

**Paving**

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 Management, Governance & Legal Compliance	<ul style="list-style-type: none"> <li>Inadequate WHS policy framework specific to paving operations under WHS Act 2011 and WHS Regulations</li> <li>Lack of clearly defined WHS roles, responsibilities and due diligence obligations for officers and managers</li> <li>Failure to consult with workers and subcontractors about paving risks and controls</li> <li>Insufficient monitoring of compliance with company WHS procedures on paving sites</li> <li>Poor integration of principal contractor and subcontractor WHS systems on multi-contractor projects</li> <li>Gaps between company WHS system and client or principal contractor requirements (e.g. civil infrastructure, council works)</li> <li>Inadequate incident reporting, investigation and corrective action processes for paving-related events</li> </ul>	4A	<ul style="list-style-type: none"> <li>Develop and maintain a documented WHS management system aligned to the WHS Act 2011, WHS Regulations and relevant Codes of Practice (e.g. Construction Work, Managing the Risk of Falls)</li> <li>Define and document WHS responsibilities, authorities and due diligence expectations for directors, managers, supervisors and leading hands involved in paving works</li> <li>Establish formal consultation mechanisms (toolbox talks, pre-start meetings, HSR forums) specifically addressing paving hazards such as manual handling, plant-people interaction and pedestal paving systems</li> <li>Implement a system of WHS planning for each project, including site-specific WHS management plans and integration with the principal contractor's WHS arrangements where applicable</li> <li>Maintain a documented procedure for incident and near-miss reporting, investigation, root-cause analysis and close-out of corrective actions for paving activities</li> <li>Schedule regular internal WHS audits and management reviews focusing on high-risk paving activities (e.g. block splitters, pedestrian interfaces, elevated or suspended paving systems)</li> <li>Ensure contracts with subcontract paving crews include explicit WHS performance requirements and mandate compliance with the company's WHS management system</li> </ul>	3H
2. Contractor, Labour Hire & Subcontractor Management	<ul style="list-style-type: none"> <li>Use of subcontract paving crews without adequate WHS competency or verification of licenses and tickets</li> <li>Poor control over labour hire workers performing brick and concrete paving tasks without induction in company systems</li> <li>Inconsistent WHS standards between principal contractor, paving contractor and subcontractors</li> <li>Inadequate supervision of small crews or single workers undertaking paving and pedestal support installation</li> <li>Commercial pressures on subcontractors leading to shortcuts, fatigue and unsafe practices</li> </ul>	4A	<ul style="list-style-type: none"> <li>Implement a pre-qualification process for all paving subcontractors and labour hire providers, including review of WHS policies, incident history and competency records</li> <li>Include WHS performance criteria, reporting requirements and right-of-audit clauses in all subcontract agreements for paving works</li> <li>Require evidence of relevant competencies (e.g. plant operation, traffic control, silica awareness) and verification of competency (VOC) for key paving equipment such as block splitters and compaction plant</li> <li>Provide a formal WHS and site induction for all subcontractor and labour hire workers, covering specific paving hazards and company expectations</li> <li>Assign a competent supervisor or leading hand responsible for overseeing subcontract paving crews, including monitoring of adherence to risk controls</li> <li>Establish a system for regular performance review meetings with subcontractors to discuss WHS issues, trends and improvement actions</li> <li>Implement a process to stop work or suspend subcontractors where serious or repeated WHS non-compliance is identified</li> </ul>	2M

