

**Security Guarding Static and Mobile Patrols**

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. Governance, WHS Duties and Legal Compliance	<ul style="list-style-type: none"> <li>Lack of clear allocation of WHS duties between PCBU, client and security provider under WHS Act 2011</li> <li>Inadequate understanding of due diligence obligations by officers and senior managers</li> <li>No formal system to ensure compliance with relevant WHS Regulations, Australian Standards and industry Codes of Practice</li> <li>Failure to integrate WHS requirements into security contracts and service level agreements</li> <li>Inadequate consultation, cooperation and coordination arrangements with host employers, building owners and other PCBUs</li> <li>Absence of systematic review of legal changes affecting private security, control and guarding activities</li> </ul>	4A	<ul style="list-style-type: none"> <li>Establish a documented WHS governance framework defining responsibilities of officers, managers, supervisors and guards in line with WHS Act 2011 and WHS Regulation</li> <li>Include WHS duties, consultation requirements and right to cease unsafe work within all contracts, scopes of work and service agreements with clients</li> <li>Implement a legal compliance register covering WHS, security licensing, privacy, emergency management, firearms (if applicable) and evidence handling obligations</li> <li>Conduct annual due diligence briefings for executives and senior managers detailing WHS obligations, incident trends and system performance</li> <li>Formalise consultation, cooperation and coordination arrangements (e.g. WHS interface agreements) with host employers, building owners and other contractors sharing the workplace</li> <li>Undertake scheduled WHS management system audits against recognised standards (e.g. ISO 45001) including security-specific controls for static and mobile patrol operations</li> </ul>	3H
2. Role Definition, Scope of Services and Task Authorisation	<ul style="list-style-type: none"> <li>Ambiguous role boundaries between static guarding, mobile patrols and specialised services (e.g. ship security checks, luxury property protection, crime scene securing)</li> <li>Security guards undertaking tasks beyond competence, licence conditions or insurance coverage</li> <li>Unclear arrangements for business security surveys, onsite security assessments and end-of-day lock-up responsibilities</li> <li>No documented process for authorising high-risk tasks such as locked door emergency access, opening locked rooms or securing crime scenes</li> <li>Lack of clarity regarding handling items of significant value, precious metals, luxury goods and lost-and-found items</li> </ul>	4A	<ul style="list-style-type: none"> <li>Develop detailed role descriptions and scopes of service for static guarding, mobile patrols, ship security checks and specialist protection tasks including explicit inclusions and exclusions</li> <li>Implement a formal task authorisation procedure for high-risk or specialised activities (e.g. business security surveys, crime scene securing, luxury property checks, locked door access)</li> <li>Ensure all guards' assigned duties are cross-checked against current security licences, competencies and insurer conditions before deployment</li> <li>Create written protocols with clients that define which party is responsible for end-of-day lock-up, nightly rounds, building security, and emergency access to locked rooms</li> <li>Issue clear procedures for handling, documenting, storing and transferring items of significant value, precious metals and lost-and-found items, including dual sign-off and chain-of-custody requirements</li> <li>Communicate service scope and task limits to all guards during induction and refreshers, and verify understanding through periodic competency checks</li> </ul>	2M

