**Finance and Business Services / Infrastructure and Assets**

# Risk Assessment – Work at Height

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| Risk Detail |

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| Unit   | Work Lead:  | Work Order No.:  | No of Workers:   |
| WMH Facility:  | Building Name /No.  | Facility Address:  |

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| Risk Location:  | Risk Description  |  Construction Work [ ]  Yes [ ]  No |

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| Implement Control Measures (Supervisor to complete) |

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|  Risk Control Measures (complete for all new/recommended controls) |
| Recommended controls to eliminate or minimise the risk | Person/s Responsible | Date Completed |
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|  Entered into Risk Register [ ]  Yes [ ]  No |

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| Supporting evidence for control measures i.e. SWMS , Prestart Checklist, Inspection Certificates for Equipment, Equipment Register (please attach) |

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| Risk Review |
| *All necessary control measures have been implemented to eliminate or minimise the risk* Supervisor/Manager Name: \_\_\_ Position: Signature: Date / /   |

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| Risk Rating  | Minimum Action Required (specific to safety risks) |
| LOW | * Monitor to ensure no change to risk level occurs.
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| MEDIUM | * Action required within one month.
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| HIGH | * Detailed risk assessment required.
* Action required within one to two weeks (short and/or long-term controls).
* Report in accordance with West Moreton Health (WMH) risk requirements
* Report within one week to the local Work Safety and Wellbeing (WSW) Unit.
* Long term control plan including detailed risk assessment required with management involvement/review.
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| EXTREME | * Immediate action required (short and/or long-term controls).
* Work activity/component may be ceased/restricted until short term controls implemented to reduce risk level.
* Report in accordance with WMH risk requirements. Report immediately to the local WSW Unit.
* Long term control plan including detailed risk assessment required with senior management involvement/review.
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| **Risk Assessment – Work at Height** (refer to the risk management guide attached) |  |
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| **What are the hazards and risks** | **Inherent Risk Rating*****The risk with no controls in place*** | **What are the control measures**  | **Residual Risk Rating*****The risk with controls in place*** | **Who is responsible** | **List of established control measure** |
| *When assessing the risks arising from each fall hazard, the following matters should be considered:** *the design and layout of elevated work areas, including the distance of a potential fall*
* *the number and movement of all people at the workplace*
* *the proximity of workers to unsafe areas where loads are placed on elevated working areas (for example, loading docks) and where work is to be carried out above people and there is a risk of falling objects*
* *the adequacy of inspection and maintenance of plant and equipment (for example, scaffolding)*
* *the adequacy of lighting for clear vision*
* *weather conditions—the presence of rain, wind, extreme heat or cold can cause slippery or unstable conditions*
* *the suitability of footwear and clothing for the conditions*
* *the suitability and condition of ladders, including where and how they are being used*
 | *Consequence* | *Likelihood* | *Risk Score* | *Describe what will be done to control the risks and to make the activity as safe as* *reasonably practicable (apply the Hierarchy of control)**Choose from the list of established control measures. Assign the letter for the option(s) selected* | *Consequence* | *Likelihood* | *Risk Score* | *Identify a single person responsible for establishing or verifying the control measure.* | *Note: More than one of these measures to reduce a risk can be used. For example, engineering controls such as edge protection can be implemented with administrative controls such as training and use of this SWMS, while wearing PPE (non-slip shoes).*A. Edge ProtectionB. Elevating Work Platform (EWP) C. Scaffold with work platform and internal ladderD. Ladder E. Fall protection coverF. ScaffoldingG. Fall Arrest Platforms H. Industrial rope access I. Travel restraint systemJ. Safety Observer K. Permit to work systems L. Safe work method statementM. Warning signageN. Toolbox talksO. Safety harness with lifeline P. Non-slip shoesQ. Work at Height Training (statement of attainment)R. Falling Objects control system S. Barricade/fencing around the work zone |
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| **Gravitational: Surface condition** |
| [ ]  Surface type  | [ ]  Stability / evenness  | [ ]  Slope  |
| [ ]  Traction / grip / slipperiness  | [ ]  Load bearing/strength  | [ ]  Work area  |
| [ ]  Safe movement  | [ ]  Fragile surfaces  | [ ]  Access/egress  |
| *The risk of traumatic injury due to slipping on or falling through the work surface resulting in death or disability”.* |

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| **Thermal and Work Environment: Facilities / built environment** |
| [ ]  Location  | [ ]  Proximity  | [ ]  Driveways / pathways  | [ ]  Indoors  |
| [ ]  Buildings and fixtures  | [ ]  Roofs / guttering  | [ ]  Gardens/landscaping  | [ ]  Retaining walls  |
| *The risk of traumatic injury due to the design and layout of elevated work areas resulting in death or disability”* |

