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| **Site / Area:** |       | **Date of assessment:**  |  | **Risk Assessment #:** | **018RA** |
| **Completed by (name):** |       | **Signature:** |       |
| **In Consultation with** |       | **Signature:** |       |
| **Identify / describe activity, equipment, area or event you are assessing:**  | **Major Building Works >$450,000 – Impact to Site** |
| **In conjunction with this risk assessment training / education and development of a relevant SOP may be required.** |
| **Step 1:** **Identify the hazard/s:**What do you believe are the hazards?Refer Risk Assessment Guideline (015G) | **Step 2: Assess the risks:**What do you believe are the risks?Refer Risk Assessment Guideline (015G) | **Step 3: Reducing the risk:**What do you believe can be done to reduce the risk?Refer Risk Assessment Guideline (015G) |
| **What could cause harm?** | **What could go wrong?** | **Controls** |
| **Other*** No Planning & Preparation
 | * Contractors not inducted
* No contractor documentation
* Contractors not police checked
* Potential liabilities
 | * All statutory approvals such as planning and building regulations obtained by Principal Contractor Project / Site Manager.
* Regular meetings with the contractors and site representative to be arranged.
* Police checks to be sighted.
* Public liability insurance to be sighted.
* Work Injury (workers compensation) insurance to be sighted.
* Principal Contractor Project / Site Manager has provided Safety Management Plan to site.
* Principal Contractor Project / Site Manager to be inducted.
* Contractors or sub-contractors to be inducted by the Principal Contractor Project / Site Manager.
* Contractors to sign in / out when accessing site.
* Building works area to be fenced.
* Access/egress to building site to be provided for contractors.
* Site to provide any and all relevant information to contractors e.g. asbestos register, other relevant hazards
* Site will give notice to workers, families / clients / residents, volunteers, visitors etc. on how services will be implemented during the building phase.
 |
| **Other*** Work Health Safety Information – lack of awareness of risks / safe systems of work
 | * Contractors not inducted
* Contractors unaware of emergency procedures / assembly points etc.
* Physical injuries
 | * Contractors are made aware of the site emergency procedures and expectations, including participating in emergency drills when inducted.
* Site will provide all relevant information to enable Contractors to control risks
* Notices will be given in the appropriate language so all stakeholders can understand
* Contractors will provide their own first aid supplies.
 |
| **Other*** Unreported hazards, incidents and near misses
 | * Strains, sprains
* Slips, trips and falls
* Lacerations
* Burns
* Fractures
* Death
 | * Contractors to report any hazards, incident, near misses to Project / Site Manager
* Contractors to complete appropriate forms if / when required
* Contractors to follow their safety management system procedures
* Capital Development Committee or representative to discuss any issues raised with Project / Site Manager
* Procedures clearly communicated and documented.
 |
| **Other*** Change to workplace
 | * Lack of communication, consultation and co-ordination
* Work routines and services interrupted
 | * Workers to be consulted of change to worksite including “No Go” zones
* Workers will be informed at all staff meetings of the progress of the building works.
* Workers to report to leadership any issues or concerns.
 |
| **Machinery & Equipment*** Use of machinery
 | * Collision of plant
* Workers, volunteers, visitors accessing the area
* Dust, noise
* Asthma attacks
 | * Prior to commencement of work Contractors will erect fencing to isolate the area. Project / Site Manager to inform site of what machinery will be used on the day.
 |
| **Other*** Loss of Essential Services e.g. water, gas, electricity
 | * Interrupted services for workers e.g. toilets, canteen, cleaning etc.
 | * Depending on the situation other resources will be brought onto site e.g. bottled water
* On site toilets will be used as required.
* All workers will be notified immediately of any interruptions
* If required generator will be hired
* Follow Business Continuity Plan
* CSHWSA to be notified of all serious incidents/ injuries / dangerous occurrences
* Principal Contractor to report issues to SafeWork SA
 |
| **Electricity*** Electrical Equipment & Sockets – using poorly maintained equipment, power leads presenting a tripping hazard
 | * Electric shock , burns, fire
* Cuts, abrasions
* Hazardous manual tasks
* Other physical injuries.
 | * All electrical equipment to be removed and stored appropriately at the end of each working day
* Cable cover to be used as required
* Ensure good housekeeping is maintained – neat and tidy
* Safe route to workplace has been agreed with Principal and Project Manager
* Contractor to ensure electrical tools and equipment used on site are subject to portable appliance testing regime
* All portable electrical tools are protected by RCD’s
 |
| **Other**Access / Egress – blocked exit routes, unauthorised access, inadvertent access, lack of supervision | * Fire evacuation hindered
* Unsafe access / egress
 | * Clearly defined designated area to and from work area
* Ensure Contractors remove all debris from walkways and disposes of safely
* Clear signage for visitors, volunteers to main entrance / other services
* Construction work area be separate secure area
* Agreed programme of with the site ( insert name )
 |
| **Hazardous Chemicals*** Unidentified Asbestos
* Hazardous chemicals brought to site
 | * Asbestos not on register
* Asbestos exposure
* Irritation / harm to eyes, nose, respiratory tract
* Skin sensitisation disorders
* Asthma
 | * Asbestos register to be given to Contractors prior to commencement of building works
* If asbestos is identified Contractor to notify site contact
* All workers will be notified immediately
* Depending on the area identified (if over 10 square metres) licenced asbestos contractors to be engaged to remove. Site Manager to arrange.
* Clearance Certificate and up to date register to be given to the Project Manager once completed.
* Project Manager to inform site of any hazardous chemicals brought onto the site
* Hazardous chemicals not left unattended, clearly labelled and stored securely.
