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# Works WHS Risk Assessment

Guidance in the facilitation of the Works WHS Risk Assessment



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## Introduction

The Works WHS Risk Assessment is a mandatory requirement of Specification 203 to form the Project WHS Risk Register and the Emergency Management Plan, which uses a qualitative risk based methodology in alignment with the Transport Portfolio's Risk Reference Tables. This presentation provides guidance in the planning, development and facilitation of the risk assessment which is subject to suitability audit assessment. This presentation is broken down into three sections:

**Part A - Planning and Preparation** - Provides context to planning for the Works WHS Risk Assessment.

**Part B -Completion of the Works WHS Risk Assessment** - Provides instruction in the completion of the Works WHS Risk Assessment prior to the facilitated workshop.

**Part C - Facilitation and Submission of the Works WHS Risk Assessment** – Provides information and guidance to the Contractor on the requirements for the facilitation of the Works WHS Risk Assessment.

This presentation has been created to guide the facilitator and participants through the qualitative risk assessment process and to reduce volume by consolidating hazard scenarios. In addition, the risk assessment combines the assessment of safe design (phases of construction) emergency response and first aid/medical treatment mitigative controls based on the scenario impact(s) to achieve further consolidation. This eliminates the need for a stand alone emergency management and first aid risk assessment for the development of the Emergency Management Plan.







## Part A: Planning for the Works WHS Risk Assessment Workshop





## Scope of the Works WHS Risk Assessment

The Contractor, in consultation with the Principal (Main Roads) must determine and document the scope of the risk assessment. This may include, but is not be limited to:

- The scope and boundaries of the assessment (what's in / what's out);
- The phases of construction for delivery of works under the Contract;
- Identification of key stakeholders and participants and their associated roles and responsibilities;
- Identification and review of relevant information required; and
- Any legal and other requirements which needs to be considered.

The facilitation of the Works WHS Risk Assessment must also give specific consideration to:

- The strategic context of the Principal with consideration to the operational, political, cultural and stakeholders impacts (internal and external);
- The goals and objectives of the Principal and the Contractor in the delivery of works under the Contract;
- The risk assessment team's capabilities (i.e. skills, knowledge, experience and resources)



## Review of Relevant Information in Association with the Works

Prior to and during the risk assessment facilitated by the Contractor, relevant information in relation to the scope of work and the risks associated with the construction plan must be available to the workshop attendees for reference. This may include, but may not be limited to:

- The Safe Design Report (to be included in the WHS Works Risk Assessment);
- The Construction Plan for delivery of the work;
- Existing project risk registers or previous risk assessments conducted for similar Works;
- Existing procedures, SWMS, JSAs, Safe Work Instructions or similar;
- Incident and hazard reports and their associated actions;
- Previous compliance audit findings, monitoring results (occupational hygiene), inspections and associated actions;
- Feedback from the Main Roads and subcontractors on previous projects and Regulatory authorities (e.g. Worksafe WA)
- New or modified activities, processes, products and services;
- Lesson's learned from other projects and project close out reports; and
- Shared learnings from the Main Roads and other Regulatory bodies (e.g. banner alert notification)



## Part B: Populating the Works WHS Risk Assessment Template





## Pre-population of the Works WHS Risk Assessment

Main Roads allows Contractor to pre-populate the Works WHS Risk Assessment prior to the facilitation/review of the Works WHS Risk Assessment which forms the Project Risk Register as per specification requirements.

### Pre-population Requirements

The pre-population of the Works WHS Risk Assessment must be done in accordance with **Part B** of this facilitation guide where all instructions must be followed. As the development of the hazard scenario's is a critical element in the risk assessment process, there have been a number of sample hazard scenario's created to assist the facilitation and participants in the risk assessment. This is intended to be used as a guide for the Contractor which is located in Section 7 of the Works WHS Risk Assessment Template.

In addition, contained in Section 8 of the Works WHS Risk Assessment Template is a sample of full scenario line items. This has been included to provide the Contractor with a sample of the expected quality for each hazard scenario developed.





## Works WHS Risk Assessment Template (excel)

All risk assessments must use the Main Roads Works WHS Risk Assessment Template available on the Main Roads external web page: [Works WHS Risk Assessment Template](#). All **green** (tab) worksheets must be completed. Additional worksheets in **blue** provide supporting information to assist the risk assessment facilitator and participants.

