

RISK ASSESSMENT					
Job No:		Site:		Date:	/ /
Description of Work:				Reviewed By:	
				Sign:	
Conducting a Risk Assessment – 6 easy steps			Safety Controls Required for ALL Hazards		
1. Identify the activity 2. Identify the Hazards 3. Rate the Hazards 4. Identify the Safety Controls 5. Go to = Develop you Safe Work Method Statement & Re-rate Hazards 6. Monitor & Review the Hazards			1. Site Induction Training to be carried out 2. Suitably qualified/trained and/or ticketed person/s carries out the work required 3. PPE to be worn at all times – includes hard hats, safety boots, hi-vis vests, wear when required ear & eye protection, dust masks, gloves, safety harness, overalls 4. Emergency Preparedness 5. General WHS, EMS & QA Awareness Training		
Potential Hazard	Standard Controls (Tick Applicable)	Additional Controls	Potential Hazard	Standard Controls (Tick Applicable)	Additional Controls
Working at Heights / Falls <input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> All works above 2m will be performed out of scaffold but to AS or plant ie scissor lift / EWP. <input type="checkbox"/> Scaffold over 4m will be built by certified persons. <input type="checkbox"/> Ensure no person can alter or remove <input type="checkbox"/> Ensure adequate fall protection is implemented <input type="checkbox"/> Works carried out in ceiling space / fall protection Risk Rating: <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low		Excavations / Falls <input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Dial before you Dig Ph: 1100 <input type="checkbox"/> Ensure excavations are barricaded and signed <input type="checkbox"/> Ensure battering or shoring is carried out <input type="checkbox"/> Materials placed outside the zone of influence <input type="checkbox"/> Waste is disposed correctly & receipt retained Risk Rating: <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	
Working on Roof/s / Falls <input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Do not access roof/s unless structural soundness checked <input type="checkbox"/> Ensure fall protection in place as per Code <input type="checkbox"/> Ensure weather suitable for task ie wind, rain, excess heat <input type="checkbox"/> Keep roof areas clean & tidy – reg remove rubbish <input type="checkbox"/> Ensure Supervisor is aware of your location <input type="checkbox"/> Ensure ladder is tied off as required Risk Rating: <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low		Electrical <input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> All electrical power tools to be tested & tagged monthly <input type="checkbox"/> RCD's to be protected <input type="checkbox"/> No leads to be longer than 32 meters <input type="checkbox"/> All leads to be kept off the ground <input type="checkbox"/> No piggy back or multi point power boards <input type="checkbox"/> Only a licensed electrician shall carry out electrical works <input type="checkbox"/> Locations of electrical cables will be identified before commencing works <input type="checkbox"/> All temporary electrical installation & plant will comply with the relevant regulatory requirements Risk Rating: <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	
Gas <input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> A services search to be carried out prior to works <input type="checkbox"/> All works involving gas should be carried out by a suitably qualified gas fitter Risk Rating: <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low		Mechanical/Plant & Equipment <input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Ensure all plant & equipment has been checked & log books completed <input type="checkbox"/> Ensure all plant & equipment is locked away or secure if leaving on when not in use <input type="checkbox"/> Ensure all Plant & Equipment is operated at a safe speed at all times Risk Rating: <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	

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<p>Hazardous Substances</p> <input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Record a register of hazardous substances <input type="checkbox"/> Hazardous Substances to be correctly labeled <input type="checkbox"/> Hazardous Substances to be stored correctly <input type="checkbox"/> MSDS to be located on Site Risk Rating: <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low		<p>Manual Handling</p> <input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Ensure manual handling techniques are used <input type="checkbox"/> Ensure two man lifts are used if required <input type="checkbox"/> Ensure mechanical lifting equipment is used if required Risk Rating: <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	
<p>Noise & Vibration</p> <input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Any works or plant which has noise levels exceeding an 8 hour noise level equivalent of 85db or peak at more than 140db will require management system to be developed. <input type="checkbox"/> Schedule noisy & vibrating activities out of hours Risk Rating: <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low		<p>Hot Works / Fire</p> <input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Ensure a Hot Works Permit has been completed and signed off before commencing <input type="checkbox"/> Ensure area clean & clear of combustibles <input type="checkbox"/> Fire Extinguisher present <input type="checkbox"/> Spotter present Risk Rating: <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	
<p>Confined Space</p> <input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Ensure a permit to work has been completed <input type="checkbox"/> Ensure the area has been tested for biological hazards Risk Rating: <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low		<p>Asbestos</p> <input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Survey documented <input type="checkbox"/> Effected areas labelled <input type="checkbox"/> Adequately trained, ticketed person only to remove over 50sqare meters <input type="checkbox"/> Dispose of correctly & retain receipt Risk Rating: <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	
<p>Dust & Air Quality</p> <input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Wet down dusting areas <input type="checkbox"/> Cover stockpiles <input type="checkbox"/> Ensure filters for equipment are cleaned regularly <input type="checkbox"/> Ensure servicing of equipment is carried out Risk Rating: <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low		<p>Penetrations</p> <input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> All penetrations to be securely covered by ply or mechanical fixing at all times <input type="checkbox"/> emoval of the above must incorporate re – instate or make safe on disturbing. <input type="checkbox"/> Penetrations to be identified & barricaded Risk Rating: <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	
<p>Working Alone</p> <input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Ensure your Supervisor is aware of your working location at all times Risk Rating: <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low		<p>Flora & Fauna</p> <input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Ensure flora & fauna is protected at all times <input type="checkbox"/> Ensure plant & tree protection is carried out <input type="checkbox"/> Ensure animals are not harmed in any way <input type="checkbox"/> Ensure EMS Guidelines followed at all times Risk Rating: <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	
<p>Housekeeping / Trips, Slips</p> <input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Ensure rubbish is cleaned & removed daily or as required <input type="checkbox"/> No Glass containers to be kept on site <input type="checkbox"/> Drains that are open or piped must not be blocked with rubbish <input type="checkbox"/> Rubbish to be disposed of in a suitable manner <input type="checkbox"/> Ensure access & egress paths are clear all times Risk Rating: <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low		<p>Permit to Work</p> <input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Ensure Permit to Work for required activities is completed and signed off by relevant authority Risk Rating: <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	
	<p>Public / Clients</p> <input type="checkbox"/> Yes <input type="checkbox"/> N/A Risk Rating: <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low		<p>Contaminated Material</p> <input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Employees should ensure personal hygiene is maintained at all times. <input type="checkbox"/> Material shall be disposed of in accordance with EMS Guidelines. Risk Rating: <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	
<p>Additional Hazards</p>			<p>Additional Controls</p>		