Workshop Safety			
Business Name:		ABN:	
Business Address:			
Contact Person:	Phone:	Email:	

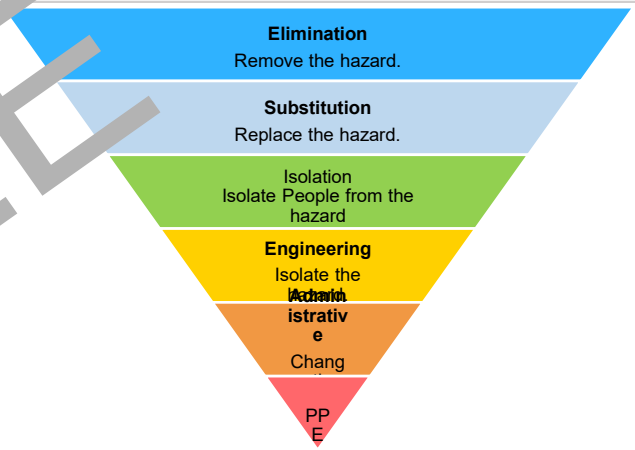
THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF THE PROJECT		
Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.		
Full Name:		
Signature:	Title:	Date:

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, Duties and Consultation	• Lack of clear allocation of WHS duties and due diligence responsibilities under WHS Act 2011 for officers and PCBUs • Inadequate consultation mechanisms with workers and health and safety representatives (HSRs) on workshop risks and changes • Absence of a documented WHS policy and objectives specific to workshop operations • Failure to integrate WHS governance into business planning, budgeting and decision-making for workshop activities • Poor reporting culture leading to under-reporting of hazards, near misses and incidents in the workshop • Inadequate review of WHS performance indicators relevant to workshop safety at management level • Insufficient resourcing (time, budget, competent people) for implementing and monitoring workshop safety systems	High	• Establish and document a WHS governance framework that clearly defines PCBUs, officers and worker obligations in line with the WHS Act 2011 and WHS Regulation, with specific reference to workshop activities • Develop and endorse a WHS policy that explicitly references workshop safety expectations, signed by senior management and communicated to all workers and contractors • Document and implement a consultation procedure that outlines how workers, HSRs and contractors in the workshop are involved in identifying hazards, developing controls and reviewing changes to plant, layout and procedures • Form a workplace health and safety committee or equivalent forum that includes workshop representatives to review incident trends, risk assessments and improvement actions on a regular schedule • Set measurable WHS objectives and key performance indicators (KPIs) for workshop safety (e.g. close-out time for corrective actions, hazard reports submitted, completion of training) and review these at management meetings • Allocate sufficient budget and staffing to maintain safe workshop infrastructure, plant inspection regimes, training programs and specialist WHS advice as required • Establish a transparent and non-punitive incident and hazard reporting system (e.g. online or app-based) and promote its use through inductions, toolbox talks and ongoing communication • Include WHS governance and compliance status for the workshop as a standing agenda item at senior management meetings, with documented minutes and action tracking • Undertake periodic legal compliance audits against the WHS Act 2011, WHS Regulation and applicable Codes of Practice relevant to workshops, with findings recorded and acted upon	Medium
2. Workshop WHS Management System and Documentation	• Absence of a structured WHS management system covering workshop activities (policies, procedures, standards and records) • Outdated or inconsistent procedures for high-risk workshop activities (e.g. plant use, hot work, confined spaces, hazardous chemicals) • Poor document control leading to multiple versions of critical procedures and confusion amongst workers • Inadequate risk assessment processes for new workshop tasks, equipment and substances • Lack of integration between WHS documentation and other business	High	• Implement a formal WHS management system (e.g. aligned with ISO 45001 principles) that clearly covers all workshop-related operations, including policies, procedures, risk registers and forms • Develop and maintain documented procedures and safe work instructions for key workshop risk areas such as machine operation, isolation and lock-out, hot work, working at height, manual tasks, hazardous chemicals and traffic management • Introduce a document control procedure that assigns ownership, revision control, approval requirements and controlled distribution for all WHS documents related to the workshop • Maintain a workshop-specific risk register that captures identified hazards, assessed risk levels, existing controls, further actions and responsible persons, and review it on a scheduled basis • Embed WHS requirements into business processes such as procurement, contractor management, equipment commissioning and decommissioning, ensuring workshop considerations are addressed at each stage • Use a centralised electronic WHS management platform (or structured shared drive) to store current versions of workshop procedures, forms, inspection templates and permits with access permissions and backup protocols	Medium

