

HSE Project Risk Assessment

Construction – Minor Work

Office of Facility Management

For use by project co-ordinators to conduct preliminary risk identification and assessment, prior to allocating jobs or projects to contractors or employees
Refer also to Guide – Construction Project Hazard Controls

STEP 1: Define the projects/job or tasks

Location(s) of Work (Campus/Building/Level/Room)

Project title

Project /Task Number:

Define the projects/tasks. Consider the whole project. List the main stages in the job and then break them down into key sections.

Date

Risk assessment done by:

STEP 2: Identify major hazards

Critical equipment, tasks, environmental, substances that may be present or produced

a. Will contractors or employees be using or working with *(Check all applicable boxes)*

- | | |
|---|---|
| <input type="checkbox"/> portable electrical equipment for construction work ² | <input type="checkbox"/> formwork ² |
| <input type="checkbox"/> pressurized equipment – sand, water or other blasting equipment ² | <input type="checkbox"/> fixed scaffolding ^{3,2} |
| <input type="checkbox"/> compressed gases in cylinders [tick below] ² | <input type="checkbox"/> mobile scaffolding ² |
| <input type="checkbox"/> hazardous substances ^{1,2, 4} | <input type="checkbox"/> material hoists/cranes/dogging/rigging/load shifting vehicles ³ |
| <input type="checkbox"/> lasers ³ | <input type="checkbox"/> earth moving machinery ³ |
| <input type="checkbox"/> explosives or powder actuated hand held fastening tools ^{2, 4} | <input type="checkbox"/> using plant or equipment that produce excessive vibration ² |

b. Does the project / job involve... *(Check boxes)*

- | | |
|--|---|
| <input type="checkbox"/> lifting or moving awkward or heavy objects by mechanical means – eg: cranes ² | <input type="checkbox"/> work involving major structural alterations and use of temporary supports ^{2,4} |
| <input type="checkbox"/> potential contact with electrical or construction wiring – underground or overhead ² | <input type="checkbox"/> working on or near pressurised gas distribution mains or consumer piping ^{2,4} |
| <input type="checkbox"/> welding or grinding or other heat /spark producing activities ² | <input type="checkbox"/> working on or near high voltage electrical installations ^{2,4} |
| <input type="checkbox"/> producing hazardous waste [rubbish] ¹ | <input type="checkbox"/> working near exposed energised electrical installation ^{2,4} |
| <input type="checkbox"/> excavation / entering all trenches (>1.5m depth) ^{2, 4} | <input type="checkbox"/> working "live" with electricity, testing or faultfinding ² |
| <input type="checkbox"/> demolition work [not dismantling in building alteration] ^{4,3 2} | <input type="checkbox"/> working on or near roads with vehicle traffic or mobile plant ^{2,4} |
| <input type="checkbox"/> possible contact or disturbance of asbestos material ^{2, 4} | <input type="checkbox"/> working on or near a chemical , fuel or refrigerant line ^{2,4} |
| <input type="checkbox"/> asbestos removal ^{4, 3, 2} | <input type="checkbox"/> working on telecommunications towers ^{2,4} |
| <input type="checkbox"/> working in close proximity to occupied or high pedestrian traffic areas – offices or meeting areas ² | <input type="checkbox"/> working in isolation – time or place |
| <input type="checkbox"/> interruption or isolation of emergency services, fire or alarm systems ² | <input type="checkbox"/> working in or accessing a confined space ^{1, 2, 4} |
| <input type="checkbox"/> working off ladders ² | <input type="checkbox"/> working in laboratories or on laboratory equipment ² |
| <input type="checkbox"/> working at a height (>2.0 m) ^{2,4} | <input type="checkbox"/> working near x-ray or other ionising radiation sources ² |
| <input type="checkbox"/> working on sloping roof (> 26 ° pitch) ^{2,4} | <input type="checkbox"/> working around installed electro magnetic objects ³ |
| <input type="checkbox"/> tilt up and precast construction work ^{2,4} | <input type="checkbox"/> working on, over, or adjacent to water where risk of drowning ^{2,4} |
| <input type="checkbox"/> working in area with potentially contaminated or flammable atmosphere ^{2,4} | <input type="checkbox"/> working in area with artificial extremes of temperature ^{2,4} |

c. Is there likely to be added risks of

- | | |
|---|---|
| <input type="checkbox"/> excessive dust/fumes/vapours/gases produced ² | <input type="checkbox"/> poor ventilation /air flow into work area ² |
| <input type="checkbox"/> building air quality affected or contaminated ² | <input type="checkbox"/> a poorly designed or restricted work area for the project/job ² |
| <input type="checkbox"/> objects falling from heights onto students or staff ² | <input type="checkbox"/> access issues with general public or others ² |
| <input type="checkbox"/> objects striking others - students or staff ² | <input type="checkbox"/> soil or local ecology erosion ² |
| <input type="checkbox"/> slippery surfaces/ trip hazards created | <input type="checkbox"/> stormwater drains or natural waterway damage ² |
| <input type="checkbox"/> risk of fire/explosion ² | <input type="checkbox"/> other _____ |

¹ Specific detailed risk assessments must be completed for these hazards – see Step 4(b)

² Special controls or methods prescribed under WHS Regulations must be put in place for these hazards – see Step 4 (c) & Check Legislation

³ These hazards may require specific individual or company licences or approvals - identify this requirement in the control section, in step 4 (c)

⁴ These jobs are automatically High Risk Construction Activity and require a Safe Work Method Statement [SWMS] for that job.

