

Work, Health and Safety legislation requires that in any work environment or activity risks to health and safety must be managed. This entails the identification of any reasonably foreseeable hazards, that could give rise to health and safety risks and eliminating or minimising the risks so far as is reasonably practical. To minimise risks to health and safety risk control measures must be implemented.

USC policy requires that this be recorded in the form of a risk assessment. Basically, a risk assessment details the hazards that you have identified in the work you are to undertake at or for USC and the control measures that you will implement to reduce the risks associated with those hazards. Please see below a guide to completing a risk assessment (you should use the Contractor Induction Guide to assist you to fill out this document). Delete or put a line through the areas that do not pertain to your work and complete the areas that do pertain to your work and add any other hazards you have identified.

Remember; the information given below is not exhaustive, you must complete your risk assessment according to the risks you have identified in the work you are to undertake and document the controls you have put in place to eliminate or minimise those risks.

Note – any “high-risk work” (eg work in a confined space, if there is a risk of falling more than 2 metres, trench or excavation deeper than 1.5 metres) requires the submission of a Safe Work Method Statement (SWMS).



USC CONTRACTOR RISK ASSESSMENT: Sample 1

Risk Assessment Template

Description of work to be done: _____

Date of the work/activity: _____

Description of work/task	Hazard Description	Some suggested controls	Controls you have implemented
Parking and driving	Vehicle collision	Comply with USC speed limits	
	Pedestrian injury	Minimal driving within the grounds Avoid driving in shared zones Have a spotter for any reversing vehicles	
Work that creates dust or smoke	Smoke and dust inhalation	Use of Personal Protective Equipment (PPE) Water application to dusty areas	
	Activation of smoke alarms	USC hot work permit Request Facilities Management deactivate smoke alarms for duration of work	
	Disruption of other USC activities	Consult with relevant USC personnel Conduct work during low occupancy times to reduce impact Reduce dust by using water	
Electrical work	Electrocution	All equipment tested and tagged Pre work inspection of all equipment Employees trained in safe use of equipment Preventative maintenance program	
	Tripping over electrical cords	Cord placement to avoid walkways Secure all cords Use of signage if necessary	
Trenching or excavation (depth of < 1.5m)	Fall into trench	Appropriate barricades and fencing Appropriate signage	
	Erosion and loss of sediment	Erosion and sediment control measures in place	
	Damage to underground services	Identify location of all underground services Obtain permission from Facilities Management prior to any excavation	
	Slips trips and falls from sediment left on pathways	Sediment control measures in place Barricades and fencing in place Sediment cleaned from pathways at completion of work	
Use of equipment and tools	Equipment/tool malfunction	All equipment and tools to comply with relevant Australian Standards Preventative maintenance program	
	Injury from contact with operating equipment/tools	Visual inspection of all equipment and tools prior to use – damaged tools removed All electrical equipment tagged and tested Correct storage and handling of tools Workers trained in use of equipment and tools Guards in place where provided or recommended PPE	

USC CONTRACTOR RISK ASSESSMENT: Sample 1

Description of work/task	Hazard Description	Some suggested controls	Controls you have implemented
Use of mobile mechanical plant	Pedestrian collision with plant or part thereof	Workers using mobile plant to be trained and licenced if required Exclusion area around mobile plant Spotters where necessary Used in accordance with design standards Documented safe work procedures	
	Entrapment or crush injuries and Burns or scalds from contact with hot surfaces	Appropriate guarding on machinery Appropriate barricades and signing Preventative maintenance program	
	Plant overbalanced	Used in accordance with design standards Documented safe work procedures When not in use: key removed, mobile plant to be chocked blocked, blades and buckets lowered to the ground	
Use of compressed air equipment	Injection of air into skin Foreign bodies embedded into skin or eyes	Use of appropriate PPE Housekeeping standards (reduce dust and other small object) Workers trained Documented safe work procedures	
	Strike with uncontrolled hose or coupling	Equipment compliant with Australian Standards Equipment check prior to use All couplings fitted with safety clips Air lines appropriately stored	
	Noise induced hearing loss	As per "work producing noise" below	
Use of hazardous chemicals	Exposure to hazardous chemicals causing injury or illness	Workers trained and familiar with MSDS Safe Work Procedures Appropriate MSDS (eg Australian and less than five years old) Storage of minimal amount of chemicals	
	Environmental damage from spills and/or disposal	Spill kits Workers trained Appropriate disposal procedures	
Hot work	Burns	Isolate hot work Workers trained PPE Equipment to Australian Standards Preventative maintenance schedule	
	Fire	Housekeeping, reduce combustibles Observe hot work area after completion to ensure work is sufficiently cool	
	Accidental activation of fire detection system	USC Hot Work Permit Approval from FM for isolation of fire detection systems	
Manual tasks	Injury to worker or other	Workers trained Use of lifting devices Safe Work Procedures for tasks requiring manual tasks	

USC CONTRACTOR RISK ASSESSMENT: Sample 1

Description of work/task	Hazard Description	Some suggested controls	Controls you have implemented
Work producing noise	Noise induced hearing loss	Adherence to USC Hearing Conservation Program Equipment noise reduction strategies etc	
	Disruption of USC activities	Liaise with USC Contact Person Noise producing work done at low occupancy times	
Work from heights (< 2 m)	Fall from height	Worker training Safe Work Procedure Ladders and scaffolds compliant with Australian Standards	
	Injury from being struck by a falling object	Objects - Tools etc to be secured Exclusion zone around worker	
Work in the Sun	Sun burn, dehydration, heat stress	Avoid work in hottest part of day PPE Adequate fluid intake	

Risk Assessment completed by: _____ Date: _____

List of workers – have read and understood the contents of this risk assessment.

Name	Signature	Date