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	systems (e.g. maintenance, procurement, HR) • Insufficient record-keeping to demonstrate compliance (e.g. training records, inspection forms, permits, test and tag logs) • No systematic review cycle for WHS documents relevant to workshop operations		• Ensure all workshop training, inductions, competency assessments, inspections, audits and permit approvals are recorded, retained and readily retrievable for regulatory and internal review • Apply a scheduled review cycle (e.g. every 1–2 ye or following incidents/changes) for all critical workshop WHS documents, with evidence of re consultation and re-approval • Conduct internal WHS system audits focu on worksh documentation effectiveness and close out identified non-conformances through a corre e acti process	
3. Leadership, Supervision and Safety Culture in the Workshop	• Inadequate frontline supervision leading to unsafe work practices and non-compliance with procedures • Supervisors lacking WHS knowledge and skills to manage workshop risks and enforce standards • Production or time pressures being prioritised over safe systems of work • Tolerance of unsafe behaviours or shortcuts becoming normalised in the workshop culture • Poor communication of safety expectations, changes nings from incidents • Lack of recogniti or reinfor t for safe behaviours in eams • Ineffective management of fatigue stress and psychosocial risks for workshop workers	High	• Define and doc t w roles sponsibilities and authorities for workshop supervisors and team leaders, linkin ese to po on des ptions performance reviews • Provide targe WHS le ership and diligence training for managers and supervisors responsible for w hop op tion including legal duties, risk management and incident response • Ensu a quate pervisory coverage for all shifts and high-risk workshop activities, considering comple ty, rker e rience and contractor presence • Embed afety erformance objectives into supervisor KPI frameworks, including leading indicators such a inspe ons c pleted, toolbox talks conducted and corrective actions closed • Imple regular toolbox meetings, pre-shift briefings and debriefs within the workshop to communicate zards, changes, lessons learned from incidents and improvement initiatives • E ablish a behavioural-based safety observation program where supervisors and peers routinely observe work practices, provide constructive feedback and record trends for improvement • Promote a just and fair culture policy that discourages blame and encourages open reporting of mistakes and near misses while still addressing wilful or reckless breaches • Develop procedures for managing fatigue, workload and psychosocial risks for workshop workers, including rostering principles, access to support services and escalation pathways for concerns • Introduce recognition programs or informal acknowledgement for teams and individuals demonstrating strong safety leadership and participation in WHS initiatives within the workshop	Medium
4. Competency, Training and Induction for Workshop Personnel	• Workers and contractors performing workshop tasks without verified competency or appropriate licences • Inadequate induction for new workers, contractors and visitors on workshop-specific hazards and rules • Training programs that are ad hoc, not based on risk, or not refreshed at appropriate intervals • Inconsistent competency assessment methods for high-risk plant (e.g. forklifts, hoists, presses, welding equipment)	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
	• Limited understanding of emergency procedures, isolation systems and permit requirements among workshop personnel • Failure to identify and address language, literacy and numeracy barriers in training materials • Lack of training for workers in recognising early warning signs of plant defects, hazardous substance issues and unsafe conditions		[redacted]	
5. Plant, Equipment and Workshop Layout Management	• Inadequate design, selection and procurement of plant and equipment with poor inherent safety features • Lack of engineering controls such as guarding, interlocks and emergency stops on workshop machinery • Poor workshop layout leading to conflicts between pedestrians, vehicles and fixed plant • Uncontrolled changes to plant, equipment or layout (no management of change process) • Inadequate systems for isolation, lock-out/tag-out and verification of isolation during maintenance and repair • Failure to identify and manage risks from hired or contractor-supplied equipment brought into the workshop • Insufficient ventilation, lighting and noise control for the types of work undertaken in the workshop	High	[redacted]	Medium

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			[redacted]	
6. Maintenance, Inspection and Asset Management of Workshop Plant	• Lack of a planned preventive maintenance program for critical workshop plant and safety systems • Reliance on reactive maintenance leading to unexpected breakdowns and higher risk of failure during use • Incomplete or inaccurate maintenance records, hindering verification of compliance and reliability • Failure to remove defective equipme from service or appropriately tag it as out of use • Inadequate inspectio egimes for lifting equipment, p ssure vessels, electrical tools and ther regulated plant • Poor coordination production and maintenance leading to work be g carried out on unsafe or live equip nt • Use of unqualified perso repair or modify plant and safety systems	gh	[redacted]	Low
7. Hazardous Chemicals, Substances and WHS Compliance	• Lack of a complete and current hazardous chemicals register for substances used or stored in the workshop • Safety Data Sheets (SDS) not readily available or out of date • Inadequate risk assessments for hazardous chemicals and generated	High	[redacted]	Medium

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	substances (e.g. welding fumes, solvents, paints, degreasers) • Improper storage, labelling and segregation of incompatible chemicals • Insufficient systems for controlling exposure to fumes, vapours, dusts and mists during routine workshop activities • Failure to implement safe systems for decanting, mixing and disposing of hazardous chemicals • Inadequate training of workers in chemical hazards, PPE requirements and emergency response (spills, exposures, fires)		[redacted]	
8. Contractor and Visitor Management in the Workshop	• Contractors undertaking high-risk activities in the workshop without alignment to site WHS systems • Inadequate prequalification of contractors in relation to WHS capabilities and compliance history • Visitors entering workshop areas without appropriate supervision, induction or PPE • Poor coordination between contractors' work and routine workshop activities, leading to interface risks • Lack of clarity about who is controlling the work area and emergency arrangements when multiple PCBUs are present • Insufficient monitoring of contractor performance and adherence to safe work methods • Inadequate communication of workshop hazards, restricted areas and	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
	exclusion zones to contractors and visitors		[redacted]	
9. Emergency Preparedness, Response and Incident Management	• Lack of comprehensive emergency planning specific to workshop hazards such as fires, chemical spills, plant entrapment and medical emergencies • Inadequate emergency equipment (e.g. fire extinguishers, first aid kits, spill kits, eye wash stations) or poor maintenan of this equipment • Unclear or untested evacuation procedures for worksho , including accountin all persons • Insufficient numb of trained firs aiders, fire warden and s spo rs in workshop shifts • Poor incident notification, investi on and corrective action sys workshop events • Failure to learn from incidents and near misses, resulting in repeated events • Emergency exits, access routes and assembly areas compromised by storage, vehicles or poor layout	High	[redacted]	Low
10. Housekeeping, Traffic Management	• Poor housekeeping leading to slips, trips, falls and obstructed emergency egress in workshop areas	Medium		Low

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and General Workshop Environment	• Uncontrolled interaction between vehicles (e.g. forklifts, trucks) and pedestrians in and around the workshop • Inadequate management of waste, offcuts and by-products, creating fire, trip and contamination risks • Insufficient systems for managing noise, heat and other environmental conditions in the workshop • Improper storage of tools, components and materials resulting in falling object and ergonomic hazards • Failure to maintain clear line-of-sight and communication in congested or noisy workshop areas		[redacted]	

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