**Contents:** Table of contents page for the information contained within the spreadsheet.

**0. Facilitation Guide:** Simple guidance in the facilitation of the Works WHS Risk Assessment

**1. Context, Scope and Participants:** Information regarding the context, scope of work and attendees participating in the risk assessment workshop.

**2. Hazard type and sub-type:** Identified hazard based on their type and sub type. Additional hazards can be added not identified by the Principal.

**3. Potential Impact:** Potential health and safety impacts from the hazard scenario description.

**4. Risk Controls – EM & FA:** List of generic emergency response and first aid / medical treatment mitigative controls.

**5. Risk Reference Table:** Transport Portfolio Risk Reference table with the consequence and likelihood descriptors for the qualitative assessment.

**6. Risk Assessment Worksheet:** The Works WHS Risk Assessment worksheet which forms the project risk register for all health and safety risks associated with the Works.

**7. Hazard Scenario Samples:** Guidance in the construction of hazard scenario's based on the hazard types and sub-types.

**8. Line Item Samples:** Line items samples with all elements of the risk assessment process. (includes, impact assessment, risk ranking, preventative controls and mitigative controls.

**9. Additional Notes:** An additional worksheet for notes specific to the risk assessment.



## Works WHS Risk Assessment Worksheet

The primary worksheet to be completed is worksheet 6 “Risk Assessment Worksheet” and worksheet 1 “Context, Scope and Participants”. A number of the columns in the main risk assessment worksheet have tabs (red) which provide a quick reference guide to the facilitator and participants. A summary of the risk assessment worksheet columns is as follows:

**Column A:** Risk ID – Reference number for the hazard scenario

**Column B:** Hazard Type – Overarching hazard group

**Column C:** Hazard Sub-type – Hazard type within the hazard group

**Column D:** Additional Hazards – Not listed in the hazard type and sub-type list

**Column E:** Scenario Description – Scenario from the identified hazard

**Column F:** Phases of Construction – In alignment with the construction plan

**Column G:** Impact - Maximum reasonable impact

**Column H:** Inherent consequence – Maximum reasonable consequence

**Column I:** Inherent likelihood – Inherent likelihood

**Column J:** Risk rating - based on consequence x likelihood

**Column K:** Ranking – 1-25 based on the Transport Portfolio Risk Table

**Column L:** Risk Control Measures – Preventative controls

**Column M:** Emergency Response Controls – Mitigative control measures

**Column N:** First Aid and Medical Treatment Controls – Mitigative controls measures

**Column O:** Risk Controls Specific – Additional mitigative controls measures

**Column P:** Consequence – As specified in column H

**Column Q:** Likelihood – Based on the implementation of control measures

**Column R:** Risk rating - Based on consequence x likelihood

**Column S:** Ranking – 1-25 based on the Transport Portfolio Risk Table

**Column T:** Risk Reduction Actions – Reduction of the residual risk

**Column U:** By Whom – Responsible action implementer

**Column V:** By When – Date of action completion

**Column W:** Consequence – As specified in column H

**Column X:** Likelihood – Based on the implementation of risk reduction action

**Column Y:** Risk rating - Based on consequence x likelihood

**Column Z:** Ranking – 1-25 based on the Transport Portfolio Risk Table

## Multi Select Drop Down Tools

The Works WHS Risk Assessment has a number of multi-selection cells which have been created to assist the facilitator and scribe. The multi select boxes are represented in the figures below and visually represented in the worksheets (blue tabs) which can be printed for workshop participants. These selection tools are as follows:

- **Column B & C** - Selection of the overarching hazard type and the hazard sub-type. Column D is a self population cell where the hazard has not been listed by the Principal.
- **Column E** – This is based on population of the phases of construction (worksheet 1) then selected in the main template where the hazard scenario is present.
- **Column G** – Selection of the maximum “reasonable” impact(s) based off the hazard scenario.
- **Column M** – Selection of mitigative emergency management and response controls.
- **Column N** – Selection of mitigative first aid / medical treatment controls. Mitigative controls not listed in columns M and N can be recorded (free text) in column O.

