

Form ID	Owner	Evidence location	Complete when
05.2	Project Manager	Breadcrumb / project file	Before work starts and when conditions change

Use: Assess project hazards, controls, responsibilities and review triggers.

Details	
Site address:	
Date:	
Scope of work:	

Hazards identified — tick the hazard, record the risk rating (use the matrix below) and circle the control measure(s).

Hazard	✓	Risk rating	Control measure (circle)
Heights (falls)			Work on ground level, platforms, EWP, harnesses, barricades, abseiling, other.
Falling objects			Hard hats, cover holes with metal/timber plates, footers on scaffolding, other.
Hazardous manual tasks			Rotate job task, mechanical lifting devices, trolleys, other.
Site housekeeping			Electrical cords to one side, materials stored correctly, clean site, other.
Hazardous substances (e.g. lead, asbestos, solvents)			Bunding, SDS on site, spill kit, water suppression, PPE, follow SWMS procedure, other.
Electricity (working in/around live services), arc flash			Tiger tails, isolate power, test and tag equipment, check power cords and outlets, other.
Airborne contaminants (dust / silica exposure)			Dust suppression, dust mask, ventilated area, goggles or safety glasses.
Noise / vibration			Ear protection, gloves, equipment checks.
Moving plant / traffic / vehicles			Hi-vis vest, signage, physical barriers, pre-start checks, spotters, other.

Hazard	✓	Risk rating	Control measure (circle)
Hot work			Welding PPE, ventilated area, remove flammable/combustible materials, other.
Service located (electricity, gas, water, DBYD)			Isolate service, mark services, lock out/tag out all services, other.
Multiple workers / contractors			Signage, physical barriers, communication, other.
Access and egress to site			Fall protection equipment, remove obstructions, secure ladder, other.
Proximity to public / pedestrians			Signage, physical barriers, alternative access for public, other.
Access to fire services			Fire extinguisher, fire blankets, hoses, other.
Storage (materials, paints, waste disposal etc.)			Barricades, signage, tape, exclusion zone, cones, other.
Demolition works			PPE, barricades, signage, props, inspection of equipment, other.
Site security			Fencing, signage, cones, barricades, other.
Other:			

Risk matrix

Consequence	Unlikely (1)	Possible (2)	Almost Certain (3)
Major (3)	Medium (3)	High (6)	High (9)
Moderate (2)	Low (2)	Medium (4)	High (6)
Minor (1)	Low (1)	Low (2)	Medium (3)

PPE required

☐ Dust mask/respirator
 ☐ Hearing protection
 ☐ Hard hats
 ☐ Eye protection
 ☐ Safety boots
 ☐ Sunscreen
 ☐ Hand protection
 ☐ Safety vest
 ☐ Other: _____

Plant / equipment required

Item	Yes	No
Ladder	☐	☐
Mobile plant	☐	☐

Item	Yes	No
Hand tools	☐	☐
Power tools	☐	☐
Harness / lanyard	☐	☐
Other:	☐	☐

Sign-off	
Have all necessary SWMS and SWI been developed for this project?	☐ Yes ☐ No
Can you undertake work safely?	☐ Yes ☐ No — do not commence work
Safety notes:	
Completed by:	
Position:	
Signed:	
Date:	