Step 3: Assess the risks Consider each identified hazard/risk

Rate the level of risk for each hazard, based on the **LIKELIHOOD** of harm occurring, *without controls in place* and the most likely **SEVERITY** of that harm or loss.

		Potential severity				
Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
	Almost certain	High	High	Extreme	Extreme	Extreme
	Likely	Medium	High	High	Extreme	Extreme
	Possible	Low	Medium	High	Extreme	Extreme
	Unlikely	Low	Low	Medium	High	Extreme
	Rare	Low	Low	Medium	High	High

* For unspecified projects/jobs that present a high or extreme risk, a Safe Work Method Statement should be completed.

Step 4: Control the risks

Consider how each of the hazards & risks you have identified and assessed, should be controlled using the prioritised options model at right.

Remember, the higher the risk level, the higher the level of safety control needed.

1. Eliminate the hazard

2. Keep the hazard and people apart

3. Change work methods

4. Use personal protection

A. ¹ EXTRA RISK ASSESSMENT required for these high-risk hazards.

Any hazards noted as ¹ requires further assessment or action [if current risk assessment not applicable or available]

- ☐ hazardous substance risk assessment
- ☐ atmospheric gas or explosivity testing / monitoring prior to confined space entry
- ☐ confined spaces risk assessment [if not already done]

B. ² LEGALLY REQUIRED RISK CONTROLS to be in place for this hazard /risks - Check any hazards noted as ² requiring specific control or action. These may be University specific controls eg: isolations/notification and/or as required by WH & S or other legislation.

Refer also to [OFM Guide – Construction Project Hazard Risk Controls](#)

Construction hazard control options – A combination or more than one may be required to control risk levels

- ☐ Re-design or special set up of work environment
- ☐ Reschedule timing of job /work activity
- ☐ Check Asbestos register for presence of asbestos material
- ☐ Notification to occupants of affected space about impact of works
- ☐ Safety signage to be put in place
- ☐ Temporary relocation of occupants to alternative space
- ☐ Substitution of substances or use less hazardous methods
- ☐ Arrange disconnection of plant components, pipe work, ducting or other services with appropriate persons
- ☐ Use of suitable safety barriers, fences or other isolation / enclosure methods to restrict unauthorised access and prevent flying /falling objects
- ☐ Notify Security of Emergency system isolations
- ☐ Issue of Prescribed Work Permit – Hot work, Height/roof work, Tree felling, Confined space entry, Working in excavations
- ☐ Provide site specific information local hazards &/or safe methods
- ☐ Check plant, tools, equipment or vehicles in safe working order
- ☒ Site Induction training for new persons /contractors * **Mandatory**
- ☐ Tag out, lockout procedure to be applied – fume cupboards etc
- ☐ Ensure air flow, building ventilation & quality is maintained
- ☐ Provide information from MSDS or chemical registers to/ from contractor
- ☐ Ensure use of Personal Protective Equipment & clothing, safety harnesses etc is suitable for work
- ☐ Follow University work instructions or procedures or other plans

Note **additional emergency systems** required to support this job

- ☐ first aid kit
- ☐ extended first aid kit
- ☐ chemical spill kit
- ☐ emergency stop buttons on plant
- ☐ special emergency or rescue procedures or plans
- ☐ safety shower/ eye wash station
- ☐ evacuation/ fire control - extinguishers
- ☐ remote communication mechanism
- ☐ others

C. ³ Prescribed Activity or Occupation – Check any hazards noted as ³ requiring *organisational* licenses /registration

- ☐ Demolition work
- ☐ Asbestos removal

Certificates of competency/licenses - Check any hazards noted as ³ for *individual* operators.

- ☐ Scaffolding
- ☐ Class B Asbestos Removal
- ☐ Rigging or Dogging
- ☐ Earth & other load shifting machinery operation
- ☐ Pesticide application
- ☐ Operators of cranes, hoists – materials or personnel
- ☐ Elevating work platforms
- ☐ Boiler or pressure equipment operations

D. ⁴ Are Safe Work Method Statement(s) required? ☐ Yes ☐ No Check any hazards noted as ⁴

Safe Work Method Statements are required for any job involving High Risk Construction Activities identified in step 2 or other high or extreme risk projects/tasks assessed in step 3. If unsure, contact the Office of Facilities Management Health Safety & Environment co-ordinator for further assistance.

Step 5: Agreed actions required to control the risks for this job or project

Summarise any controls and further specific risk assessments required for this job.

Copy to be given to contractor.

Details of action required	Responsibility	Signed

List any Safe Work Method Statements required from contractor (for high and extreme risk activities)

	From which contractor
1.	
2.	
3.	
4.	

To be signed by project co-ordinator and contractor when risks controls are agreed & understood as noted in step 4, and Safe Work Method Statements are submitted [if required.]

Project co-ordinators signature	Print name	Date
Contractors signature		

To evaluate Safe Work Method Statements received from contractors , use SWMS Check sheet F 6581or PSP Check sheet F # 6580