Workplace Safety Inspections and Reporting			
Business Name:		ABN:	
Business Address:			
Contact Person:	Phone:	Email:	

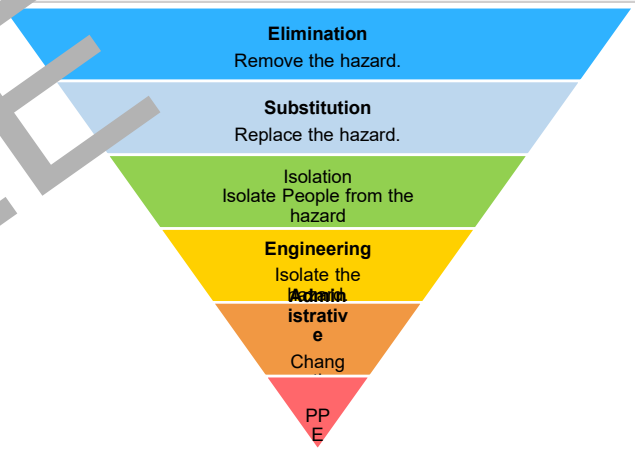
THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF THE PROJECT		
Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.		
Full Name:		
Signature:	Title:	Date:

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, Policies and Legislative Compliance	• Absence of a formal WHS policy covering inspections and reporting under WHS Act 2011 and WHS Regulations • Inadequate alignment of workplace inspection and reporting procedures with current Australian WHS legislation, codes of practice and relevant Australian Standards • Unclear allocation of PCBU, officer, manager and worker responsibilities for inspections, defect reporting and incident notification • Failure to integrate inspection and reporting requirements into the wider WHS management system (e.g. risk registers, consultation, training, procurement) • Outdated procedures for safety inspections, defect reporting and incident notification not reviewed after organisational or legislative change • Inadequate process to ensure notifiable incidents are [illegible]d and reported to the Regulator in accordance with statutory time[illegible]mes	4A	• Develop, approve and publish a WHS Go[illegible]nance Polic[illegible]hat explicitly sets expectations for workplace safety inspections, defect reporting and inci[illegible]t/accid[illegible]reporting in line with the WHS Act 2011 and WHS Regulations • Undertake a legislative com[illegible]ance review to en[illegible]e inspec[illegible] and reporting procedures reflect current WHS legislation, relevant Cod[illegible]f Practice and Au[illegible]ali[illegible]standards (e.g. AS/NZS 4801 / ISO 45001 principles) • Define and do[illegible]ment cle[illegible]oles, [illegible]ponsibiliti[illegible]and accountabilities for PCBUs, officers, managers, HSRs and w[illegible]ers in relati[illegible]to inspe[illegible]ions[illegible]ect reporting, removal of defective gear and incident reporting • Emb[illegible]specti[illegible]ect report making, corrective action tracking and incident reporting into the WHS manag[illegible]t syste[illegible]including risk registers and consultation processes • Imple[illegible]ent [illegible]ormal [illegible]ument control process to review and update inspection and reporting procedures at plann[illegible] inte[illegible]als or [illegible]hen there are legislative, organisational or operational changes • D[illegible]elop[illegible]nd co[illegible]municate a notifiable incident procedure that defines criteria, internal escalation pathwa[illegible]nd timeframes for statutory reporting to the Regulator • [illegible]onduct periodic internal WHS audits to verify that inspection and reporting systems are being im[illegible]mented and remain compliant	2M
2. Safety Inspection Planning and Scheduling	• No planned progra[illegible]riodic sa[illegible]y inspections and routine safety check across all areas, shifts and activitie[illegible] • Inconsistent conduct of [illegible] safety checks due to competing production priorities or overtime pressures • Critical plant, equipment and high-risk work areas not included in the inspection schedule • Insufficient allowance for inspections during overtime, night shifts and peak workload periods • Reliance on informal, ad-hoc inspections instead of systematic conduct of periodic safety inspections • Failure to coordinate inspections with maintenance and production planning,	3H	• Develop and implement a documented Safety Inspection Plan that defines the frequency, scope and type of inspections (e.g. periodic safety inspections, routine inspections, targeted high-risk area inspections) • Establish a centralised inspection schedule (e.g. WHS software or shared calendar) that allocates responsibilities for conducting regular safety checks across all departments and shifts • Use risk-based criteria to determine inspection frequency for plant, equipment and areas (e.g. higher frequency for high-risk tasks, corrosive environments, or where damaged equipment has been identified) • Include overtime, night shift and weekend operations in the inspection plan to verify adherence to safety procedures during overtime and non-standard hours • Integrate inspection planning with maintenance shutdowns and production planning to allow sufficient time for thorough inspections and corrective actions • Set performance indicators (e.g. percentage of planned inspections completed on time) and review them at WHS committee and management meetings • Implement escalation procedures when scheduled inspections are missed, including reporting to senior management and re-prioritisation of workloads	2M

