

RISK ASSESSMENT

Activity / process risk register

A standalone risk assessment for an activity, process or work area. List each hazard, who is exposed, rate the inherent risk, record the controls (top of the hierarchy first), then rate the residual risk and assign the action owner. Review on the date shown or whenever the work changes.

ASSESSMENT INFORMATION			
ACTIVITY / PROCESS Bulk earthworks & culvert installation — Stage 2	AREA / LOCATION Eastline Rail Siding	ASSESSMENT NO. RA-2026-031	ASSESSOR D. Okafor (Project Manager)
DATE 15 Jun 2026	REVIEW DATE 15 Sep 2026	WORKGROUP Civil crew + subcontract lift team	REFERENCE DOCS SWMS-014, Lift Plan LP-09, TMP-03

HAZARD REGISTER						
#	Hazard	Who is at risk	Inherent risk	Controls (top of hierarchy first)	Residual risk	Action owner / by when
1	Mobile plant / pedestrian interaction	All site personnel	4×5 = 20 Critical	Exclusion zones & barricading; Traffic management plan & spotter; segregated walkways	2×5 = 10 High	Site Supervisor (Ongoing)
2	Excavation & trench collapse	Excavation crew	3×5 = 15 High	DBYD & potholing; battering/benching to geotech advice; no entry > 1.5 m without shoring	2×4 = 8 Moderate	Excavator Operator (Before dig)
3	Lifting operations — load drop	Lift crew, dogger	3×5 = 15 High	Lift plan; exclusion zone; certified rigging; ticketed crane operator & dogger	2×5 = 10 High	Lift Supervisor (Each lift)
4	Silica & airborne dust	All workers	4×3 = 12 High	Water cart suppression; enclosed cabs with filtration; P2 RPE; air monitoring	2×2 = 4 Moderate	Site Supervisor (Daily)
5	UV & heat stress	All workers	4×3 = 12 High	Work/rest cycles; shade & hydration; heat policy; acclimatisation	2×2 = 4 Moderate	All workers (Daily)

APPROVAL & REVIEW

ASSESSOR / APPROVER

Signature: _____
Name: **D. Okafor (Project Manager)**
Date: **15 Jun 2026**

WORKGROUP SIGN-ON — I HAVE READ AND UNDERSTOOD THIS RISK ASSESSMENT

#	Name	Company	Signature	Date
1	D. Okafor	Northbridge Civil		15 Jun 2026
2	K. Ramsay	Northbridge Civil		15 Jun 2026
3				
4				



RISK MANAGEMENT FRAMEWORK

How to rate and control risk

Every hazard is rated twice — an **INHERENT** rating before controls and a **RESIDUAL** rating with the chosen controls in place. Work is justified by the residual rating, never the inherent one. Rate likelihood and consequence against the tables below, multiply them for the risk score, then read the band and required action. Any residual rating of High or above (score ≥ 10) must escalate to a JHA before work starts.

RISK MATRIX & RATING KEY · RISK SCORE = LIKELIHOOD × CONSEQUENCE (1–25)

L ↓ / C →	1 Insig.	2 Minor	3 Mod.	4 Major	5 Catas.	Rating	Score	Required action & accountability
5 Almost certain	5 Moderate	10 High	15 High	20 Critical	25 Critical	Low	1 – 3	Acceptable. Manage by routine procedures; record on the Take 5. Monitor and review. (Accountable: Worker)
4 Likely	4 Moderate	8 Moderate	12 High	16 Critical	20 Critical	Moderate	4 – 9	Tolerable. Documented controls and supervisor monitoring required before starting. (Accountable: Supervisor)
3 Possible	3 Low	6 Moderate	9 Moderate	12 High	15 High	High	10 – 15	Do not proceed without additional controls. A JHA is required and senior site management must review. (Accountable: Site / Project Manager)
2 Unlikely	2 Low	4 Moderate	6 Moderate	8 Moderate	10 High	Critical	16 – 25	STOP. Do not start or continue. Eliminate or substitute the hazard, or obtain written executive authorisation; re-rate to residual High or below. (Accountable: Senior Management)
1 Rare	1 Low	2 Low	3 Low	4 Moderate	5 Moderate			

LIKELIHOOD — HOW PROBABLE IS IT THAT THE HAZARD CAUSES HARM?

Rating	Descriptor	Plain meaning	Indicative frequency	Indicative chance
5	Almost certain	Expected to occur in most circumstances; has happened here before.	Several times a year on this type of work	>90%
4	Likely	Will probably occur at some point.	About once a year	60–90%
3	Possible	Might occur occasionally.	Once every few years	30–60%
2	Unlikely	Could occur but is not expected.	Once in 5–10 years	5–30%
1	Rare	Only in exceptional circumstances.	Less than once in 10 years	<5%

CONSEQUENCE — HOW SEVERE IS THE HARM IF IT OCCURS?

Rating	Descriptor	People & safety	Environment	Asset & financial	Legal & reputation
5	Catastrophic	Fatality or permanent total disability (one or more people).	Massive, irreversible release; long-term harm beyond site boundary.	Greater than \$1M; major plant destroyed.	Prosecution / licence loss; sustained national attention.
4	Major	Serious injury; lost-time injury needing hospitalisation; permanent partial disability.	Significant release needing outside agency clean-up; notifiable.	\$100k – \$1M loss.	Notifiable incident; regulator involvement; state media.

Rating	Descriptor	People & safety	Environment	Asset & financial	Legal & reputation
3	Moderate	Injury needing medical treatment by a doctor; restricted duties.	On-site release contained with site resources; reportable.	\$10k – \$100k loss.	Reportable; improvement / warning notice; local attention.
2	Minor	First-aid injury; no lost time.	Minor spill contained and cleaned immediately.	\$1k – \$10k loss.	Internal report only.
1	Insignificant	No injury or negligible effect.	No measurable environmental effect.	Less than \$1k.	No legal or reputational issue.

HIERARCHY OF CONTROLS — ALWAYS CHOOSE FROM THE TOP DOWN; PPE IS THE LAST LINE OF DEFENCE

#	Control level	Reliability	Examples
1	Elimination	Most effective	Remove the task entirely; pre-fabricate offsite so there is no work at height.
2	Substitution		Swap a hazardous chemical for a safer one; use smaller / lower-energy plant.
3	Engineering		Guarding, exclusion zones, barricading, ROPS/FOPS, isolation & lock-out, dust suppression.
4	Administrative		Procedures & permits, training & competency, spotters, traffic management, rotation, signage.
5	PPE	Least effective — last line	Hard hat, hearing & respiratory protection, hi-vis clothing, gloves, eye protection.