Sign Installation			
Business Name:		ABN:	
Business Address:			
Contact Person:	Phone:	Email:	

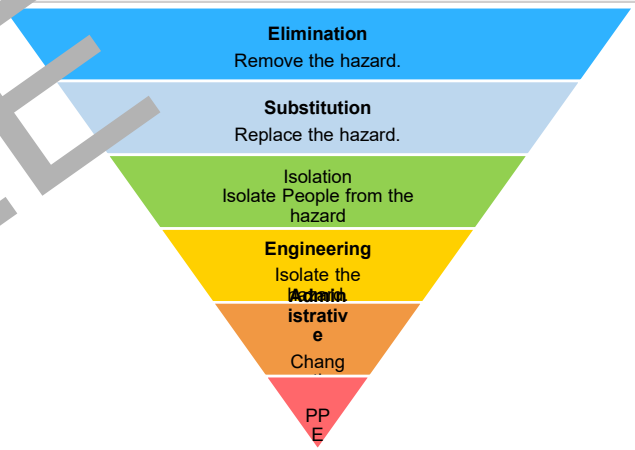
THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF THE PROJECT		
Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.		
Full Name:		
Signature:	Title:	Date:

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. WHS Governance, Roles and Consultation	• Lack of clear WHS responsibilities for sign installation activities across management, supervisors and workers • Inadequate consultation mechanisms with workers, subcontractors and PCBUs sharing the workplace • Insufficient WHS policy framework specific to sign installation risks (heights, traffic, electrical, structural, EWPs) • Poor integration of WHS Act 2011 due diligence duties into senior management decision-making • Failure to involve Health and Safety Representatives (HSRs) or worker representatives in risk assessment and review • Inadequate processes for coordinating WHS responsibilities on multi-PCBU sites (builders, electricians, traffic controllers, facility owners) • No structured review of WHS objectives, targets and p ance indicators for sign in ation work	4A	• Establish a documented WHS governance framework that defines officer, PCBU, manager, supervisor and worker duties in line with the WHS Act 11 • Develop a sign-installation-specific WHS poli orsed by officers, referencing obligations for work at height, electrical safety, plant, traffic manageme nd public s y • Implement a documented co ltation procedure t r ires regular toolbox talks and WHS meetings before major sign inst ation pro ts • Formalise arr gements consu tion, coo ation and coordination with other PCBUs (e.g. principal contractors, d authorities building ner via WHS interface agreements • Nom te com tent W S coordinato or project supervisors responsible for verifying that risk asses ts, SV nd permits are in place before work starts • Ensu Hs whe n place are included in development and review of procedures covering EWPs, scaffol str ural at hment, traffic control and electrical work • nclude VHS p formance for sign installation in management review meetings, with documented act s a timefr mes for improvement • Provide icer-level WHS due diligence training focusing on high-risk construction work inherent in sign i allation	3H
2. Competency, Licensing and Training Management	• Unlicensed oper on of EWPs, forklifts or cranes for lifting d p ing heavy signs and lightboxes • Inadequate training for working a heights, including on lad s, facades and structures • Poor competency in installing and maintaining electrical signage and lighting, including LED, lightboxes and electronic scoreboards • Lack of training in excavation and underground service location for road and street sign footings • Insufficient skills for applying vehicle graphics safely in workshops or depots (e.g. manual handling, use of cutting tools)	4A	• Maintain a competency and licensing matrix covering all sign installation roles (heights, EWPs, dogging/rigging, traffic control, electrical, excavation, plant operation) • Implement a documented verification of competency (VoC) process before assigning workers to tasks involving EWPs, cranes, traffic control or work on building facades • Ensure high risk work licences (e.g. WP for EWPs, DG/RG where applicable) are recorded, monitored and renewed through a central training management system • Provide formal working at heights training (RII or equivalent) for all workers who climb structures, access roofs, or erect signage at considerable heights • Require all persons working on sign electrics to hold appropriate electrical qualifications or be supervised in accordance with state electrical safety legislation • Deliver internal task-specific training for attachment methods, signboard changing, vehicle graphics application and repair of damaged signs, with training records kept • Audit subcontractor and labour-hire personnel for licences, qualifications and relevant training before engagement and periodically during contracts	2M

