

Pool Fencing Glass and Aluminium 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 | | | Elimination Remove the hazard. | |
| LIKELY | 2 MODERATE | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4A ACUTE | DO NOT PROCEED | Substitution 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. | Engineering 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: | |
|--------------------------------|---|
| 4A | 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. |
| 3H | Review and approve additional controls for the task parts. Senior supervisor sign-off needed. |
| 2M | Ensure all nominated controls are in place and effective. 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, Legal Compliance and PCBU Duties | <ul style="list-style-type: none"> Inadequate understanding of duties under WHS Act 2011 and WHS Regulations Failure to incorporate AS 1926.1 (Swimming pool safety – Safety barriers) and relevant Australian Standards for glass and aluminium into systems Lack of clear WHS policy specific to pool fencing construction and installation activities Poor consultation mechanisms with workers and subcontractors regarding WHS requirements Failure to maintain due diligence by officers in monitoring WHS performance and resourcing Inadequate process for reviewing and updating WHS documentation when legislation or standards change | 4A | <ul style="list-style-type: none"> Establish and maintain a documented WHS management system referencing WHS Act 2011, WHS Regulations and relevant pool barrier standards (e.g. AS 1926.1, AS 1288, AS/NZS 2208) Define and communicate PCBU, officer and worker responsibilities for pool fencing operations within role descriptions and WHS policies Implement a legal register capturing all applicable legislation, Codes of Practice and Standards for pool fencing, glass handling and construction activities, with scheduled review dates Undertake periodic legal compliance audits and gap analyses, with corrective action plans signed off by senior management Ensure officers receive due diligence training specific to construction and pool safety barriers, including high-risk construction work obligations where applicable Embed worker consultation procedures (toolbox talks, WHS committee, HSRs) to discuss legislative changes and WHS implications on pool fencing projects | 3H |
| 2. Design, Engineering and Compliance of Pool Barrier Systems | <ul style="list-style-type: none"> Use of non-compliant designs that do not meet pool barrier height, climbability and clear zone requirements Inadequate engineering verification for glass panels, posts and fixings subject to wind loads and other forces Poor coordination between designers, engineers and installers leading to design errors on sloping and uneven ground Insufficient specification of corrosion-resistant materials and fixings in wet and coastal environments Failure to consider child-resistant gate latching and self-closing systems at design stage Lack of clarity on responsibilities for design verification between principal contractor, designer and supplier | 4A | <ul style="list-style-type: none"> Implement a formal design review and approval process requiring evidence of compliance with AS 1926.1, AS 1288 and AS/NZS 2208 before installation commences Require engineer-certified design documentation and calculations for glass panels, aluminium posts, footings and fixing systems, particularly for in-ground and elevated pools Apply a documented design change management procedure for site variations (e.g. stepped ground, retaining walls, proximity to windows or climbable structures) Specify minimum material grades, corrosion protection, glass thickness and hardware performance in procurement and design briefs Ensure design documentation clearly details gate hardware requirements, swing direction, latch height and closing force to meet pool safety regulations Document allocation of design responsibilities and verification sign-off between architect, structural engineer, product supplier and installer within contracts | 2M |
| 3. Procurement and Supply Chain | <ul style="list-style-type: none"> Purchasing non-compliant or uncertified glass panels and aluminium components | 3H | <ul style="list-style-type: none"> Develop procurement procedures requiring evidence of compliance certificates (e.g. AS/NZS 2208 safety glazing compliance) and product test data before supplier approval | 2M |

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| Management for Glass and Aluminium | <ul style="list-style-type: none"> Inconsistent product quality due to uncontrolled suppliers or imported products without adequate quality assurance Supply of incompatible hardware (hinges, latches, spigots) leading to premature failure or non-compliance Lack of traceability of glass and aluminium products for recalls or defect investigations Inadequate communication of WHS and quality expectations to vendors and subcontractors Pressure to accept substitute products due to cost or lead time constraints without technical assessment | | <ul style="list-style-type: none"> Maintain an approved supplier list with prequalification assessments covering WHS performance, product quality systems and Australian Standards compliance Include detailed technical specifications, performance criteria and installation requirements in purchase orders and supply contracts Implement a goods-inwards inspection and documentation process to verify product certification, labelling and any damage to glass or aluminium components Require suppliers to maintain batch and heat-number traceability for glass and critical metal components, with accessible records for the project duration Establish a formal process for technical review and sign-off by competent persons before accepting product substitution or alternatives | |
| 4. Contractor, Subcontractor and Installer Management | <ul style="list-style-type: none"> Engagement of installers without adequate competency in glass and aluminium pool fencing systems Inconsistent WHS standards between principal contractor and subcontractors Lack of verification of licences, high-risk work licences (where applicable), and trade qualifications Poor management of subcontractors, including WHS documentation, including SWM insurances and incident records Commercial pressures and unrealistic programmes leading to unsafe work practices Insufficient site supervision and oversight of multiple contractors working concurrently | 4A | [REDACTED] | 2M |
| 5. Worker Competency, Training and Supervision | <ul style="list-style-type: none"> Insufficient training in handling and installing heavy glass and aluminium components Lack of awareness of specific pool safety barrier requirements and tolerances Inadequate supervision of apprentices, labour hire workers or new starters | 3H | [REDACTED] | 2M |