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| ***Machinery / plant / equipment*** *(refer to a completed safe work method statement)*  |
| [ ]  *Maintenance*  | [ ]  *Safe operation*  | [ ]  *Machinery (fixed / mobile / portable)*  | [ ]  *Ladders*  |
| [ ]  *Suitability*  | [ ]  *Hand tools*  | [ ]  *Trestles/Scaffold*  | [ ]  *Vehicles/trailers*  |
| *The risk of traumatic injury due to the adequacy of inspection and maintenance of plant and equipment resulting in death or disability* *The risk of traumatic injury due to the failure of systems of work resulting in death or disability* |

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| **Manual tasks**  |
| [ ]  Heights  | [ ]  Balance  | [ ]  Restricted space  | [ ]  Fatigue  |
| [ ]  Over reach  | [ ]  Repetition  | [ ]  Heavy objects  | [ ]  Vibration  |
| *The risk of traumatic injury due to the maintaining sustained or awkward postures resulting in death or disability*  |

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| **Environment**  |
| [ ]  Sun exposure / glare  | [ ]  Wind  | [ ]  Water (rain / dew / frost / fog)  |
| [ ]  Temperature (hot / cold)  | [ ]  Electrical storm  | [ ]  Work alone or in isolation  |
| *The risk of traumatic injury due to the weather conditions—the presence of rain, wind, extreme heat or cold can cause slippery or unstable conditions resulting in death or disability*  |

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| **Energy systems**  |
| [ ]  Electricity (mains *and* solar)  | [ ]  LPG gas  | [ ]  Gas/pressurised containers  |
| [ ]  Ground Services |  |  |
| *The risk of traumatic injury due to the failure of pressurised or electrical energy systems resulting in death or disability*  |

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| **People**  |
| [ ]   | [ ]  Competency/training  | [ ]  Noise  | [ ]  Contractors  |
|  | [ ]  Vehicle traffic  | [ ]  Pedestrian traffic  | [ ]  Physically capable  |
| *The risk of traumatic injury due to the failure of systems of work that manage the movement of vehicular and pedestrian traffic resulting in death or disability**The risk of traumatic injury due to the failure to provide information instruction and training resulting in death or disability* |

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| **Critical incident**  |
| [ ]  Rescue from fall  | [ ]  Falling object  | [ ]  Disruption to daily operations  |
| [ ]  Injury | [ ]  Near miss event |  |
| *The risk of traumatic injury due to the proximity of workers to unsafe areas where loads are placed on elevated working areas (e.g. loading docks, mezzanine floors, material storage areas, plant/equipment/tools and where work is to be carried out above people resulting in death or disability**The risk of traumatic injury due to the failure of systems of work resulting in death or disability* |

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| **Comment**: *(Outline the detail relating to the control measure selected.)* |

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| Guideline for Completing this Risk Assessment |

Managers, contractors and workers should all be involved in developing a JHA.

Consulting workers is important, so they understand the detail of the JHA and what they are required to do to implement and maintain risk controls.

**Recommended steps for filling out the Risk Assessment template**

1. In the ‘What are the hazards and risks?’ column, identify the hazard category and type. (Table One) Describe the risks that may cause harm to workers or the public.
2. Select the risk rating for each step using the risk matrix table attached. Determine the likelihood of an event occurring and what the consequences may be if an event happened. This step should be undertaken in consultation with the workers who are involved in the task. Rate the risk level before and after controls have been established.
3. In the ‘What are the control measures?’ column, select an appropriate control or combination of controls by working through the “Hierarchy of Controls”. It is important you are able to justify why the selected control measure is reasonably practicable for the specific workplace.

**Selecting control measures**

1. Eliminate the risks so far as is reasonably practicable.
2. If this is not reasonably practicable, minimise them so far as reasonably practicable by:
* substituting the hazard
* isolating the hazard
* implementing engineering controls
1. If the risk still remains, minimise the remaining risk by implementing administrative controls (rules)
2. If the risk still remains, minimise the remaining risk by ensuring the provision and use of suitable personal protective equipment (PPE).

It is important to note, PPE is the least effective means of controlling risk and has no effect on the identified hazard and should be the last control considered.

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| Hazard Category | Hazards Type Table One  |