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	leading to missed defects or rushed inspections			
3. Inspector Competency, Training and Authorisation	• Workplace safety inspections conducted by personnel without adequate WHS knowledge or competency • Lack of training on hazard recognition related to PPE, defective gear, corroded or damaged equipment and incorrect application of safety protocols • No formal process for authorising competent persons to conduct inspections and sign off on defect reports • Inadequate training for supervisors and managers on their responsibilities for reviewing inspection outcomes and ensuring corrective action • Failure to provide refresher training, leading to outdated knowledge of curr standards and best practice • Over-reliance on a small number of individuals for inspection ating business continuity r s if they are unavailable	3H	• Define competency requirements for staff und ng safety inspections and defect report making, referencing relevant Australian Standards and hi risk work r irements where applicable • Provide formal training for ins tors on hazard id ifi on, risk assessment, inspection techniques, and system-based ev ion of HS controls (not ju operational checks) • Include specif raining m dules d dentifyin on-compliant PPE, corroded or damaged equipment, and systemic lures in app ng safe pro ures during overtime and high-pressure periods • Imp ent an thoris on process to ppoint and record 'competent persons' for different inspection types, ding c ror qualification, experience and skills • Provi training for pervisors and managers on reviewing inspection findings, prioritising corrective actions nd e uring r oval of defective gear from service Schedu regu refresher training and toolbox discussions on lessons learned from inspections, inci ts nd near misses Develop succession plan and cross-training program to ensure there is adequate coverage of c petent inspectors across shifts and locations	1L
4. Inspection Tools, Checklists and Data Quality	• Inspection checkli e incomplete, outdated or not aligned w h actual site hazards and equipment configurations • Lack of prompts to check for corroded, damaged or non-compliant equipment and plant • Inconsistent data capture during inspections (e.g. missing photographs, incomplete defect details, no risk rating applied) • Paper-based inspection forms leading to lost, illegible or delayed information entry • Failure to systematically verify ascertain correct PPE is worn at all times during inspections	3H	[redacted]	2M

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	• No standardised categories or terminology for defect types, making analysis and trend identification difficult		[redacted]	
5. Equipment Integrity, Testing and Compliance Management	• Use of corroded or damaged equipment due to inadequate inspection and testing regimes • Failure to ascertain usage of compliant and tested equipment only before job commencement • Inadequate system for ensuring plant and equipment meets Australian Standards and manufacturer specifications • Equipment placed back into service without documented clearance following repair or maintenance • Inaccurate or missing test tags, calibration records and inspection certificates • No central register for tracking high-r[illegible] plant, lifting equipment, electrical tools and their test/inspection status	4A	[redacted]	2M
6. Defect Identification, Tagging and Removal from Service	• Failure to identify a[illegible] report defects found during inspe[illegible]ons or routine use • Workers continuin[illegible]known defective gear or damaged equipme[illegible] due to production pressure or uncle[illegible] procedures • No system in place for immediate removal of defective gear from service • Defective equipment not tagged or isolated, leading to inadvertent use by other workers • Inadequate communication of defect status to affected work groups and supervisors • Incorrect or incomplete defect report making, leading to underestimation of risk and delayed repairs	4A	[redacted]	2M