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| | <ul style="list-style-type: none"> • Failure to provide refresher training as standards, products or methods change • Language or literacy barriers affecting understanding of procedures and signage • Over-reliance on informal on-the-job training without verification of competency | | [REDACTED] | |
| 6. Project and Site Planning for Pool Fence Installation | <ul style="list-style-type: none"> • Poor planning of access, laydown areas and material storage for glass and aluminium products • Inadequate assessment of site constraints such as slopes, existing structures, underground services and nearby public areas • Insufficient planning for staging of works around incomplete pools, excavations and adjacent trades • Lack of systematic approach to temporary barriers prior to final pool fencing completion • Failure to plan for weather conditions affecting glass lifting, ground conditions and working near pools • Inadequate consideration of traffic management and public interface of residential streets or occupied premises | 3H | [REDACTED] | 2M |
| 7. Structural Integrity, Foundations and In-Ground Fixing Systems | <ul style="list-style-type: none"> • Inadequate footing depth or size for fence posts and glass spigots, leading to instability or collapse • Incorrect installation of in-ground sleeves or core drilling causing damage to pool structures or services • Settlement or movement of soil around in-ground pools affecting fence alignment and compliance • Use of inappropriate grouts, adhesives or fixings for wet, chlorinated or coastal environments | 4A | [REDACTED] | 2M |

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| | <ul style="list-style-type: none"> Failure to verify structural capacity of existing slabs, decks or retaining walls used to support fencing Lack of systematic inspections of foundations before backfilling, concreting or tiling works | | [REDACTED] | |
| 8. Manual Handling, Material Handling and Glass Logistics | <ul style="list-style-type: none"> Musculoskeletal injuries from lifting and carrying glass panels and aluminium sections Crush injuries or cuts from toppled glass stillages or poorly stacked aluminium Inadequate mechanical aids or manual handling procedures for tight access or steep sites Overloading of vehicles or trailers transporting glass and fencing components Insufficient planning for safe movement of panels around partially completed pools and landscaping Lack of standardised systems for handling off-cuts, waste glass, and scrap aluminium | 3H | [REDACTED] | 2M |
| 9. Plant, Tools, Equipment and Maintenance Systems | <ul style="list-style-type: none"> Use of unsuitable or un-maintained drills, grinders and other power tools for glass and aluminium installation Failure of lifting equipment or glass handling devices due to lack of inspection Electrical hazards from damaged leads or tools used outdoors or near water Inadequate guarding or dust control for cutting and drilling activities Lack of formal system for tagging, testing and scheduled maintenance of tools and equipment Use of non-approved anchors, fixings or hardware installation tools contrary to manufacturer instructions | 3H | [REDACTED] | 2M |

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| 10. Site Safety, Housekeeping and Public Protection | <ul style="list-style-type: none"> • Uncontrolled access by children or members of the public to work areas or incomplete pool barriers • Trip and fall hazards from off-cuts, packaging, tools and uneven ground around pools • Sharp edges from cut aluminium or broken glass left in access routes or landscaped areas • Inadequate signage, barricading or separation from other trades and residents • Failure to maintain temporary fencing or barriers throughout construction • Poor housekeeping leading to fires, slips and injuries in storage and work areas | 3H | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 2M |
| 11. Environmental Conditions, Working Near Water and Weather Exposure | <ul style="list-style-type: none"> • Slips, trips and falls on wet surfaces around pools, coping and landscaping • Exposure to UV radiation and heat stress for outdoor installers • Increased risk of glass panel loss of control in high winds during installation • Electrical risk when using tools near water features or wet areas • Adverse weather causing ground instability around in-ground pools and footings • Inadequate procedures for ceasing works under extreme weather conditions | 3H | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 2M |
| 12. Incident Reporting, Investigation and Corrective Actions | <ul style="list-style-type: none"> • Under-reporting of incidents, near misses and non-conformances involving glass, aluminium or pool barriers • Failure to identify systemic causes of recurring defects or injuries • Ineffective corrective actions that do not address root causes | 3H | <p>[REDACTED]</p> <p>[REDACTED]</p> | 1L |

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| | <ul style="list-style-type: none"> Lack of feedback to workers and contractors on investigation outcomes and lessons learnt Non-compliance with notifiable incident requirements under WHS legislation Poor record-keeping limiting trend analysis and continuous improvement | | [REDACTED] | |
| 13. Quality Assurance, Inspection and Certification of Pool Barriers | <ul style="list-style-type: none"> Inadequate inspection systems leading to undetected non-compliance with pool barrier standards Failure to verify gate operation, latch performance and panel spacing before handover Lack of independent final certification where required by local council or regulatory bodies Incomplete or inaccurate records of inspections, test results and approvals Pressure to complete and hand over works without rectifying identified defects No systematic re-inspection after rectification works or site alterations others | 4A | [REDACTED] | 2M |
| 14. Emergency Preparedness and Response for Glass and Site Incidents | <ul style="list-style-type: none"> Lack of preparedness for serious cuts, eye injuries or crush injuries from glass failures Inadequate procedures for managing broken glass contamination in and around pool areas Delayed emergency response due to poor communication or difficult site access Workers unaware of emergency procedures, assembly points or first aid resources | 3H | [REDACTED] | 2M |

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| | <ul style="list-style-type: none"> • Insufficient first aid equipment specific to lacerations and glass injuries • No contingency for structural failure of partially installed barriers or temporary supports | | [REDACTED] | |
| 15. Consultation, Communication and Client Interface | <ul style="list-style-type: none"> • Misunderstandings with clients regarding legal responsibilities for maintaining pool fences after installation • Inadequate communication about works impacting occupants, neighbours or shared access areas • Failure to inform clients of limitations, exclusions or required ongoing inspections of glass and aluminium fencing • Lack of mechanisms for workers to raise safety concerns about client-imposed timeframes or design preferences • Poor handover information leading to unsafe modifications by owners (e.g. attaching climbable objects to fences) • Inconsistent messaging between sales, design, installation and inspection personnel | 3H | [REDACTED] | 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.