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3. Workforce Competency, Licensing, Training and Police Checks	<ul style="list-style-type: none"> <li>Guards deployed without current security licences or mandatory police checks</li> <li>Insufficient training in conflict management, use-of-force limits and dealing with unauthorised personnel</li> <li>Inadequate competence in conducting business security surveys, onsite security assessments and luxury property theft prevention reviews</li> <li>Limited training in evidence preservation and securing crime scenes</li> <li>Lack of scenario-based training for night-time patrols, nightly rounds in the dark and remote area checks</li> <li>No formal verification of skills for handling items of significant value, precious metals and high-value lost property</li> </ul>	4A	<ul style="list-style-type: none"> <li>Maintain a central licence and police check register with automated alerts for upcoming expiries and a strict 'no current licence, no deployment' rule</li> <li>Implement a structured training matrix that covers core guarding skills plus specialised modules for business security surveys, onsite assessments and luxury property protection</li> <li>Require documented training and assessment in relevant legislation (e.g. trespass, use-of-force, evidence handling, privacy) prior to independent deployment</li> <li>Conduct practical scenario based training and refreshers for night patrols, static guarding in low-light environments and handling unauthorised personnel and aggressive behaviours</li> <li>Include crime scene preservation training detailing non-interference, cordoning, documentation and handover to police</li> <li>Assess and record competency in secure handling, recording and transfer of items of significant value, precious metals and lost-and-found property using practical demonstrations and audits</li> </ul>	2M
4. Risk Management and Site Security Survey Processes	<ul style="list-style-type: none"> <li>Absence of structured WHS and security risk assessments for client sites before commencing services</li> <li>Business security surveys and onsite security assessments conducted informally without methodology documentation</li> <li>Inadequate identification of hazard related to end-of-day lock-up, night rounds in the dark and night patrol routes</li> <li>Failure to recognise specific risks associated with valuable assets, luxury properties and precious metal storage</li> <li>No systematic review of ship's security checks, port environments or complex multi-tenant buildings</li> <li>Risk assessments not updated when operations, tenants, building layouts or threat levels change</li> </ul>	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
5. Fatigue, Rostering and Workload Management	<ul style="list-style-type: none"> <li>Excessive shift lengths and inadequate rest breaks, especially for night-time security patrols and static guard posts</li> </ul>	4A		2M

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	<ul style="list-style-type: none"> <li>• Unsafe rotation systems for mobile patrol drivers undertaking multiple sites overnight</li> <li>• High cognitive load from monitoring CCTV, alarms and conducting physical patrols concurrently</li> <li>• Insufficient consideration of travel time, secondary employment and overtime when scheduling</li> <li>• Lack of specific fatigue controls for guards performing repetitive nightly rounds in the dark or extended ship's security checks</li> </ul>		[REDACTED]	
6. Communication, Lone Worker and Remote Area Monitoring	<ul style="list-style-type: none"> <li>• Failure of communication equipment for guards performing night patrols, ship's security checks or remote perimeter inspections</li> <li>• Inadequate lone worker monitoring for static guards in low-occupancy buildings or during night shift lock-up procedures</li> <li>• No formal escalation pathway if a guard misses a check-in during nightly rounds in the dark</li> <li>• Insufficient coverage or dead zones for mobile patrol vehicles in remote or underground car parks</li> <li>• Poor integration of communication procedures with client emergency plans and local police response</li> </ul>	4A	[REDACTED]	2M
7. Incident Response, Emergency Management and Locked Door Access	<ul style="list-style-type: none"> <li>• Lack of clear procedures for responding to alarms, intrusions and unauthorised personnel during static or mobile patrol operations</li> <li>• Confusion around authority to open locked rooms or override building security systems during emergencies</li> <li>• Inadequate arrangements for locked door emergency access, including key</li> </ul>	4A	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>control failures or unavailable access codes</li> <li>Poorly defined interaction with police and emergency services at crime scenes or during ship's security incidents</li> <li>Guards improvising unsafe access or rescue attempts in fires, medical emergencies or violent incidents</li> </ul>		[REDACTED]	
8. Crime Scene, Evidence Preservation and Lost Property Management	<ul style="list-style-type: none"> <li>Contamination or disturbance of crime scenes by untrained guards</li> <li>Improper handling, storage or documentation of items of significant value, luxury goods, precious metals and lost-and-found property</li> <li>Breakdown in chain-of-custody processes for seized or handed-in items</li> <li>Insufficient separation of duties where guards both discover and process high-value items</li> <li>Security system failures leading to disputed responsibility for damage</li> </ul>	4A	[REDACTED]	2M
9. Asset Protection for Luxury Properties and High-Value Items	<ul style="list-style-type: none"> <li>Inadequate security design for luxury properties, high-end retail or premises holding precious metals and items of significant value</li> <li>Static guards relying solely on presence without effective systems for access control, surveillance and intrusion detection</li> <li>Poor coordination with clients regarding display, storage and movement of high-value goods</li> <li>Lack of tailored theft prevention measures for luxury property, including</li> </ul>	4A	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>out-of-hours risks and end-of-day lock-up</li> <li>Insufficient consideration of insider threat or collusion risks</li> </ul>		[REDACTED]	
10. Patrol Planning, Route Design and Night Operations	<ul style="list-style-type: none"> <li>Poorly planned patrol routes exposing guards to unnecessary physical and security risks during nightly rounds in the dark</li> <li>Lack of documented patrol instructions for static security guard-patrol duties, ship's security checks and mobile patrols</li> <li>Inconsistent checks of critical areas such as emergency exits, plant rooms, secure storage and perimeter fencing</li> <li>Overreliance on predictable patterns that can be exploited by offenders</li> <li>Insufficient lighting or environmental controls along patrol routes, including trip hazards and aggressive animals</li> </ul>	3H	[REDACTED]	2M
11. Vehicle Use, Mobile Patrol Fleet and Journey Management	<ul style="list-style-type: none"> <li>Inadequate vehicle procurement and maintenance systems for mobile patrol operations</li> <li>Lack of driver competency management and verification for guards using fleet vehicles</li> <li>Poor journey management for night patrols across multiple sites, including fatigue and speeding risks</li> <li>Insufficient vehicle safety features for high-risk areas or off-road access to remote premises</li> <li>No systematic monitoring of collisions, near misses or traffic infringements by patrol drivers</li> </ul>	3H	[REDACTED]	2M
12. Access Control, Unauthorised	<ul style="list-style-type: none"> <li>Unclear procedures for challenging and managing unauthorised personnel on site</li> </ul>	4A	[REDACTED]	2M

