

Skylight and Vent 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:	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. Governance, WHS Duties and Regulatory Compliance	<ul style="list-style-type: none"> Lack of clear allocation of PCBU, officer and worker WHS duties for skylight and roof vent works Failure to integrate skylight and vent activities into the organisation's WHS management system Non-compliance with WHS Act 2011 and WHS Regulation (e.g. Part 4.4 Falls, Part 3.2 General Risk and Workplace Management, construction work requirements) Inadequate consultation with workers and Health and Safety Representatives about work on or near roof openings Failure to manage overlapping duties with host PCBU, building owner, tenants and other contractors Poor integration of WHS obligations into procurement, tendering and contract management for skylight and vent projects 	4A	<ul style="list-style-type: none"> Establish and maintain a documented WHS management system that explicitly covers skylight, skydome, whirlybird and roof vent work as high risk construction work involving risk of a fall Define and document PCBU, officer and worker responsibilities for planning, approving, supervising and reviewing all roof access and skylight/vent installation activities Implement a legal compliance register capturing relevant WHS legislation, codes of practice (e.g. Managing the Risk of Falls at Workplaces) and Australian Standards for roofing and fall protection systems, and review annually Embed WHS requirements for skylight and vent works into contracts, scopes of work and service level agreements with subcontractors and labour hire providers Implement a formal consultation process with workers and HSRs on changes to methods, products (e.g. skylight systems, ridge vents, laser light sheeting) and equipment used on roofs Establish an overlapping duties protocol and written coordination plans with building owners, facility managers and other PBUs for shared roof spaces and plant platforms Require documented WHS risk assessments and SWMS for all work involving access near unprotected skylights, roof openings or fragile roofing before work commences and at change of scope Conduct periodic management reviews and internal audits of roof work and skylight-related activities to verify ongoing compliance and effectiveness of risk controls 	2M
2. Planning and Design of Skylights and Ventilation Systems	<ul style="list-style-type: none"> Skylights, ridge vents, domes and laser light sheets specified without consideration of fall protection, impact resistance or fragility Poor design of roof penetrations increasing risk of leaks, corrosion or structural weakness Inadequate consideration of access routes for future inspections, maintenance or replacement of skylights and roof vents Omission of permanent safe access and anchor points from design for ongoing rooftop duct and vent inspection Incorrect sizing or location of vents affecting building performance, pressure, condensation or fire/smoke control Failure to account for environmental conditions (wind loading, UV exposure, 	4A	<ul style="list-style-type: none"> Implement a design review process involving WHS, engineering and maintenance stakeholders for all new skylight, ridge vent and roof opening projects Specify skylights and translucent roof sheeting that meet relevant impact resistance and fall protection standards, or clearly designate them as 'non-trafficable fragile surfaces' in plans and documentation Require designers to consider safe access, working platforms, anchor points, walkways and edge protection for all planned roof-top inspections, skylight installation and vent maintenance tasks Ensure structural adequacy of roof framing and purlins around new or enlarged roof penetrations is verified by a competent engineer Incorporate details to prevent water ingress and corrosion (e.g. correct flashing design, crimped-edge ridge vent details, compatible materials and coatings) into design documentation Include design notes and drawings that clearly identify no-go zones, fragile areas (e.g. laser light panels, existing skydomes) and required control measures for any work in their vicinity Require designers to provide a safety-in-design report identifying foreseeable risks associated with future work on and around skylights, vents and rooftop ducts Standardise preferred product lists for skylights and vents that prioritise durability, safety features and compatibility with existing roof systems 	2M

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	hail, heat) on chosen skylight and vent systems			
3. Procurement and Contractor Management	<ul style="list-style-type: none"> Engagement of contractors who lack competency or systems for safe skylight and vent installation on roofs Procurement decisions based solely on cost without adequate WHS capability assessment Inadequate verification of licences, qualifications and high-risk work competencies for workers accessing roofs Poor management of subcontractor chains leading to unclear responsibility for supervision and WHS standards Failure to ensure suppliers provide compliant skylight, vent and fall protection products with traceable documentation Lack of WHS performance criteria in tender evaluation and contractor performance review 	3H	<ul style="list-style-type: none"> Implement a prequalification process that assesses contractors' WHS management systems, experience with skylights and vents, and track record for roof work and fall prevention Require evidence of competency, licences and training for personnel involved in roof access, fall protection installation, and skylight or vent fitting (e.g. working at heights, construction induction, EWP operation where relevant) Include specific WHS criteria in tender evaluation, including requirements for risk assessments, SWMS for work near skylights, use of openings, and emergency rescue capability Mandate that contractors submit project-specific WHS plans detailing how they will manage risks associated with skylight installation, roof vents and replacement of laser light sheets Specify minimum product standards and certification requirements for skylights, skydomes, whirlybirds, ridge caps and associated fixtures in procurement documentation Require formal review and approval of contractor SWMS for skylight and vent tasks by a competent person prior to work commencing Include WHS performance indicators (e.g. incident rates, audit findings, corrective actions) in contractor performance reviews and future award decisions Prohibit uncontrolled subcontracting by requiring prior written approval for any proposed sub-contractors and verification of their WHS capability 	1L
4. Roof Access, Permit-to-Work and Authorisation Systems	<ul style="list-style-type: none"> Unauthorised or uncontrolled access to roofs with unprotected openings or roof openings Lack of a formal permit-to-work process for high-risk roof work and skylight installation Failure to identify and control simultaneous operations (e.g. plant shutdowns, crane lifts, hot works near vents) Inadequate pre-start verification of weather, roof condition and fragility of skylight or laser light areas No systematic process to control access to brittle roofing and no-go zones around skylights and vents 	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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			[REDACTED]	
5. Structural Integrity and Roof Condition Management	<ul style="list-style-type: none"> • Unknown or degraded structural capacity of existing roofs supporting workers near skylights and vents • Undocumented fragile roofing materials such as aged laser light sheets or brittle skydomes • Corrosion, rot or damage around existing skylight frames, ridge vents and duct penetrations • Overloading of roof members with materials, temporary plant or workers during skylight installation • Lack of system to identify, tag and manage non-trafficable areas and roof components 	4A	[REDACTED]	2M
6. Fall Prevention, Edge Protection and Fragile Surface Control	<ul style="list-style-type: none"> • Inadequate systems to prevent falls through unprotected skylight openings and fragile adjacent sheets • Reliance on personal fall arrest equipment in lieu of high order controls for routine skylight/vent tasks • Inconsistent installation, inspection and certification of anchor points and lifelines used near skylights • Lack of systematic approach to guarding skylights, skydomes and vents that may be mistaken for solid roof surfaces • Poorly controlled temporary edge protection, guardrails or covers during replacement of laser light sheets or installation of ridge vents 	4A	[REDACTED]	2M