Select required list items

Please select items for:  
**Phase of Construction**

- Survey and Mapping
- Service Location
- Vegetation Clearance
- Earthworks
- Culverts, Drainage and Curbing
- Final Trim Grading

OK Cancel

Select required list items

Please select items for:  
**Potential Impact**

- Abrasions
- Acute Poisoning and Toxic Effects
- Lacerations
- Concussion
- Amputation
- Asphyxiation
- Blindness
- Burns
- Cardiac arrest
- Crushing / internal injuries
- Drowning
- Electric shock
- Electrocutation
- Engulfment
- Entrapment
- Fatality
- Inhalation (acute)
- Inhalation (chronic)
- Injections / needle stick

OK Cancel

Select required list items

Please select items for:  
**Emergency Management and Response**

- Trauma Support
- Self Contained Breathing Apparatus (SCBA)
- Rescue Training
- Evacuation (alert systems)
- Cyclone Rated Buildings and Structures
- BOM - models and forecasts
- Electrical rescue kit
- Confined space rescue training
- Height rescue training (suspension trauma)
- Rope rescue training
- EWP rescue training
- Fire response and rescue training
- First responder rescue training
- Trench excavation rescue training
- Urban search and rescue training
- Remote search and rescue training
- Aquatic rescue training
- Floodwater recover and rescue training
- Hazmat rescue training

OK Cancel

Select required list items

Please select items for:  
**First Aid And Medical Treatment**

- General First Aid Medical Kit
- First Aid and Medical Treatment Training
- Trauma medical kit
- Burns treatment kit
- Automated External Defibrillator (AED)
- Spinal Brace (applied by trained and competent worker)
- Ambulance Service (000 paramedic)
- Oxygen Bottle
- Royal Flying Doctor Service (RFDS) - Remote location
- Hospital facility (emergency and general)
- Emergency Eye Wash Stations / Showers
- Emergency Eye Wash (saline solution)
- Resuscitators (hand applicators)
- Ice Vests
- Spineboard
- Stretcher or bridle
- Provide first aid training
- Apply advanced first aid training

OK Cancel

## Step 1 – Hazard Identification

A	B	C	D	E	F	G
Risk ID	Hazard Type Hazard Group	Hazard Sub-Type Identified Hazard	Additional Hazards Not ID'd in Worksheet 2	Phase of Construction	Scenario Description Describe the scenario from the identified hazard	Impact (Maximum reasonable impact)
1.01						

**Step 1.1** – Select the applicable hazard type which is an overarching group type (column B);

**Step 1.2** – Select the appropriate hazard sub-type within that group (column C).

**Step 1.3** – Where a hazard identified in the scope of works is not listed in columns B or C, then populate in column D which is a free text writing cell.

### Authors Note:

The hazard type and sub-type are macro cells which are based on the list in worksheet 2 of the Works WHS Risk Assessment template. This can be printed off to assist the facilitator and participants in the risk assessment workshop. The hazard identification process is based off a thorough understanding of work under the Contract.

## Step 2 – Phase of Construction

A	B	C	D	E	F	G
Risk ID	Hazard Type Hazard Group	Hazard Sub-Type Identified Hazard	Additional Hazards Not ID'd in Worksheet 2	Phase of Construction	Scenario Description Describe the scenario from the identified hazard	Impact (Maximum reasonable impact)
1.01						

**Step 2.1** – In worksheet 1 (context, scope and participants) of the main template, list in sequential order each discreet phase of work in alignment to the construction plan. When each work phase has been added it will add to the multi selection box in column E of the risk assessment template.

**Step 2.2** – Click the empty cell in column E for the risk scenario line item and select all phases of construction which relate to the hazard type.

**Step 2.3** – Once selected click ok and the cell will populate with all phases selected.

### Authors Note:

During construction each phase of delivery can be filtered from column E. It provides the following benefits to the Project Team and Safety Professionals:

- OHS risks are anticipated in advance of the next construction phase before they arise on site;
- Appropriate controls for health and safety risks are resourced prior to commencement of the next phase of construction; and
- Minimises any potential delays in the delivery of the construction plan.





## Step 3 – Scenario Description

A	B	C	D	E	F	G
Risk ID	Hazard Type Hazard Group	Hazard Sub-Type Identified Hazard	Additional Hazards Not ID'd in Worksheet 2	Phase of Construction	Scenario Description Describe the scenario from the identified hazard	Impact (Maximum reasonable impact)
1.01						

**Step 3.1** – Based on the selected hazard type and sub-type, add in the scenario description for the identified hazard (column F). The scenario description must be specific to the hazards and where grouping of similar scenarios can be applied (refer author's note) closed brackets must be used for the source of the hazard scenario e.g. Potential of worker falling from height (boom type elevated work platform >11m, boom type elevated work platform <11m, scissor lift and truck mounted cherry picker).

