

TARGETED RISK ASSESSMENT [TRA]



Event / Venue			Type of Work Build/dismantle of Butlers Events Temporary Structures
Area / Location			
Date			
What can go wrong?			Notes
<ul style="list-style-type: none"> Injuries. Collapse. Housekeeping. Dangerous Materials. Electrical. Fire. 	<ul style="list-style-type: none"> Access/Egress. Unsafe work practices. Equipment malfunction. Work design. Plant. 	Working outdoors. Carrying out works requiring continuous attention and focus.	
Risk Treatments			Levels of Control Methods
<ul style="list-style-type: none"> Avoid: Don't do the activity Treat: Reduce by use of controls Accept: If low or if consequences can be tolerated. 			<ul style="list-style-type: none"> Eliminate ← Try to start here Substitute Isolate Reduce by physical controls Reduce by admin warning and rules Use PPE ← Last resort

HAZPAK				
How severely could it hurt someone (employees or public)? or How ill could it make someone?	How likely is it to happen?			
	Very likely	Likely	Unlikely	Very unlikely
Kill or cause permanent disability/ ill health	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention + several days off work	2	3	4	5
First aid needed	3	4	5	6
The numbers show you how important it is to do something:		1. Top priority: Do something immediately 6. Low priority: Do something when possible		
Safety Briefings				
Who checked and instructed or did staff safety briefings?	Name:			
	Signed:		Date:	
Who checked the person responsible for the safety briefings?	Name:			
	Signed:		Date:	

IDENTIFIED RISKS							
Risks	Likelihood (Desc Words)	Severity (Desc Words)	Risk Score	Controls / Treatment What has been done about it?	Who Implements?	Who Checks?	Who was notified? & their signature
1. Scaffold/substructure collapse due to inadequate: ground surface load-bearing capacity.	Unlikely.	Kill/Cause Permanent Disability.	2	Administrative: BE consult with venue and BE-engaged engineers to consider ground surface load-bearing capacity. Document consultation and findings. BE adhere to Australian Standards series related to build of structures. BE crew chief monitor build to ensure that the correct procedures are followed.	Butlers Events (BE).	BE Crew Chief/BH Management/ BH-engaged structural engineers.	
2. Injury from structure falling on workers whilst being installed	Likely.	Medical Attention/ Several Days Off Work.	3	Isolate: BE crew chief use safety tape and isolate and hazardous areas. Administrative: BE assess sequential build and avoid building structural members that may pose a hit hazard. PPE: All workers to wear helmets and high visibility workwear (day and night use rated to Australian Standard) at all times during build and dismantle.	Butlers Events (BE).	BE Crew Chief/BH Management	
3. Worker fall from height associated with: inadequate use of PPE - Personal Protective Equipment (work positioning, ascent/descent);	Likely.	Kill/Cause Permanent Disability.	1	Administrative: BE ensure a trained and competent crew chief oversees all works at height and checks on appropriate use of PPE as well as prohibiting inexperienced workers form working aloft. PPE: All workers to wear helmets at all times during build and dismantle.	Butlers Events (BE).	BE Crew Chief/BH Management	

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4. Slip and fall due to wet surfaces in inclement weather.	Likely.	Medical Attention/ Several Days Off Work.	3	Administrative: BE crew chief to monitor works environment - no works in heavy rain. BE crew chief to apply BE SWMS and cessation of works in case of rain.	Butlers Events (BE).	BE Crew Chief/BH Management	
5. Trip and fall over a tool or other item left on the ground.	Very Likely.	First Aid.	3	Administrative: BE provide training to workers for correct work practices while assembling/disassembling BE structures - SWMS for housekeeping/trip and slip hazards during works. BE consult over SWMS with workforce and document consultation. BE ensure SWMS are sign off by workers and workers have been introduced by the BE Crew Chief to the requirements of the SWMS during mandatory Toolbox Talks before commencement of work on each shift.	Butlers Events (BE).	BE Crew Chief/BH Management	
6. Sunburn, eye damage if working in hot and clear days	Likely.	Medical Attention/ Several Days Off Work.	3	Administrative: BE consult over SWMS with workforce and document consultation. BH ensure SWMS are sign off by workers and workers have been introduced by the BE Crew Chief to the requirements of the SWMS during mandatory Toolbox Talks before commencement of work on each shift. BE consider rostering and duty rotations so that workers exposure is minimised. PPE: All workers to wear occupational high visibility workwear and accessories with adequate UV protection factor. Sunscreen of appropriate rating to be provided by BH by default for every job.	Butlers Events (BE).	BE Crew Chief/BH Management	
7. Cold, hypothermia if working in wet and cold conditions.	Likely.	Medical Attention/ Several Days Off Work.	3	Administrative: BE consult over SWMS with workforce and document consultation. BE ensure SWMS are sign off by workers and workers have been introduced by the BE Crew Chief to the requirements of the SWMS during mandatory Toolbox Talks before commencement of work on each shift. BE consider rostering and duty rotations so that workers exposure is minimised. BE ensure rest areas are provided where workers can have breaks and dry clothes. PPE: All workers to wear occupational high visibility workwear and accessories with adequate water proof/repellent properties and body warmer properties.	Butlers Events (BE).	BE Crew Chief/BE Management	
8. Hearing damage - sudden and high-pitched noise produced by hammering bolts.	Unlikely.	Long Term Illness/ Serious Injury.	3	Administrative: BE consult over SWMS with workforce and document consultation. BE ensure SWMS are sign off by workers and workers have been introduced by the BE Crew Chief to the requirements of the SWMS during mandatory Toolbox Talks before commencement of work on each shift. BE consider rostering and duty rotations so that workers exposure is minimised. PPE: All workers to wear occupational hearing protection.	Butlers Events (BE).	BE Crew Chief/BH Management	

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9. Manual Handling (MH)	Likely.	Long Term Illness/ Serious Injury.	2	Administrative: Butlers to consult over SWMS with workforce and document consultation. Butlers ensure SWMS are sign off by workers and workers have been introduced by the Butlers Crew Chief to the requirements of the SWMS during mandatory Toolbox Talks before commencement of work on each shift. Butlers Crew Chief monitor and ensure that crew work mechanical aids provided, FLT's are used as much as practicable to bring elements closer to where they are needed etc. PPE: All workers to wear helmets, protective footwear and gloves, high visibility workwear (day and night use rated to Australian Standard) at all times during build and dismantle.	Butlers Events (BE).	BE Crew Chief/BH Management	
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CONSULTATION REGISTER:				
Name	Position	Experience / Credentials	Signature	Date
Tony Butler	Managing Director	30 years experience, scaffolder & rigging ticket. Registered Building Practitioner		
Clint Hill	Operations Manager	Experience		
Momtchil (Momo) Vassilev	Risk Manager- Assure Event Safety Consultants	Master Licence: 404776913 ASIAL Member: 003749 RTO: 90024		

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