

Risk Assessment

A risk assessment lists the hazards of an activity, area or item of plant, works out how likely and how serious the harm could be, and records the controls that bring the risk down. The WHS Regulations (Part 3.1) require you to manage risks: identify the hazards, eliminate the risk or minimise it using the hierarchy of controls, keep the controls working and review them. This form is a practical record of that. If any box in section 2 applies, the work is high risk construction work and needs a SWMS before it starts (WHS Regulations provision 299; OHS Regulations 2017 reg 327 in Victoria).

1. Assessment details

Company (PCBU) name	
ABN	
Site / workplace address	
Activity, area or plant being assessed	
Date of assessment	
Assessed by (name and position)	
Workers consulted in this assessment	
Next review date	

2. Is this high risk construction work? (WHS Regulations provision 291; s 291 in NSW)

If ANY box applies, this work needs a SWMS before it starts, not only a risk assessment.

☐ Risk of a person falling more than 2 metres	☐ Work on or near chemical, fuel or refrigerant lines
☐ Work on a telecommunication tower	☐ Work on or near energised electrical installations or services
☐ Demolition of a load-bearing structure	☐ Work in an area that may have a contaminated or flammable atmosphere
☐ Work likely to disturb asbestos	☐ Tilt-up or precast concrete work
☐ Structural alterations or repairs requiring temporary support	☐ Work on, in or adjacent to a road, railway or other traffic corridor in use
☐ Work in or near a confined space	☐ Work in an area with movement of powered mobile plant
☐ Work in or near a shaft or trench deeper than 1.5 m, or a tunnel	☐ Work in areas with artificial extremes of temperature
☐ Use of explosives	☐ Work in or near water with a risk of drowning
☐ Work on or near pressurised gas distribution mains or piping	☐ Diving work

3. Risk rating key

Likelihood	Consequence	Risk level
Almost certain	Catastrophic	Low
Likely	Major	Medium
Possible	Moderate	High
Unlikely	Minor	Extreme

Rare	Insignificant	
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Rate each hazard before controls and again after controls. Risk = Likelihood x Consequence. Eliminate the risk if you can; if not, minimise it in this order: substitute, isolate, engineering controls, then administrative controls, then PPE last.

4. Hazards, risks and controls

#	Hazard (activity, area or item)	What could happen, and who could be harmed	Risk before (L x C)	Controls (in hierarchy order)	Risk after	Who, and by when
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

5. Review

What would trigger an earlier review (a change to the work, a new hazard, an incident, a control that is not working)	
Emergency procedures, first aid and contacts	

6. Workers informed

The workers who do the work were consulted on this assessment and have been told the controls. If the work, the site or the conditions change, review the assessment and sign again.

Name	Company	Signature	Date
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Approval	Name and signature	Date
Assessment completed by		
Approved by (PCBU or supervisor)		