### Authors Note:

The scenario description is the most critical element of the risk assessment process as it forms the foundation for accurate assessment of the impact(s), consequence and applicable control measures (preventative / mitigative). To reduce the size of the risk assessment, hazard scenarios can be grouped into the same line item where the hazard scenario is similar in nature, has the same risk rating and is likely to have similar (not exact) controls to prevent the hazard scenario from occurring. All hazard scenarios must be rationalised to reduce the size of the risk assessment. Where grouping occurs and there are additional controls for hazard scenarios similar in nature, these can be separated out in the control column within the line item. This will be discussed in step 5 risk controls measures. The intention of the works risk assessment is to identify all potential hazard sources associated with the works and not creating a large number of line items for hazard scenarios similar in nature.



## Step 4 – Hazard Scenario Impact

A	B	C	D	E	F	G
Risk ID	Hazard Type Hazard Group	Hazard Sub-Type Identified Hazard	Additional Hazards Not ID'd in Worksheet 2	Phase of Construction	Scenario Description Describe the scenario from the identified hazard	Impact (Maximum reasonable impact)
1.01						

**Step 4.1** – Select the maximum reasonable impact (column G). The impact cell has a selection of potential health and safety impacts to workers. Click on the cell which will bring up a selection box. Tick the applicable impacts then save. This is a multi-select macro so more than one impact can be selected.

### Authors Note:

Worksheet 3 ([blue tab](#)) has a quick reference guide for workshop attendees of the health and safety impacts. Based on the hazard scenario for the identified hazard, identify the "maximum reasonable" health and safety impacts to workers. The impact assessment is based on the expected outcomes if the hazard scenario eventuated. The impact assessment allows for more precise identification of the emergency response and first aid mitigative controls which will form the foundation of the Emergency Management Plan.

## Step 5 – Ranking of Inherent Risk

H				I	J	K	L	M	N
Inherent Risk Rating							Risk Control Measures	Risk Controls (Emergency Response Specific)	Risk Controls (First Aid and Medical Specific)
Consequence	Likelihood	Risk Rating	Rank (1-25)				(Risk control measures to control the impact of the hazard, SFAIRP)	(Emergency Management and Response - Mitigative)	(First Aid and Medical Treatment - Mitigative)

**Step 5.1** – Select the consequence, which is the “maximum reasonable” consequence of the impact based on the hazard scenario (column H).

**Step 5.2** – Select the likelihood of the hazard scenario occurring (column H)

When columns H and I are populated columns J and K will automatically populate with the risk rating based on the Transport Portfolio Risk Reference Table.

### Authors Note:

To aid in the evaluation process, refer to the Transport Portfolio Risk Reference Table in worksheet 5 of the risk assessment template. The inherent risk is an assessment of the consequence of the impact(s) and likelihood without controls being implemented. This level of assessment may consider existing controls which are innate or permanent attributes such as the controls inherent in equipment design. The consequence established for the inherent risk must be maintained for further assessment, "residual risk" and "revised residual risk", meaning, the consequence remains fixed. Only the likelihood based on controls can be changed to provide variability to the final risk rating. Fixing consequence allows for credible failure of controls. Consequence can only be changed where the identified hazard is substituted or eliminated.

## Step 6 – Risk Control Measures

H	I	J	K	L	M	N	O
Inherent Risk Rating				Risk Control Measures (Risk control measures to control the impact of the hazard, SFAIRP)	Risk Controls (Emergency Response Specific) (Emergency Management and Response - Mitigative)	Risk Controls (First Aid and Medical Specific) (First Aid and Medical Treatment - Mitigative)	Risk Controls (Specific) (additional emergency or first aid mitigative controls)
Consequence	Likelihood	Risk Rating	Rank (1-25)				

**Step 6.1** - In alignment with the operational procedures from your certified management system, list the preventative risk control measures which you will use to prevent the impact(s) from the hazard scenario occurring. In addition, where the hazard scenario based on the hazard sub-type is a high risk work activity or principal identified hazard, detail in the control column the Principal's Minimum WHS Control Standard which applies (e.g. MCS 1 – Working at Height).

### Authors Note:

As detailed in step 2, where a hazard scenario's is of a similar nature, such as the example provided in Step 2: [Potential of worker falling from height (boom type elevated work platform >11m, boom type elevated work platform <11m, scissor lift and truck mounted cherry picker)] document all the fall from height controls. Where specific controls apply over and above the other hazard sources e.g. high risk work license for boom type elevated work platform > 11m, these can be contained within the same control box (column K) for the hazard scenario. The intention is to rationalize and consolidate the risk scenarios and focus on all potential hazard sources for the work being undertaken.