* Project Manager to ensure dust / fume production is minimised
* Appropriate PPE provided and worn by Contractors
* SDS available
 |
| **Psychological*** Security
 | * Arson
* Malicious Damage
 | * Clear signage for visitors to main entrance / other services
* Clearly defined route once on site
* Project Manager to record all Contractors on site (sign in / out)
* Project Manager to ensure badge system in place (or similar) to ensure correct identification
 |
| **Airborne Contaminants*** Dust
 | * Asthma attacks
* Distraction
 | * Isolation walls and signage to be displayed prior to commencement of renovation works
* Letter drop to neighbours
 |
| **Noise*** Exposure to loud noise
 | * Hearing Damage
 | * Workers, volunteers, visitors made aware of hazards and not allowed on site where applicable.
* Internal doors closed wherever possible to minimise impact of noise
* Noise to be kept to a minimum or agreed working times have been arranged for any noisy activities
* If noise will affect neighbours cooperation and communication will take place Cover or isolate smoke / thermal detectors
 |
| **Gravity*** Inadequate Storage
 | * Slips, trips and falls
* Excessive clutter
* Hazardous manual tasks
* Cuts, abrasions
 | * Materials stored on site to be kept to a minimum
* Storage only in agreed designated secure area
* Access restricted to authorised persons
* Contractors to remove waste in a timely manner from the site or in a secure skip / compound
* Waste stored on site to be in a suitable container according to the type of waste and in a secure area
 |
| **Other*** Delivery Services / Emergencies
 | * Trucks entering / exiting site – potential of serious injury
* Restricted access for emergency services
 | * Speed signs to be displayed and adhered to
* Workers, volunteers, visitors to be advised of the traffic restrictions and possible alternate routes
* Discuss at site meeting of any issues arising from traffic management (traffic management checklist may be used (Procedure 27 Traffic Management)
* Delivery services will be notified of the refurbishment and alternate routes will be explained to external services
* Recommend MFS are made aware of changes to the site layout.
 |
| **Machinery & Equipment*** Vehicular Access – ineffective pedestrian vehicle segregation
 | * Cuts, abrasions, hazardous manual tasks and other physical injuries
* Fractures
 | * Restricted access contractors to be advised accordingly
* Contractor private vehicles will have limited access to the site
* Pedestrian walkways maintained.
 |
| **Other*** Fire / Evacuation / Assembly Points
* Isolation of fire services
* Firm Alarm accidently set off – dust, heat.
 | * Workers, visitors, volunteers and others unaware of the latest assembly point in the case of an emergency
* Burns, scalds
* Property damage
 | * Assembly points to be displayed on all Notice Boards for all to read if any changes occur, workers to be informed
* All workers and contractors advised of procedures and any alternative routes during contract work
* Smoking not permitted on site
* Hot work permit used where applicable
* Combustible materials to be stored in agreed areas unless required for immediate use
* Appropriate fire extinguishers available
* Contractors to participate in emergency drills
* Flammable liquids / compressed gases appropriately stored.
* Regular staff meetings to occur
* Meeting minutes to be recorded for any workers not present to read. Minutes to displayed on WHS Notice Board or emailed to all workers
 |
| **Extreme Temperatures*** Exposure to Weather conditions
 | * Strong wind
* Rain – slips, trips and falls
* Lightening
 | * Discuss with Project Manager to cease work until the weather improves
* Alternate tasks will be completed (indoor work)
 |
| **Gravity*** Working at Heights – falls, falling objects, unauthorised entry
 | * Cuts, abrasions, hazardous manual tasks, fractures
* Significant head injuries / multiple injuries, death
 | * Work area to be agreed between Project Manager and Officer
* Ladders adequately secured / removed at end of each working day
* Area below work carried out is securely fenced off with warning signs displayed
* Working platforms used to have toe boards and mesh panels to prevent falling objects where applicable
* Restricted access – workers reminded of potential hazards.
 |
| **Othe**r* Amenities
 | * Contractor using worksite facilities
 | * Contractors have their own port-a-loo on the worksite
* Police check / working with children check for all contractors
* Project Manager to make arrangements for the provision of a staffroom.
 |
| **Other*** Critical Incidents – fire, flood, plant collapse, explosion, chemical spill
 | * Serious injury
* Business disruption
* Evacuation area not available
* Workers unaware that the evacuation area has changed
* Area obstructed by vehicles
* Death
 | * Alternative evacuation area to be established
* Emergency Wardens to consult with all workers and emergency drill to be implemented as normal
* New emergency diagrams to be implemented and placed in appropriate areas once the work has been completed
* Ensure access / egress available at all times. Discuss with Project Manager if new access / egress points are required.
* Procedures implemented to manage critical incidents
* All workers to be informed of any new emergency evacuation procedures whilst building works in progress
* All workers participate in emergency drills
* Emergency drills to be documented
* Contractors to be included in planned drills
* CSH&WSA to be notified of any serious incident or dangerous occurrences
 |
| **Other*** Dispute resolution
 | * Arguments / disagreements, anxiety
 | * Project Manager to agree on the internal dispute resolution processes to be used for the duration of the project.
* For workers – Contact Officers available on site.
 |
| **Other** | *
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| **Authorised by:** |  | **Signature:** |  | **Date:** |  |

**Review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).**

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| **Step 4: Monitor & review:**(Refer to hazard sheet)**Please tick Yes or No** |
| **Were the controls effective?** | **Were there any unforeseen hazards/ incidents?** | **New controls** |
| **Yes** | **[ ]**  | **No** | **[ ]**  | **Yes** | **[ ]**  | **No** | **[ ]**  |
| **DETAILS** | **DETAILS** | **DETAILS** |
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| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Signature:** |  | **Date:** |  |