Security System Installation			
Business Name:		ABN:	
Business Address:			
Contact Person:	Phone:	Email:	

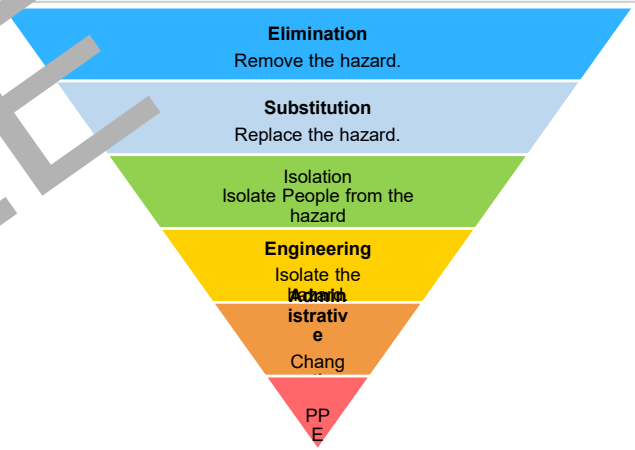
THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF THE PROJECT		
Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.		
Full Name:		
Signature:	Title:	Date:

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
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Rev before work
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACU	2M MO RATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 H	1L LOW	Monitor and keep records.

HIERARCHY OF CONTROLS



Risk Rating & Required Action:

4A	Stop work. The risk is intolerable. E inate the hazar redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or hi er-level authorisati is required.
3H	Review and approve additional c rols b ask arts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in ace and effe ive. 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. Governance, Legal Compliance and WHS Duties	• Lack of clear allocation of WHS duties for security system design, installation and maintenance under the WHS Act 2011 • Security projects proceeding without formal consideration of WHS legislative requirements and relevant Australian Standards (e.g. AS/NZS 3000, AS/NZS 2201 series, AS/ISO 45001) • Absence of documented WHS policy and security-system-specific procedures endorsed by senior management • Poor consultation with workers, HSRs and contractors on WHS risks associated with security system installation and operation • Inadequate due diligence by officers in selecting security technologies that are safe to install, operate and maintain • Failure to ensure that PCBUs involve in the project understand and discharg their overlapping WHS duties	High	• Establish and maintain a WHS governanc mework that explicitly covers security system installation and lifecycle management, including define sponsibil s for officers, managers, workers and contractors • Incorporate WHS Act 2011, WHS Regulations d relevant A alian Standards into the organisation's security system design and p urement policies, h a re ement for documented compliance sign-off • Develop and appro ecurity ystems WHS ma ement procedure that sets minimum requirements for risk manage t, con ation, ining, incid t reporting and contractor control • Implement rmal consu tion pro s w workers, health and safety representatives and affected departments w n planni or modifyi ecurity systems • Req fficers monstrate due diligence by reviewing WHS risk assessments and compliance certific ic before proving security system projects • Embe ove pping management into contracts and project plans, including clear delineation of respons lities etween client, principal contractor, security integrator, electricians and IT providers • Sc du period internal audits and management reviews to verify WHS compliance of security syste jects and rectify any non-conformances	Medium
2. System Design, Engineering and Integration	• Security systems d igned without formal WHS risk a essment of installation and life cle haz work at height, con aces, live electrical, lone work) • Poorly planned cable ro tes an equipment locations crea ongoing fall, trip, manual handling and access risks for installers and maintenance personnel • Complex integrations between security, fire, BMS and IT networks leading to unsafe system behaviours or failures in an emergency • Insufficient separation between security system circuits and other services, increasing electrical and interference risks • Designs that necessitate frequent work at height, awkward access or off-ladders	High	• Mandate a formal WHS risk assessment during concept and detailed design phases of all security system installations, with documented sign-off by a competent person • Adopt engineering design standards that prioritise safe access for installation, inspection, testing and maintenance, including provision of permanent access ways and anchor points where reasonably practicable • Integrate safety considerations into security device placement (e.g. locating cameras and sensors within safe reach from platforms or walkways rather than ladders where practicable) • Require electrical and communications designs to comply with AS/NZS 3000 and relevant cabling standards, including segregation and protection of circuits • Implement a formal interface management process for all integrations between security, fire, access control, building management and IT systems, with documented failure modes and emergency behaviours • Ensure security barriers, turnstiles and controlled doors are designed and configured not to impede emergency egress and to fail-safe in accordance with fire and building codes • Embed cybersecurity design requirements (e.g. network segmentation, authentication, encryption, access logging) into security system specifications to protect safety-critical functions • Conduct design reviews with representatives from WHS, facilities, IT and security teams to verify that safety and operational needs are balanced	Medium

