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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:** |  |