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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
	• No verification of competency for rigging or dogging tasks when erecting large heavy signboards • Expired or unrecorded high risk work licences and EWP logbook records • Contractor installers engaged without competency assessment or evidence of qualifications		• Implement refresher training and toolbox talks focusing on recent incidents, near misses and changes in equipment or procedures	
3. Design, Engineering and Structural Integrity of Signage	• Inadequate structural design of large heavy signs, scoreboards and lightboxes leading to collapse or failure • Sign fixings and anchor points not engineered for wind loads, vibration and dynamic loads at building facades or pole tops • Unsupported modifications to existing structures, canopies or facades when retrofitting new signage • Poor design interface between electricians, sign designers and structural engineers leading to incompatible mounting methods • Insufficient engineering checks for signs mounted over public areas, roads, bus stops or stadium seating • Lack of design consideration for maintenance access, resulting in unsafe methods for signboard changing or repair • Use of inferior or untested materials, fasteners and adhesives for external exposure conditions • No engineering verification for additional loads on poles carrying multiple street signs or traffic devices	4A	• Implement a design management procedure requiring structural engineering certification for all large, elevated or heavily loaded sign structures and attachments • Specify that all façade-mounted, roof-mounted and pole-mounted signage be designed to relevant Australian Standards (e.g. AS/NZS 1170, AS 4100, AS 3600, AS/NZS 4600 as applicable) • Require documented engineering details for fixings, brackets and anchor points, including allowable loads and installation instructions for installers • Introduce a formal design review process involving structural engineers, electricians and installation supervisors for complex signs (scoreboards, electronic displays, large lightboxes) • Mandate engineering assessment of existing structures before attaching new signage, particularly on older buildings, canopies and stadiums • Ensure that sign design incorporates safe access provisions for future maintenance, signboard changing and repair (e.g. integrated platforms, safe anchor points) • Establish procurement specifications that require certified materials and fasteners suitable for corrosion, UV exposure and local environmental conditions • Keep engineering certificates, drawings and installation instructions in a controlled document system accessible to site supervisors and auditors	2M
4. Planning, Job Scoping and Risk Assessment Systems	• Inadequate pre-job planning for complex sign installations at height or over live traffic • Failure to identify high risk construction work triggers under WHS Regulations (e.g. work at heights above 2 m, EWPs, excavations, near live services)	4A	[redacted]	2M

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
	• No systematic site-specific risk assessment prior to working on building facades, street verges or bus stops • Poor integration of WHS requirements into project timelines, leading to rushed installation or after-hours work without proper controls • Lack of assessment for public interface risks when installing signs in shopping centres, stadiums, streets and transport hubs • Inadequate planning for simultaneous operations (e.g. cranes and EWPs operating near each other or above workers/pedestrians) • Failure to plan for weather conditions affecting work at heights or operation of EWPs and cranes • SWMS documents generic and not tailored to specific sign types, location or methods		[redacted]	
5. Access, Work at Heights and Fall Prevention Systems	• Lack of a systematic approach to controlling fall risks whe[redacted]lling signs at considerable heig[redacted] • Inadequate selec[redacted]n of access systems (e.g. using [redacted]stead EWPs or scaffolds for heavy sign installation) • Absence of engineered [redacted]points or static lines for climbing structures or accessing façades • Poor management of roof access, fragile surfaces and unprotected edges during signage installation and repair • Insufficient control of EWP selection, inspection, safe operating envelopes and ground conditions • No standard process for exclusion zones beneath elevated work, risking falling objects striking workers or public • Inadequate inspection and maintenance program for harnesses,	4A	[redacted]	2M

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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
	lanyards, anchor points and fall arrest equipment • Lack of competency verification for workers planning and supervising height access methods			
6. Plant, Equipment and EWP Management	• Inadequate inspection and maintenance system for EWPs, cranes, hoists and lifting attachments used for large signs and lightboxes • Use of unsuitable plant for terrain or reach when working on street signs, road signage or building façades • No formal pre-start inspection process for plant, including safety devices, emergency lowering systems and load charts • Uncontrolled modification of plant (e.g. extending baskets, adding tool racks) affecting stability or safe working load • Lack of systems to segregate plant from pedestrians, vehicles and public areas during sign installation • Poor management of hired equipment, including verification of service history and operator manuals • Failure to manage exhaust and fume risks from plant working in enclosed loading docks, carparks or indoor venues • Inadequate processes for isolating and tagging out faulty equipment	4A	[redacted]	2M
7. Lifting, Rigging and Manual Handling Systems	• No formal system for assessing lifting methods for large heavy signs, scoreboards and lightboxes • Improvised lifting points or slinging methods on sign frames and posts without engineering verification • Lack of dogging/rigging controls when using cranes or EWPs to position heavy signage at height • Excessive manual handling of signboards, street signs and vehicle	3H	[redacted]	2M

