

Immediate Workspace	N/A	Yes	No
Is the area clear of obstructions?			
Will the area be clear of potential traffic/plant movements during the task?			
Is access sufficient for all equipment and personnel?			
Are there any overhead hazards that will interfere?			
Is the area free of buried hazards?			
Are any exposed services adequately protected?			
Are there any obstructions caused by others that might interfere with what you are going to do?			
Is the area free from contamination?			
Do you require permits to work? If so do you have them for the duration of the planned task?			
Are evacuation / alarm procedures known by all - in case of emergency?			
Do you have the right tools to do the job?			
Do those conducting the task have the right training to do the job safely?			
Is machinery / plant / scaffolding tagged as safe and available for use?			
Can waste be disposed of safely?			
Is there adequate light, ventilation and heating?			
Is there a risk of being struck by falling / moving objects?			
Are flammable materials and gas cylinders stored properly away from other risks to ignition?			
Where Risks (no ✓) are identified how will these be prevented?			

Slips, Trips & Falls	N/A	Yes	No
If at height; is it safe to work?			
If below ground; is it safe to work?			
Are you certain that the scaffolding is safe and available for you to use?			
Are you certain that any trenches are safe and available for you to use?			
Do you have appropriate safety tags or permits to allow you to conduct the task?			
Are those that are using restraints trained to use them and do they have suitable anchors and harnesses?			
Is equipment or material likely to be dropped on others?			
Are there slippery surfaces in the work environment? (Also consider tracking mud etc onto an otherwise safe surface).			
Are holes protected and signed so others avoid them?			
Are all edges protected?			
Are ladders to be used during this task?			
If so are they secure so they cannot slip out or to the side?			
Are any safety nets hung correctly and are they secure?			
Where Risks (no ✓) are identified how will these be prevented?			
Please turn over			

Health Matters	N/A	Yes	No
Is manual handling reduced to the absolute minimum?			
Does everyone involved have the correct personal protective equipment and are they using it constantly?			
Are there any hazardous substances involved? If so does everyone understand what the hazards are, how to avoid them and what to do in an emergency?			
Will the work bring you in to contact with electrical currents, compressed air, flying debris or extremes temperatures? If so does everyone understand what the hazards are, how to avoid them and what to do in an emergency?			
Is the area noisy? Have measures been taken to reduce noise exposure?			
<p>Where Risks (no ✓) are identified how will these be prevented?</p>			

Health and Safety

Personal Risk Assessment Checklist

This checklist is for you to ensure that you do not expose yourself or others to unnecessary risks.

Use it whenever you encounter:

- a task that you are not familiar with
- a familiar task in a different situation
- if it has been some time since you undertook a familiar task in this situation.

You should **STOP** what you are doing; **REVIEW** the task against the checklist and only commence **IF YOU** are certain that all the hazards are adequately addressed.

If not it is **YOUR obligation to REPORT** this to your manager.

Tick (✓) appropriate box then complete the box at the bottom of each table