Additional Note: On worksheet 2 of the template (hazard type and sub-type) obvious minimum control standards have been marked in (red). Dependant on the scenario based on the hazard sub-type, other minimum controls standards will apply. For example, pedestrian hazards may relate to traffic management, mobile plant, cranes or pre-cast tilt panels.



## Step 7 – Risk Control Measures (Mitigative Emergency and First Aid)

H				I				J				K				L				M				N				O			
Inherent Risk Rating				Risk Control Measures				Risk Controls (Emergency Response Specific)				Risk Controls (First Aid and Medical Specific)				Risk Controls (Specific)															
Consequence	Likelihood	Risk Rating	Rank (1-25)	(Risk control measures to control the impact of the hazard, SFAIRP)				(Emergency Management and Response - Mitigative)				(First Aid and Medical Treatment - Mitigative)				(additional emergency or first aid mitigative controls)															

**Step 7.1** – Select the emergency response risk controls based on the maximum reasonable impact of the hazard scenario description (column M).

**Step 7.2** – Select the first aid and medical treatment risk controls (mitigative) based on the maximum reasonable impact of the hazard scenario description (column N).

Click on the cells in columns L and M and a selection box will appear, select all applicable then save. This is a multi selection macro so more than one control can be selected.

**Step 7.3** – Where emergency response and first aid / medical treatment mitigative controls are not listed. Additional controls can be added to the free text writing box (column O).

### Authors Note:

Worksheet 4 ([blue tab](#)) has a quick reference guide for workshop attendees of the emergency response and first aid / medical treatment mitigative controls. The emergency response and first aid / medical treatment controls based on the impact(s) from the hazards scenario will provided the foundation of the Emergency Management Plan. The controls selected in these columns (columns M, N and O) must have trained and competent workers where these mitigative controls are required for use.



## Step 8 – Rank Residual Risk

P	Q	R	S	T	U	V	W	X	Y	Z
Residual Risk Rating				Risk Reduction Action (Improve existing control)	By Whom (Responsible Person)	By When (Date for Completion)	Revised Residual Risk Rating			
Consequence	Likelihood	Risk Rating	Rank (1-25)				Consequence	Likelihood	Risk Rating	Rank (1-25)

**Step 8.1** – Select the consequence, which is the “maximum reasonable” consequence which is the same consequence in column H (consequence of inherent risk)

**Step 8.2** – Select the likelihood of the hazard scenario occurring based on the implementation of control measures listed in column L.

When columns P and Q are populated columns R and S will automatically populate with the risk rating based on the Transport Portfolio Risk Reference Table.

### Authors Note:

The residual risk ranking is the assessment of the likelihood of the hazard scenario impact occurring based on the application of control measures. The consequence of the inherent risk must be maintained (the same) for each hazard scenario. As previously mentioned consequence is fixed, to allow for the realistic and credible failure of controls, unless the identified hazard is substituted or eliminated from the scenario.

## Step 9 – Risk Reduction Action

P	Q	R	S	T	U	V	W	X	Y	Z
Residual Risk Rating				Risk Reduction Action (Improve existing control)	By Whom (Responsible Person)	By When (Date for Completion)	Revised Residual Risk Rating			
Consequence	Likelihood	Risk Rating	Rank (1-25)				Consequence	Likelihood	Risk Rating	Rank (1-25)

**Step 9.1** – Add in risk reduction actions to reduce the residual risk (column T).

**Step 9.2** – Select the responsible person to complete the risk reduction action (column U); and

**Step 9.3** – The date for completion (column V).

### Authors Note:

Where the risk assessment team has identified controls which are not currently part of their safe system of work, these control measures, systems or processes can be added as a risk reduction action and once implemented will reduce the risk ranking "revised residual risk". An example may be a risk assessment participant recommending a control put in place by another organisation which has a proven level of risk reduction for a specific risk scenario.

## Step 10 – Revise Ranking of Residual Risk

P	Q	R	S	T	U	V	W	X	Y	Z
Residual Risk Rating				Risk Reduction Action (Improve existing control)	By Whom (Responsible Person)	By When (Date for Completion)	Revised Residual Risk Rating			
Consequence	Likelihood	Risk Rating	Rank (1-25)				Consequence	Likelihood	Risk Rating	Rank (1-25)

**Step 10.1** – Select the consequence (column W), which is the “maximum reasonable” consequence selected in column G (consequence of inherent risk)

**Step 10.2** – Select the likelihood which can be revised from the residual risk ranking (column X).

When columns W and X are populated columns Y and Z will automatically populate with the risk rating based on the Transport Portfolio Risk Reference Table.

