

Risk Brainstorming Session Worksheet

Project Name: Installation of new Roof sheeting at Lavarack Barracks				
Prepared by: Lucy Muston				
Date: 09/06/2024				
Session Facilitator: Desmond Fremlin				
Title/Position: WH&S Manager				
Participating Group: All Staff				
Location: A. Gabrielli Constructions Office				
Identified Risk	Probability of Occurrence	Potential Impact	Proposed Actions	Identified by Whom?
Structural Integrity Risks	Age and condition of the existing roof structure, quality of previous construction, and potential for hidden structural defects.	Structural failure could result in significant damage to property, potential injuries or fatalities, project delays, and increased costs for repairs or replacements.	• Conduct a comprehensive structural assessment before the start of the project. • Implement necessary repairs or reinforcements to address any identified structural weaknesses. • Engage qualified structural engineers to oversee the installation process and ensure compliance with structural requirements.	Structural Engineer, Project Manager, Roofing Specialist
Weather-related Risks	Seasonal weather patterns, historical weather data for the project location, and the time of year when construction takes place.	Adverse weather conditions could lead to delays in construction, damage to materials, safety hazards for workers, and potential	• Monitor weather forecasts regularly and adjust the construction schedule as needed to avoid working during adverse weather conditions.	Project Manager, Site Supervisor, Weather Forecaster

		disruptions to the project schedule and budget.	• Implement temporary weather protection measures, such as tarps or temporary roofing, to protect the work area from rain or wind. • Provide appropriate personal protective equipment (PPE) to workers to mitigate the risk of weather-related injuries.	
Material Supply Risks	Reliability of suppliers, availability of materials in the market, and potential disruptions in the supply chain.	Material shortages or delays could result in project delays, increased costs due to expedited shipping or alternative sourcing, and potential compromises in quality or safety.	• Diversify suppliers to reduce reliance on a single source and mitigate the risk of material shortages or delays. • Maintain regular communication with suppliers to stay informed of potential supply chain disruptions and proactively address any issues. • Stockpile critical materials in advance to ensure availability during periods of high demand or supply chain disruptions.	Procurement Officer, Project Manager, Contractor
Safety Hazards	Complexity of roofing installation, working at heights, use of heavy machinery and equipment, and compliance with safety protocols.	Safety hazards such as falls, accidents, or injuries could result in worker injuries or fatalities, project shutdowns, legal liabilities, reputational damage, and increased insurance costs.	• Implement a comprehensive safety program that includes regular safety training for workers, hazard identification, and control measures. • Provide appropriate fall protection systems, such as guardrails, safety nets, or personal fall arrest systems, to mitigate the risk of falls from heights. • Conduct regular safety inspections and audits to identify and address potential hazards on the work site.	Safety Officer, Site Supervisor, Workers

Environmental Risks	Environmental sensitivity of the project site, presence of protected habitats or species, and adherence to environmental regulations.	Environmental damage or non-compliance with regulations could result in fines or penalties, project delays, reputational damage, and legal liabilities.	• Develop an environmental management plan that outlines measures to minimise environmental impacts during construction, such as erosion and sediment control, dust suppression, and waste management. • Obtain necessary permits and approvals from regulatory authorities and ensure compliance with environmental regulations throughout the project. • ☐ Implement best practices for environmental stewardship, such as using environmentally friendly materials and minimising disturbance to sensitive habitats	Environmental Specialist, Regulatory Compliance Officer, Project Manager
Regulatory Compliance Risks	Complexity of regulatory requirements, thoroughness of permit applications, and potential for changes in regulations during the project.	Non-compliance with regulations could result in fines, project delays, legal disputes, reputational damage, and potential project shutdowns or restrictions.	• Conduct a thorough review of regulatory requirements and ensure compliance with applicable building codes, safety regulations, and environmental standards. • Establish clear lines of communication with regulatory authorities and seek guidance or clarification on regulatory requirements as needed. • Document compliance efforts and maintain detailed records to demonstrate compliance with regulations in case of audits or inspections.	Regulatory Compliance Officer, Project Manager, Legal Advisor

Stakeholder-related Risks	Stakeholder engagement and communication strategies, level of community involvement, and potential for conflicts of interest.	Stakeholder conflicts or disputes could lead to project delays, increased costs, reputational damage, and potential legal liabilities or regulatory challenges.	• Develop a stakeholder engagement plan that outlines strategies for effective communication and collaboration with project stakeholders. • Establish regular communication channels with stakeholders to keep them informed of project progress, address concerns, and seek feedback. • ☐ Proactively identify and address stakeholder concerns to minimise conflicts and maintain positive relationships throughout the project.	Stakeholder Representative, Project Manager, Community Relations Officer
Schedule Risks	Project complexity, availability of resources, and potential for unforeseen delays or disruptions.	Project delays could result in increased costs, penalties for late completion, reputational damage, and potential disruptions to building operations or other related projects.	• Develop a detailed project schedule with built-in buffers to account for potential delays and mitigate schedule risks. • Monitor project progress closely and implement measures to address any delays or differences from the schedule promptly. • ☐ Communicate with project stakeholders regularly to keep them informed of schedule changes and ensure alignment on project timelines and milestones.	Project Manager, Construction Planner, Site Supervisor