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
	graphics rolls leading to musculoskeletal injuries • Poor storage systems resulting in unstable stacks of signs or components that can topple • Inadequate handling procedures for glass, acrylic, LED panels and fragile sign components • No use of mechanical aids for transporting signs across sites, into buildings or onto structures		[redacted]	
8. Electrical and Electronic Signage Safety Management	• Electrical work on lightboxes, scoreboards and illuminated signage performed without appropriate qualifications or supervision • Inadequate isolation and lock-out procedures when connecting or repairing powered signs • Poor design and installation of cabli earthing and protection devices for outdoor and façade-mounted signs • Exposure to live parts y equipment during te ng, commissioning or nboard changing • Insufficient coordi ween electricians and installers working in e same area at height or on structure • Water ingress to electri ponents of outdoor signs leading to faults, shocks or fires • Inadequate management of temporary power supplies and leads during installation in public areas or stadiums		[redacted]	2M
9. Excavation, Underground Services and Temporary Works	• Footing excavation for road signage and street signs without adequate services location and permits • Contact with underground utilities (electricity, gas, water, communications) during post hole digging or trenching	4A	[redacted]	2M

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
	• Unstable excavations or poorly supported holes for sign posts leading to collapse or trip hazards • Inadequate temporary supports for posts and sign structures before concrete curing or final fixing • Poor traffic and pedestrian control around open excavations in verges or median strips • Failure to backfill and compact around sign posts to design specification, causing long-term instability		[redacted]	
10. Traffic, Public Interface and Site Security Management	• Inadequate traffic management for roadside sign installation, street sign works and bus signage at stops or depots • Unauthorised public access into work zones beneath overhead sign installation or façade works • Insufficient separation between construction plant and live traffic or pedestrian flows • Poor coordination with road authorities, public transport operators or building management regarding closures and diversions • Inadequate lighting and delineation of night works involving sign installation or repair • Failure to secure work areas after hours, leaving partially installed signs, open panels or loose materials that can fall or be tampered with	4A	[redacted]	2M
11. Workshop, Yard and Vehicle-Based Operations (incl. Vehicle Graphics)	• Poor layout and housekeeping in workshops and yards where signs are fabricated, stored and loaded • Inadequate controls over vehicle movements in yards and depots, including reversing and loading for sign transport	3H	[redacted]	2M

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
	• Unsafe practices for vehicle graphics application inside workshops, including poor ventilation for solvents and adhesives • Lack of systems for securing sign loads on vehicles, trailers and utes • Uncontrolled use of cutting, grinding and heat tools when preparing or modifying signs and mounts • Insufficient fire safety systems in areas where flammable materials, plastics and solvents are stored		[redacted]	
12. Contractor, Subcontractor and PCBU Management	• Use of subcontractor installers without adequate vetting of WHS systems and competencies • Poor coordination of multiple PCBUs on sites such as construction projects, shopping centres and stadiums • Inconsistent standards between company employees and contractors i EWP use, working at heights and electrical works • Lack of clarity on wh controls specific risks (e.g. traffic ma agement versus sign installation ve us electrica connection) • Inadequate monitoring of contracto compliance with SWMS, permits a site rules • No system for sharing incident and hazard information between PCBUs involved in sign projects	3H	[redacted]	2M
13. Hazardous Substances, Environmental and Weather Management	• Exposure to solvents, adhesives, cleaners and paints used in sign fabrication, installation and vehicle graphics application • Generation of dusts and fumes from cutting, drilling and grinding sign materials and substrates • Work on building facades, roofs and roadways in adverse weather (wind,	3H	[redacted]	2M

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
	rain, heat, lightning) impacting stability and worker safety • Environmental contamination from wash-down of signboards, adhesives and cleaning chemicals • Inadequate control of waste materials such as offcuts, damaged signs, plastics and electronic components from scoreboards and LED signs		[redacted]	
14. Incident Reporting, Emergency Response and First Aid	• Delayed or ineffective response to falls from height, crush injuries or electrical incidents during sign installation • Lack of site-specific emergency plan for multi-storey façades, stadiums and roadside works • Inadequate first aid c… and equipment for remo… or after-hours works • Under-reporting o… sses involving EWPs, falling objects or tra… c interactions • Confusion over emerge… coordination with building management, road authorities or event operators	3H	[redacted]	2M
15. Health Monitoring, Fatigue and Psychosocial Risk Management	• Fatigue from long driving periods, night works and extended shifts associated with sign installations on roads and transport hubs • Stress and psychosocial strain from tight deadlines, client pressures and complex installations at high-profile sites	3H	[redacted]	2M

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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
	• Insufficient consideration of fitness for work, including effects of medications, alcohol or other substances • Lack of systems to manage lone working or small crews operating at height or in remote roadside environments • No health monitoring for workers exposed to noise, chemicals or repetitive manual tasks in workshops and during installation		[redacted]	
16. Documentation, Records and Continuous Improvement	• Incomplete or outdated procedures, SWMS and work instructions for key sign installation activities • Loss of critical records such as training, inspections, engineering certificates and plant maintenance log • No systematic review of WHS performance data, audits and incidents to improve controls • Inconsistent versi control leading to workers using sup seded risk assessments or ins ati • Failure to demonstrate compliance th WHS Act 2011 due diligence and k management requiremen g regulatory inspections	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

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