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	maintenance for cameras, detectors and controllers • Lack of consideration for safe egress, emergency access and visibility due to placement of security barriers, turnstiles or doors • Absence of cybersecurity-by-design leading to vulnerabilities that could compromise safety-critical monitoring or emergency functions			
3. Procurement, Contractor Management and Supply Chain	• Engagement of installers or integrators without verifying WHS competence, licensing and systems capacity • Procurement decisions based solely on cost, resulting in unsafe products or systems that are difficult to install or maintain safely • Lack of WHS performance criteria and reporting requirements in security system supply and installation contrac • Insufficient vetting of imported or non-certified security hardware and power supplies, increasi trical, fir and reliability risks • Poor coordinatio etween multiple contractors (securi elect , bui s, IT) leading to unmanaged interaction and site conflicts • Inadequate communica site-specific WHS requirements, rules and emergency procedures to contractors and suppliers	Hig	• Implement a p qualific on process f security system suppliers and contractors that includes asses nt of W S anagement systems, licences, insurances and past performance • Inclu e licit WH obligations, minimum competency standards and compliance with WHS Act 2011 and Re lat s in al curity system procurement and installation contracts • Specify n pro ement documents that selected equipment must comply with relevant Australian St dard electri l safety approvals and manufacturer installation requirements • Establi contractor induction and onboarding procedure that covers WHS rules, high-risk work permit stems, emergency arrangements and communication processes • A point a competent contract administrator or project manager responsible for coordinating WHS aspects across all PCBUs involved in the security installation project • Require contractors to submit project-specific WHS documentation (e.g. risk assessments, safe work method statements where applicable) for review before work commences • Monitor contractor WHS performance through site inspections, toolbox meetings, incident reporting and performance reviews, with clear consequences for non-conformance • Ensure procurement processes consider lifecycle safety, including ease of safe maintenance, upgradeability and end-of-life disposal of security equipment	Medium
4. Competency, Training and Supervision	• Installers and technicians lacking appropriate trade qualifications, product training or regulatory licences (e.g. electrical licence, security licence where required) • Supervisors and project managers not adequately trained in WHS risk management for security system projects • Limited understanding of manufacturer instructions, system limitations and safe	High	[redacted]	Medium

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	work practices among workers and contractors • Inadequate training on emergency procedures, isolation protocols and escalation pathways for security system failures • Poor induction for new or temporary workers resulting in unsafe behaviours and breaches of site rules • Insufficient supervision of apprentices, new workers or subcontractors performing higher-risk security installation tasks		[redacted]	
5. Change Management, Commissioning and Configuration	• Uncontrolled changes to system design, device locations, power supplies or network architecture during installation • Commissioning activities altering system behaviours (e.g. door locking logic, alarm priorities) without assessi WHS implications • Security settings or access control rules configured in ways impede emergency egress or safe evacuation • Lack of formal acceptance testing for safety-critical funct s emergency door releases, duress alarms and monitoring integrity • Unmanaged firmware updates creating instability or disabling safeguards • Inadequate documentation of as-built system, reducing ability to safely troubleshoot or isolate components during maintenance or emergencies	High	[redacted]	Medium
6. Physical Infrastructure, Electrical Safety and Work Environment	• Inadequate provision of safe access (e.g. platforms, walkways, anchor points) to typical security installation and maintenance locations such as ceilings, roofs and external walls	High	[redacted]	Medium

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	• Poor cable management leading to trip hazards, damage to insulation and potential electrical faults • Improper power supply selection or overload of existing circuits causing overheating, fire risk or equipment failure • Installation of security equipment in environmentally unsuitable locations (e.g. moisture, dust, temperature extremes) creating electrical and reliability risks • Insufficient consideration of separation from other building services, resulting in interference or exposure to other hazards (e.g. steam, chemicals, mechanical plant) • Noise, lighting or environmental conditions in plant rooms, communications rooms and external areas affecting safe work on security systems		[redacted]	
7. Monitoring, Control Room Operations and Human Factors	• Reliance on security m[redacted]ng that is not supported by ad[redacted]ate staffing levels, training or p[redacted]cedures, resulting in delayed or inap[redacted]opriate re[redacted]s to incidents • Control room layout, lighting, ergonomics and screen configura[redacted]ns leading to fatigue, muscu[redacted]tal disorders and reduced vigilance • Alarm overload and poor prioritisation contributing to missed critical alerts and unsafe conditions • Ambiguous or overly complex operating procedures for duress alarms, access overrides, lockdowns and emergency responses • Psychological impacts on operators regularly viewing graphic or distressing CCTV footage without appropriate support	High	[redacted]	Medium

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	• Inadequate communication systems between control room, emergency responders and field staff during security or safety incidents			
8. Information Security, Privacy and Data Management	• Unauthorised access to security systems, networks or databases allowing malicious actors to disable safety-critical functions or manipulate alarms and access rights • Inadequate management of user accounts, credentials and privileges increasing risk of system misuse or error • Failure to protect personal and sensitive information captured by CCTV, access control and intrusion systems, resulting in legal and reputational risks • Lack of data integrity and backup processes leading to loss of critical configuration data, logs and evidence • Use of insecure remote access methods for support and maintenance of security systems • Insufficient logging and monitoring of security system access and changes to configurations	High	[redacted]	Medium
9. Incident Management, Emergency Integration and Business Continuity	• Security systems not effectively integrated into site emergency plans, resulting in confusion or delays during evacuations and lockdowns • Failure of security systems (e.g. power loss, network outage, equipment fault) compromising life safety systems or critical operations • Lack of clear procedures for responding to system malfunctions such as doors failing locked, disabled duress alarms or offline cameras • Operators and managers uncertain about authority and decision-making processes during major incidents involving security systems • Insufficient testing of emergency interfaces between security, fire, public	High	[redacted]	Medium

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	address and building management systems • Poor learning from past incidents and near misses involving security systems or their failures		[redacted]	
10. Inspection, Maintenance, Lifecycle Management and Continuous Improvement	• Lack of a formal maintenance strategy for security systems leading to degraded performance, undetected faults and increased safety risk • Reactive maintenance practices resulting in rushed work, after-hours call-outs and higher exposure to hazards • Failure to plan for end-of-life replacement of equipment, creating reliability and compatibility issues • Maintenance work undertaken without appropriate risk assessment, permits or isolation procedures • Inadequate record keeping of inspections, faults, repairs and test results, reducing ability to [redacted] risk trends • Insufficient review of system performance, incid[redacted] data [redacted] feedback to drive sa[redacted]improvemen	High	[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

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-of-codes-of-practice

Northern Territory
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011
Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws
Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/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

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.

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

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

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

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