contractors and labour hire workers operating outdoors without alignment to the organisation's heat and sun exposure controls</li> <li>• Inconsistent competency, training and PPE provisions for contractors performing outdoor tasks</li> <li>• Lack of clarity regarding shared duties between PCBUs for managing dehydration, heat stress and sun exposure risks</li> <li>• Visitors or clients attending outdoor sites without appropriate briefing or protection against heat and UV</li> <li>• Contractor management systems focusing only on commercial and technical aspects, neglecting environmental health risks</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

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			[REDACTED]	
10. Monitoring, Audit, Review and Continuous Improvement of Outdoor Work Controls	<ul style="list-style-type: none"> <li>Lack of systematic monitoring to verify that hydration, rest, shade and sun protection controls are consistently applied</li> <li>No performance indicators or targets relating to heat-related incidents, dehydration, sunburn or outdoor work risk management</li> <li>Failure to update controls in response to changing climate patterns, new guidance, technology or lessons learned</li> <li>Over-reliance on informal feedback instead of structured audits and inspections for outdoor work</li> <li>Inadequate integration of outdoor work risk information into overall OHS performance reporting</li> </ul>	Medium	[REDACTED]	Low

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.