

Site Establishment Signage and Safety Setup

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 before task starts. 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. Site Mobilisation and Establishment Planning	<ul style="list-style-type: none"> Lack of a documented site establishment plan for signage and safety setup Inadequate consideration of site-specific risks during planning (traffic interface, utilities, public interface) Poor coordination between builder, principal contractor and hire yard suppliers Failure to consult workers and subcontractors on signage and safety requirements Site establishment works commencing before risk assessment and approvals are completed Inadequate budget allocation for compliant signage, lighting and protective systems 	4A	<ul style="list-style-type: none"> Develop and implement a documented Site Establishment Plan that integrates WHS Act 2011 and WHS Regulation requirements for signage, lighting, restricted access and utilities Undertake a formal, documented WHS risk assessment for site establishment works before mobilisation, including consideration of nearby roads, public access, existing structures and utilities Establish a pre-start mobilisation meeting process involving principal contractor, subcontractors, hire yard and key stakeholders to confirm WHS responsibilities and interfaces Include minimum standards for safety signage, temporary protection, lighting, reflective tape and restricted access zones in Project WHS Management Plan Require client and principal contractor approval of the Site Establishment Plan before works commence Integrate site establishment requirements into procurement and budget planning to ensure compliant signage, barriers, task lighting and welfare facilities are funded 	3H
2. Site Perimeter Definition and Restricted Access Zone Implementation	<ul style="list-style-type: none"> Failure to clearly establish site perimeters leading to unauthorised public access Inadequate fencing, hoarding and barrier systems for restricted access zones Poorly defined exclusion zones and high-risk areas (cranes, utilities, deep excavations) Confusing or inconsistent delineation between public areas, shared access and construction zones Inadequate systems for monitoring and maintaining perimeter integrity over the project duration 	4A	<ul style="list-style-type: none"> Develop a Site Perimeter and Restricted Access Procedure detailing fencing standards, barrier types, gate controls and inspection frequencies Design restricted access zones based on risk assessment and document them on the Site Establishment Plan and site layout drawings Specify minimum standards for temporary fencing, hoarding and barrier systems in line with Australian Standards and local council requirements Implement a formal gate and access management system, including sign-in/sign-out procedures and controlled key or swipe access where practicable Establish scheduled inspections of site perimeters and restricted zones with a documented checklist and corrective action process Provide worker induction training on the purpose and requirements of exclusion zones and consequences for unauthorised entry 	2M
3. Safety Signage Strategy and Visibility Management	<ul style="list-style-type: none"> Absence of a structured system for determining location, type and quantity of safety signage Safety signs not visible due to poor placement, obstructions or inadequate size Inconsistent or incorrect wording or symbols leading to misunderstanding 	4A	<ul style="list-style-type: none"> Develop a Safety Signage and Warnings Procedure referencing relevant Australian Standards (e.g. AS 1319) and WHS Regulation requirements Prepare a site-specific signage plan identifying mandatory, warning, prohibition and emergency signage locations, including site entry, restricted areas and utilities Specify minimum size, symbol type, language requirements and colour coding to ensure signage visibility from relevant approach distances 	2M