### Authors Note:

If implementation of a corrective action can reduce the residual risk even further and the improvement action will be implemented, the residual risk rating can be revised. The risk reduction action must be tracked to verify implementation.



# Part C: Facilitating the Works WHS Risk Assessment Workshop





## **Purpose and intent of the Facilitated Works WHS Risk Assessment**

In relation to Section 14 and 272 of the WHS Act 2020, Main Roads understands its obligations in relation to works or services procured under a contract. As such, Main Roads will consult and communicate with the Contractor and do what is “reasonably practicable” within its capacity, to inform the Contractor of the hazards and risk associated with the works or services under the contract.

The intent of the Works WHS Risk Assessment is to collaborate with for Main Roads to provide any information, learned knowledge or subject matter expertise on the hazards and risks in relation to the scope of work the Contractor may encounter for the prevention of injury or illness to all workers engaged to perform work under the contract.





## Mandatory Requirements in the Facilitated Review of the Works WHS Risk Assessment

As an aid, Main Roads allows the Contractor to pre-populate the Works WHS Risk Assessment Template prior to the Contractor facilitated workshop (Part B). This allows for a more focused review in the risk assessment workshop to have a more discussion based approach to the hazard and risk associated with the works.

The following mandatory requirements **must** be completed in the facilitated workshop conducted by the Contractor:

- All consequences with a rating of **Major** or **Catastrophic**; and
- Any hazard scenario's Main Roads wishes to review based off recent incidents or specific hazards in relation to the works; and
- There must be cross-sectional attendance in the Works WHS Risk Assessment detailed in the following slide.

In addition, the Contractor must review the hazard type and sub-type list with the workshop attendees, to identify and facilitate discussion of any additional hazard scenario's identified by the workshop attendees. Where additional hazard scenario's have been identified the Contractor **must** complete the whole line item in the Works WHS Risk Assessment Template with workshop attendees where the consequence rating is **Major** or **Catastrophic**.

**Note:** Upon submission of the Works WHS Risk Assessment (HOLD POINT) any addition hazard scenarios below a major or catastrophic consequence will be reviewed during the suitability audit assessment.



## Participation in the Works WHS Risk Assessment

As the Works WHS Risk Assessment is the principal document for the safe delivery of the works, the participants required in the Works WHS Risk Assessment must include, but is not limited to:

- A Safety Professional experienced in the facilitation of qualitative risk assessments;
- A scribe to support the Safety Professional in documenting the risk assessment into the Principal's Works WHS Risk Assessment template (optional);
- The Principal's Project Manager, Regional SHW Advisor and optional attendance of the Principal's project management team;
- Representative of the Contractor, including the Project Manager, Works Manager and optional attendance of supervisory personnel;
- Key sub-contractors who will be appointed by the Contractor in delivery of the works (where applicable); and
- Any additional stakeholders who can contribute and provide value to the risk assessment.



## Roles and Responsibilities

The Works WHS Risk Assessment is a formal, team-based qualitative risk assessment process which provides an efficient and effective method in identifying and analysing health and safety risks. The roles and responsibilities of the risk assessment team are as follows:

### Facilitator

- Define the scope and boundaries in consultation with the Principal and Contractor;
- Establish the ground rules of the risk assessment workshop;
- Facilitate the workshop by controlling time management;
- Provide print outs to aid the risk assessment attendees (e.g. risk reference tables, health and safety impacts and hazard type and sub-type list).

### Participants

- The risk assessment participants must be representative and knowledgeable in the Works delivered under the contract;
- The participants must familiarise themselves with the scope of work, construction plan and associated materials in advance of the risk workshop
- Commit to the time or duration required; and
- Follow the instructions of the risk assessment facilitator.



## Submission of the Works WHS Risk Assessment

The Works WHS Risk Assessment is a scheduled **HOLD POINT** and identifiable record under Specification 203. The submission of this document is subject to suitability audit assessment in conjunction with the other identifiable records for work under the Contract, which includes:

- WHS Management Plan;
- Emergency Management Plan;
- Asbestos Management Plan (where applicable); and
- Safe Design Report (where applicable).

If any further information or guidance is required in the development of the Works WHS Risk Assessment, please contact the Main Roads Safety Advisor within your Region or the Main Roads Corporate Safety Health and Wellbeing Team.



**Thank You**