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| 1. **Gravitational**
 | Slips, trips, falls at the same level |  Fall from Heights | Access/work beneath suspended load | Falling objects |
| 1. **Kinetic /Mechanical**
 | Caught in/between moving plant or parts;  | Struck by moving vehicles/mobile plant | Contact with sharp objects | Struck by projectiles. |
| 1. **Noise and Vibration**
 | Excessive noise (sustained or peak) | Vibrating plant/vehicles | Contact with vibrating tools/objects |
| 1. **Electrical**
 | Exposed or faulty wiring or equipment; static shocks | Contact with live electrical parts; electrical arcing | Exposure to high fault currents | Mechanical damage to power leads, fixed electrical wiring;  |
| 1. **Chemical**
 | Ingestion, absorption or inhalation of chemicals | Uncontrolled spill | Burns / splash in eyes | Specific exposure: Asbestos /Lead / Silica |
| 1. **Thermal and Work Environment**
 | Lighting workplace and equipment/tool design; Restricted working space | Uneven/unstable ground or work surface | Weather and atmospheric conditions; Remote and isolated work | Contact with hot/cold objects / surfaces/ liquids |
| 1. **Biological**
 | Exposure to algal, bacterial, fungal, viral or parasitic agents | Animal, insect and spider bites/stings | Sharps injury/needle-stick exposure | Specific exposure: Contact with raw sewage |
| 1. **Fire / Explosions**
 | Condition leading to fire/explosion (combustible material) | Ignition of gas/dust in a hazardous area |
| 1. **Manual Tasks**
 | Repetitive or sustained force; High or sudden force; Handling heavy loads | Repetitive movement; Sustained or awkward posture; | Exposure to vibration; Tool use which requires excessive force; | Handling unstable or awkward objects /loads;  |
| 1. **Pressurized energy**
 | Release of a stored energy i.e. gases, water, oil subject to high/ low pressures | Release of spring/tension energy |  |
| 1. **Psycho-social and medical**
 | Exposure to workplace bullying, harassment, violence & aggression | Exposure to traumatic incidents; | Working for excessive time periods and/or while fatigued | Working under the influence of alcohol/drugs |
| 1. **Radiation**
 | Non iodizing radiation: Ultraviolet light (artificial/sunlight), laser, infra-red, microwave, radio frequency, welding arc light |

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| Risk Management Guidance  |
|  **Definition**A **hazard** is a situation or thing that has the **potential** to harm a person. Hazards at work may include noisy machinery, a moving forklift, use and storage of chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace. **Risk** is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.Expressed as a risk Statement“The risk of <harm> due to <exposure to hazard> resulting in <consequence>”. | **Hazard Category & Type**(refer to attachment A) | **Risk control** means taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. |
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| Gravitational  |
| Kinetic /Mechanical  |
| Noise and Vibration |
| Electrical  |
| Chemical  |
| Thermal and Work Environment  |
| Biological  |
| Fire / Explosions  |
| Manual Tasks |
| Pressurized energy  |
| Psycho-social and medical |
| Radiation |

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| *What is the LIKELIHOOD of an event occurring*  |
| **Descriptor**  | **Definition**  | **Frequency**  | **Probability**  |
| ***Rare***  | No identified or known events occurring. Only occurs in exceptional circumstances.  | Event expected to occur less than once every five years.  | Less than 5 percent  |
| ***Unlikely***  | Evidence of event occurring in the past, but unlikely to occur in the future.  | Event expected to occur once in the next five years.  | 5-30 percent  |
| ***Possible***  | There is evidence of several events in the past. It would not be a surprise if it occurred.  | Event expected to occur once in the next two years.  | 30-60 percent  |
| ***Likely***  | Event occurs from time to time.  | Event expected to occur once in the next year.  | 60 - 90 percent  |
| ***Almost Certain***  | Risk event is expected to occur.  | Event expected to occur within the next three months.  | More than 90 percent  |

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| *What would be the CONSEQUENCES should an event occur*  |
| ***Negligible/*** ***Insignificant***  | ***Minor***  | ***Moderate***  | ***Major***  | ***Extreme / Catastrophic***  |
| No injury/illness/time lost. Minor adjustment to operational routine.  | No lost time injury. An injury requiring first aid or medical treatment.  | An injury involving a temporary loss of function or a notifiable event (illness/injury requiring overnight inpatient hospitalisation, or a dangerous event requiring notification).  | An event resulting in permanent loss of function or disability.  | An event resulting in loss of life.  |

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| Indicate the LIKELIHOOD and CONSEQUENCE in the table below to establish the RISK RATING |
| **LIKELIHOOD** | **CONSEQUENCES**  |
| Negligible/ Insignificant | Minor  | Moderate  | Major  | Extreme  |
| Rare  | Low  | Low  | Medium  | Medium  | High  |
| Unlikely  | Low  | Low  | Medium  | High  | High  |
| Possible  | Low  | Medium  | High  | High  | Extreme  |
| Likely  | Medium  | Medium  | High  | Extreme  | Extreme  |
| Almost Certain  | Medium  | Medium  | High  | Extreme  | Extreme  |

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| Risk Rating  | Minimum Action Required (specific to safety risks) |
| LOW | Monitor to ensure no change to risk level occurs.  |
| MEDIUM | Action required within one month.  |
| HIGH | * Detailed risk assessment required.
* Action required within one to two weeks (short and/or long-term controls).
* Report in accordance with West Moreton Health (WMH) risk requirements
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* Long term control plan including detailed risk assessment required with management involvement/review.
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