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Personnel Management and Building Security	<ul style="list-style-type: none"> <li>• Ineffective access control systems leading to tailgating, bypassing or misuse of passes and keys</li> <li>• Failures in end-of-day lock-up procedures, leaving premises insecure overnight</li> <li>• Insufficient integration between guard activities and electronic security systems (alarms, CCTV, card access)</li> <li>• Lack of formal coordination with tenants and contractors regarding after-hours access and security expectations</li> </ul>		[REDACTED]	
13. Occupational Violence, Personal Threats and Psychological Health	<ul style="list-style-type: none"> <li>• Exposure to aggressive, intoxicated or armed persons during patrols, static guarding and unauthorised personnel interventions</li> <li>• Threats, harassment or intimidation guards, including during crime scene securing or lost property disputes</li> <li>• Psychological impact of dealing with traumatic incidents, serious crimes or fatalities</li> <li>• Lack of de-escalation and conflict management and cultural awareness systems and training</li> <li>• Insufficient post-incident management, including critical incident stress management and reporting mechanisms</li> </ul>		[REDACTED]	2M
14. Information Security, Privacy and Confidentiality	<ul style="list-style-type: none"> <li>• Unauthorised disclosure of sensitive information from business security surveys, onsite assessments or luxury property protection plans</li> <li>• Poor handling and storage of personal information obtained through visitor logs, incident reports and CCTV footage</li> <li>• Inadequate controls over digital systems used for patrol verification, incident reporting and lost property records</li> </ul>	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> <li>Guards discussing sensitive client matters in public or on social media</li> <li>Lack of clarity regarding evidence sharing with police and third parties</li> </ul>		[REDACTED]	
15. Contractor, Subcontractor and Client Interface Management	<ul style="list-style-type: none"> <li>Subcontracted guards operating under different WHS standards or without equivalent training and checks</li> <li>Poor coordination between the primary security provider, subcontractors, cleaning staff, maintenance contractors and host employer WHS systems</li> <li>Conflicting instructions from client representatives, building managers and ship operators about patrols, lock-up and emergency response</li> <li>Unclear responsibility for premises securing, crime scene preservation and high-value goods handling where multiple parties are involved</li> </ul>	3H	[REDACTED]	2M
16. Continuous Improvement, Reporting and Audit Processes	<ul style="list-style-type: none"> <li>Under-reporting of incidents, misses and hazards due to fear of blame or lack of feedback</li> <li>No systematic review of static and mobile patrol performance, including end-of-day lock-up effectiveness and ship's security checks</li> <li>Failure to act on audit findings, client complaints or regulatory notices</li> <li>Outdated procedures not reflecting current risks, technology or legislative change</li> </ul>	3H	[REDACTED]	1L

**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.