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			[redacted]	
7. Accident, Incident and Near-Miss Reporting and Investigation	• Under-reporting of accidents, incidents, near misses and unsafe conditions due to fear of blame, complex processes or lack of awareness • Inconsistent application of accident reporting procedures across departments and shifts • Failure to identify systemic causes such as incorrect application of safety protocols during overtime or high workload periods • Delayed or incomplete incident investigations leading to missed opportunities for corrective actions • Notifiable incidents not recognised or reported to the Regulator within required timeframes • Lack of trend analysis of incidents, injuries and near misses related to equipment failure, dam[redacted]ear and PPE non-compliance	4A	[redacted]	2M
8. Overtime, Fatigue Management and Adherence to Safety Procedures	• Reduced adhere[redacted]e to saf[redacted] procedures during o[redacted], night sh[redacted]s or extended working hours • Fatigue-related impairment lea[redacted]g to missed hazards during ins[redacted]ions and routine checks • Supervisors prioritising production targets over safety, particularly during overtime • Inadequate monitoring of work hours and rest breaks for staff who perform inspections or maintenance • Informal workarounds and shortcuts adopted during after-hours work where management presence is reduced • Increased risk of incorrect application of safety protocols when staff are	3H	[redacted]	2M

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	unfamiliar with after-hours emergency and reporting procedures		[redacted]	
9. PPE Management and Compliance Monitoring	• Workers not wearing correct PPE at all times due to poor supervision, lack of availability or discomfort • Incorrect selection of PPE for the hazards present, leading to a false sense of security • No system to verify PPE is compliant with relevant Australian Standards and manufacturer specifications • Failure to detect damaged, expired or poorly maintained PPE during inspections • Inadequate training on the limitations of PPE and correct application of safety protocols when using PPE • Inconsistent enforcement of PPE rules across different departments and shift	3H	[redacted]	1L
10. Management of Corroded, Damaged and Non-Compliant Equipment	• Systematic failure to id[redacted]sing corroded or damage[redacted]quipment during inspections and m[redacted]tenance activities • Inadequate asset [redacted] to ageing, degraded equipment remaining in service beyond safe lif[redacted] • No defined criteria for w[redacted]ipment must be withdrawn from service due to corrosion or damage • Cost or schedule pressures discouraging replacement of aged or non-compliant equipment • Poor storage and environmental controls accelerating corrosion or deterioration of plant and equipment • Lack of clear ownership for decisions on repair versus replacement of defective gear	4A	[redacted]	2M

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11. Correct Application of Safety Protocols and Work Procedures	• Incorrect application of safety protocols during routine work, non-routine tasks and overtime • Procedures existing on paper but not effectively implemented or monitored in the field • Workers unaware of or not trained in updated procedures following changes to plant, equipment or legislation • Complex or impractical procedures leading to workarounds or bypassing of controls • Insufficient verification that work is actually being done in accordance with documented SWMS, SOPs and risk controls • Inadequate linkage between inspection findings and targeted updates to work procedures	3H	[redacted]	2M
12. Communication, Consultation and Worker Engagement	• Workers unaware of inspection schedules, findings or required corrective actions • Lack of consultation with workers and Health and Safety Representatives on inspection criteria, defect reporting processes and practical safety improvements • Language, literacy or cultural barriers impacting understanding of accident reporting procedures and inspection outcomes • Perception that reporting defects or incidents will lead to blame or reprisal, discouraging open communication • Safety messages not consistently reinforced by supervisors and managers • Inspection outcomes not fed back to the workforce, leading to disengagement and under-reporting	3H	[redacted]	1L

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13. Corrective Action Management and Continuous Improvement	• Inspection and incident findings not translated into timely corrective actions • No systematic tracking of actions arising from conduct periodic safety inspections, defect reports and incident investigations • Corrective actions closed out on paper without verification of effectiveness in the field • Repetitive defects or incidents indicating ineffective or superficial corrective measures • Lack of prioritisation of actions, resulting in high-risk issues remaining unresolved for extended periods • Inadequate management review of WHS performance and system effectiveness	3H	[redacted]	2M

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