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3. Competency, Training & Supervision for Paving Works	<ul style="list-style-type: none"> <li>Workers performing brick paving and segmental paving without adequate manual handling training</li> <li>Inadequate instruction on the safe use of block splitters, saws and mechanical paver handling equipment</li> <li>Limited awareness of hazards associated with pedestal paving support systems, including structural and fall-from-height risks</li> <li>Insufficient supervision of apprentices, new starters and inexperienced labourers on paving crews</li> <li>Lack of training in hazard identification, risk assessment and reporting processes</li> <li>Inadequate understanding of exposure risks such as silica dust and vibration</li> </ul>	4A	<ul style="list-style-type: none"> <li>Develop a competency matrix for all paving roles (e.g. paver, block splitter operator, pedestal system installer, spotter) and maintain up-to-date records</li> <li>Provide task-specific training on manual handling techniques for repetitive paver laying, including use of mechanical aids and work rotation principles</li> <li>Implement formal training and VOC assessments for block splitters, cutting equipment, compaction plant and any lifting devices used for pavers</li> <li>Provide training on pedestal paving support systems including manufacturer's instructions, structural considerations and fall prevention with fall-prevention measures</li> <li>Ensure experienced supervisors are appointed to oversee paving works, with defined responsibilities for mentoring and monitoring new or young workers</li> <li>Deliver awareness training on respirable crystalline silica, vibration, noise and environmental conditions relevant to paving works</li> <li>Incorporate hazard identification and reporting training into inductions and refresher programs, using paving-specific case studies and incidents</li> </ul>	2M
4. Planning & Design of Paving Systems and Work Sequencing	<ul style="list-style-type: none"> <li>Paving design that requires excessive cutting, awkward handling or working in confined or congested areas</li> <li>Selection of paver size, thickness or weight that exceeds the manual handling capacities of workers</li> <li>Poor integration of pedestal paving design with structural supports, drainage and fall protection systems</li> <li>Inadequate planning of paving laydown areas and access routes leading to double-handling of heavy materials</li> <li>Failure to consider construction sequencing, resulting in work at height or over live traffic and pedestrian areas</li> <li>Lack of early input from WHS and field supervisors into paving design and method selection</li> </ul>	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
5. Material Handling, Storage & Logistics (Pavers, Sand, Cement, Pedestals)	<ul style="list-style-type: none"> <li>Uncontrolled delivery and unloading of pallets of brick and concrete pavers creating crush and struck-by risks</li> </ul>	4A	<p>[REDACTED]</p>	2M