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			[REDACTED]	
7. Hazard Identification, Risk Assessment and Change Management	<ul style="list-style-type: none"> • Inconsistent identification of hazards associated with unprotected skylights, roof openings and rooftop vents • Out-of-date or generic risk assessments that do not reflect site-specific skylight layouts or laser light replacements • Inadequate assessment of hazards introduced by design changes, product substitutions or new venting arrangements • Lack of structured process to manage change (MOC) for modifications to roof structures, penetrations or skylight systems 	3H	[REDACTED]	1L
8. Training, Competency and Supervision	<ul style="list-style-type: none"> • Workers and supervisors lacking specific knowledge of risks associated with skylights, skylight openings or vents • Insufficient competency in working heights, use of fall protection systems and navigating roofs with penetrations • Inadequate supervision of less-experienced workers performing skylight fitting tasks or laser light replacement • No verification of understanding of site-specific procedures for roof access and work around skylights • Lack of refresher training leading to complacency in managing rooftop hazards 	3H	[REDACTED]	1L

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			[REDACTED]	
9. Plant, Equipment and Materials Management	<ul style="list-style-type: none"> • Use of unsuitable ladders, access systems or lifting equipment for transporting skylights, vents and sheets to and from roofs • Inadequate inspection and maintenance systems for plant used in roof work (e.g. EWP's, hoists, mechanical lifters) • Poor control of small plant and tools leading to dropped objects around roof openings and vents • Inappropriate storage or handling of skylights, ridge vents and laser light sheets increasing risk of damage or instability on roofs • Lack of engineering review of new plant or equipment introduced for skylight and vent tasks 	3H	[REDACTED]	1L
10. Environmental, Weather and Site Condition Management	<ul style="list-style-type: none"> • Wind gusts, rain or heavy snow affecting stability, visibility and traction during skylight and vent work • Glare and reflection from sun, snow or skylights reducing visibility of roof openings and fragile areas • Accumulated debris, moisture and contaminants around skylights and ridge vents increasing slip risks • Inadequate monitoring of changing weather conditions leading to workers being caught out on roofs during storms • Thermal expansion and contraction of roof sheets or skylights impacting fitment or creating unanticipated gaps 	3H	[REDACTED]	1L
11. Interaction with Building Operations and Other Trades	<ul style="list-style-type: none"> • Uncoordinated work at height while other trades operate below or above, increasing risk of exposure to falling 	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> objects or uncontrolled access to roof openings • Disturbance of existing services (HVAC, electrical, fire systems) during installation of rooftop ducts, vents or skylights • Creation of temporary roof openings without adequate communication or protection for occupants and other workers • Alteration of building ventilation paths impacting smoke control or pressurisation systems • Noise, dust or debris from skylight and vent works affecting occupants, production or sensitive equipment below 		[REDACTED]	
12. Emergency Preparedness and Rescue from Height	<ul style="list-style-type: none"> • Lack of an effective rescue plan for falls through skylights or into roof openings • Inadequate equipment and training for safe retrieval of a person suspended in fall arrest system • Delays in emergency response due to difficult access to roof areas or unclear location information • Unfamiliarity of local emergency services with roof layout, access points and skylight locations • Failure to plan for medical emergencies or sudden illness while workers are on roofs 	4A	[REDACTED]	2M
13. Health, Fatigue and Psychosocial Risk Management	<ul style="list-style-type: none"> • Heat stress, dehydration and sun exposure during extended rooftop skylight and vent tasks • Fatigue from repetitive work at heights, long shifts or travel to remote sites for roof inspections • Stress and anxiety related to working near edges, skylights and roof openings without visible solid ground 	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> Inadequate systems to manage fitness for work, including medication, vertigo or acrophobia impacting performance on roofs 		<p>[REDACTED]</p> <p>[REDACTED]</p>	
14. Documentation, Records and Continuous Improvement	<ul style="list-style-type: none"> Incomplete or inaccurate records of roof layouts, skylight and vent locations, and fall protection systems Loss of organisational knowledge about historical modifications to skylights, ridge vents and rooftop ducts Failure to learn from incidents, near misses or defects identified during skylight fitting and maintenance tasks Outdated procedures, drawings or SWMS being used for current projects 	2M	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L

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.