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	<ul style="list-style-type: none"> Failure to ensure signage is maintained, updated and replaced when damaged or faded Lack of clear responsibility for ongoing safety signage management 		<ul style="list-style-type: none"> Assign a competent person or role (e.g. Site Supervisor) with responsibility for weekly signage inspections and maintenance, supported by a formal checklist Establish a documented process to review and update signage following any design changes, new hazards, or changes in site layout Include signage requirements and standards in subcontractor and hire agreements to ensure consistency across the site 	
4. Use of Reflective Tape and Night/Low-Light Visibility Controls	<ul style="list-style-type: none"> Inadequate use of reflective tape on barriers, vehicles, plant and temporary structures in low-light conditions Reflective surfaces becoming dirty, damaged or obscured, reducing effectiveness Lack of standardisation on what items require reflective treatment Incorrect application or positioning of reflective tape leading to confusion or poor visibility 	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
5. Adhering Safety Labels and Equipment Marking Systems	<ul style="list-style-type: none"> Safety labels not affixed to temporary electrical boards, gas lines, water connections and other services Incorrect or missing labels on hazardous substances or high-voltage equipment Labels deteriorating due to weather exposure, cleaning chemicals or mechanical damage No standard system for ensuring labels are installed and remain legible 	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L
6. Daylight Hours Work and Task Lighting Management	<ul style="list-style-type: none"> Inadequate planning to restrict high-risk activities to daylight hours where practicable Inadequate lighting conditions during work, leading to slips, trips, falls and plant-person interaction risks Task lighting creating glare, shadowing or dark spots in work areas 	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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	<ul style="list-style-type: none"> Lighting installations not maintained, resulting in lamp failures or reduced output over time 		[REDACTED]	
7. Management of Interactions with Electric, Gas and Water Utilities	<ul style="list-style-type: none"> Uncontrolled interaction with live electric, gas and water utilities during installation of signage and temporary site protection Failure to identify and locate underground and overhead services before driving posts or installing barriers Poor coordination with utility providers leading to unexpected energisation or service alterations Lack of a formal disconnection of utilities process where de-energisation is required for safe establishment works 	4A	[REDACTED]	2M
8. Disconnection of Utilities and Temporary Service Reconfiguration	<ul style="list-style-type: none"> Incomplete or undocumented disconnection of utilities resulting in residual energisation Temporary bypasses or makeshift connections created without engineering review Lack of clear signage indicating isolated or live status of services Failure to coordinate disconnection with occupants, neighbours or other stakeholders, creating secondary risks 		[REDACTED]	2M
9. Temporary Site Protection and Public Interface Management	<ul style="list-style-type: none"> Temporary site protection (hoarding, barriers, gantries) not designed or installed to withstand wind, impact or crowd loading Gaps or openings in temporary protection allowing materials or debris to fall into public areas Insufficient warning signage and reflective treatments at public interfaces, especially near footpaths and roads Lack of a system for monitoring condition of temporary protection over time 	4A	[REDACTED]	2M

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10. Hire Yard Interface and Equipment Provision Systems	<ul style="list-style-type: none"> • Hire yard supplying non-compliant signage, barriers or lighting units • Lack of clarity over responsibilities for inspection, testing and tagging of hired electrical equipment and lighting • Inadequate communication of site-specific WHS requirements to hire suppliers • Deficient records regarding what hire equipment is on site, its condition and return dates 	3H	[REDACTED]	1L
11. Worker Induction, Training and Competency for Site Establishment	<ul style="list-style-type: none"> • Workers and subcontractors unaware of site-specific signage, restricted zones and temporary protection controls • Lack of competency in installing signage, lighting and barriers in accordance with procedures • Insufficient understanding of risks associated with utilities, traffic and public interface during establishment works • No refresher training or re-education of understanding for long-term projects 	3H	[REDACTED]	2M
12. Traffic, Access and Egress Integration with Signage	<ul style="list-style-type: none"> • Poor integration of vehicle and pedestrian traffic management with safety signage and barriers • Entry and exit points not clearly marked, causing confusion and near misses • Insufficient signage and warnings at intersecting vehicle and pedestrian routes • Emergency egress routes not clearly signposted or being obstructed by site establishment items 	4A	[REDACTED]	2M
13. Welfare Facilities, Drinking Water and Personal Hygiene Management	<ul style="list-style-type: none"> • Failure to provide clean drinking water for workers in accordance with WHS Regulation requirements 	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> Inadequate amenities (toilets, hand-washing facilities) at or near the site establishment area Poor management of personal hygiene onsite increasing risk of illness and infection transmission Insufficient signage directing workers to welfare facilities or explaining hygiene expectations 		[REDACTED]	
14. Documentation, Inspection and Audit of Site Establishment Controls	<ul style="list-style-type: none"> Lack of a formal inspection regime for signage, lighting, barriers and utilities controls once established Inadequate record-keeping of inspections, defects and corrective actions Failure to verify that site establishment controls remain effective as the project progresses and layout changes Audit findings not translated into system improvements or updated procedures 	3H	[REDACTED]	2M
15. Change Management and Site Layout Modification Controls	<ul style="list-style-type: none"> Uncontrolled changes to site layout leading to obsolete or misleading safety signage Relocation of barriers, task lighting or restricted zones without formal review New hazards introduced by additional temporary structures or services not reflected in documentation Workers and subcontractors not informed of layout changes affecting access, utilities or emergency arrangements 	3H	[REDACTED]	2M
16. Emergency Preparedness and Information Signage	<ul style="list-style-type: none"> Inadequate emergency information signage during early site establishment phase Emergency exits, assembly points and first aid facilities not clearly marked or communicated 	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> Lack of consideration of after-hours emergencies when lighting is reduced Contractors and visitors unfamiliar with location-specific emergency procedures 		<div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 100%;"></div>	

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/factsheets-and-resources/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.