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	<ul style="list-style-type: none"> <li>• Unsafe storage of pavers, sand, cement and pedestal components leading to collapse or restricted access/egress</li> <li>• Excessive manual handling from poor positioning of pallets relative to work areas</li> <li>• Inadequate controls for mechanical lifting devices, forklifts, telehandlers or cranes used to move paving materials</li> <li>• Insufficient systems for housekeeping and management of off-cuts, broken pavers and packaging</li> <li>• Lack of planning for pedestrian and plant interaction at material laydown and cutting zones</li> </ul>		[REDACTED]	
6. Manual Handling, Ergonomics & Work Organisation	<ul style="list-style-type: none"> <li>• Repetitive bending, twisting and kneeling during brick and segmental paving installation leading to musculoskeletal disorders</li> <li>• Lifting and carrying heavy paver pack or individual units beyond limits</li> <li>• Poor task rotation and excessive shift lengths for high-repetition paving activities</li> <li>• Inadequate provision of kneeling supports, adjustable work platforms or mechanical aids</li> <li>• Work layouts that force awkward reaches, over-extension or working in cramped spaces around existing structures and kerbs</li> </ul>	4A	[REDACTED]	2M
7. Plant, Tools & Equipment (Block Splitters, Saws, Compaction, Pedestal Tools)	<ul style="list-style-type: none"> <li>• Use of poorly maintained or unguarded block splitters and cutting equipment causing lacerations, crush injuries or amputations</li> <li>• Inadequate guarding, emergency stop functions or interlocks on mechanical paver splitters and saw tables</li> </ul>	4A	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>• Uncontrolled use of compactors, plate compactors or rollers on or near paving causing vibration, noise and crush risks</li> <li>• Lack of standardised inspection, tagging and maintenance systems for powered and non-powered paving tools</li> <li>• Unverified compatibility of hand tools and specialised installation tools with pedestal support systems</li> <li>• Electrical risks from portable equipment used in wet conditions (e.g. wet saws for cutting pavers)</li> </ul>		[REDACTED]	
8. Exposure to Silica Dust, Noise, Vibration & Hazardous Substances	<ul style="list-style-type: none"> <li>• Generation of respirable crystalline silica from cutting or grinding concrete pavers, bricks and bedding materials</li> <li>• Prolonged exposure to noise from saws, compactors and other powered equipment</li> <li>• Hand–arm vibration exposure from prolonged use of compactors and cutting tools</li> <li>• Inadequate management of cement, adhesives, sealers and cleaning chemicals used in paving and pedestal systems</li> <li>• Lack of atmospheric monitoring or health surveillance for workers regularly exposed to silica and noise in paving works</li> </ul>	4A	[REDACTED]	2M
9. Working at Heights, Edges & Pedestal Paving Support Systems	<ul style="list-style-type: none"> <li>• Installation of pedestal paving on elevated slabs, balconies or podiums without adequate fall control systems</li> <li>• Unstable or incorrectly installed pedestal supports leading to collapse or loss of pavers</li> <li>• Working near unprotected edges, penetrations or stairwells while fitting pavers and pedestals</li> </ul>	4A	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>Inadequate verification of load ratings for pedestals and underlying structures</li> <li>Lack of inspection and sign-off processes for temporary edge protection and access systems used during paving works</li> </ul>		[REDACTED]	
10. Traffic, Pedestrian Interface & Public Safety (Footpaths, Walkways, Sidewalks)	<ul style="list-style-type: none"> <li>Uncontrolled interaction between paving works and public pedestrians on footpaths and walkways</li> <li>Vehicle movements for deliveries, spoil removal and plant access in proximity to live traffic and pedestrians</li> <li>Inadequate temporary diversion or protection for pedestrians around open trenches, uneven surfaces and incomplete paving</li> <li>Poor signage and lighting around night works or low-visibility conditions on public paving projects</li> <li>Uncoordinated traffic control between paving contractor and principal contractor or road authority</li> </ul>	4M	[REDACTED]	2M
11. Environmental Conditions, Weather, Site Constraints & Services	<ul style="list-style-type: none"> <li>Heat stress, UV exposure and dehydration during outdoor paving works</li> <li>Wet, slippery or unstable ground conditions affecting laying of brick and concrete pavers and pedestrian stability</li> <li>Limited site access, confined areas or steep gradients increasing manual handling and plant risks</li> <li>Unidentified or poorly marked underground and overhead services in areas being paved or compacted</li> </ul>	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>Inadequate drainage planning resulting in pooling, erosion or undermining of freshly laid segmental paving</li> </ul>		[REDACTED]	
12. Emergency Preparedness, First Aid & Incident Response	<ul style="list-style-type: none"> <li>Delayed response to crush injuries, lacerations or structural failures during paving and pedestal work</li> <li>Inadequate first aid resources for remote or dispersed paving crews</li> <li>Lack of clear evacuation routes across partially completed paving and construction zones</li> <li>Poor preparedness for emergencies involving members of the public in sidewalk and walkway paving areas</li> <li>Failure to capture and learn from paving-related incidents, near misses and structural failures</li> </ul>	3H	[REDACTED]	1L
13. Quality Management, Defects, Rework & Lifecycle Safety	<ul style="list-style-type: none"> <li>Poor quality control in bedding, compaction and jointing leading to uneven surfaces and potential trip hazards</li> <li>Inadequate inspection of pedestal paving alignment, locking and drainage, increasing the risk of future failures</li> <li>Rework caused by non-conformance with design or standards, increasing worker exposure to manual handling and cutting</li> <li>Lack of handover documentation on limitations, maintenance needs and load ratings for completed paving systems</li> <li>Insufficient interface between WHS and quality systems resulting in latent safety defects in walkways and sidewalks</li> </ul>	3H	[REDACTED]	2M

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			[REDACTED]	
14. Fatigue, Work Scheduling & Psychosocial Risk Management	<ul style="list-style-type: none"> <li>Extended shifts, weekend work and tight deadlines on paving programs leading to worker fatigue</li> <li>High physical demands of repetitive paving tasks contributing to both physical and mental strain</li> <li>Pressure from clients or supervisors to accelerate paving outputs, increasing risk-taking behaviour</li> <li>Insufficient systems for managing conflict, bullying or stress in small paving crews operating under time pressure</li> <li>Lack of reporting pathways for psychosocial hazards experienced during paving projects</li> </ul>	3H	<ul style="list-style-type: none"> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> </ul>	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.