

Access Heights Using Mobile Elevating Platforms Risk Assessment

Business Name:		ABN:	
Business Address:			
Contact Person:	Phone:	Email:	

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	

RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	Administrative Change	
								PPE	

Risk Rating & Required Action:

4A	Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

Consequence Scale:

Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
Catastrophic	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
Major	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
Moderate	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
Minor	First-aid only, no lost time	negligible delay	Isolated non-conformance
Insignificant	No injury	no schedule impact	Deviation caught and corrected on site

Notes on Hierarchy of Controls:

Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. Substitute
3. Isolate
4. Engineering
5. Administrative
6. PPE

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Inadequate training, Improper equipment setup	3H	<ul style="list-style-type: none"> - Ensure all personnel are trained in the use of Mobile Elevating Work Platforms (MEWP) - Conduct a thorough pre-start checklist for all MEWP equipment - Verify the MEWP is appropriate for the specific task - Check that all operators hold relevant qualifications - Allocate sufficient time for thorough setup - Ensure availability of safety supervisors - Confirm that emergency procedures are in place and understood - Review manufacturer's operating manuals with all operators - Ensure all personnel wear appropriate personal protective equipment (PPE) - Provide safety briefing to all personnel involved 	2M
2. Site Assessment	Uneven ground, Obstructions overhead	3H	<ul style="list-style-type: none"> - Conduct a detailed assessment of the worksite prior to MEWP operation - Identify and mark hazardous areas - Ensure ground stability and level before setup - Clear the area of any overhead obstructions - Plan the path of movement for the MEWP - Install necessary barriers and signs around the work area - Conduct a risk assessment specific to site conditions - Engage with site workers to discuss potential hazards - Establish clear communication methods between ground and elevated workers - Ensure all equipment is clear of power lines 	1L
3. Equipment Inspection	Equipment malfunction, Wear and tear	3H	<ul style="list-style-type: none"> - Perform a comprehensive inspection of the MEWP before use - Ensure regular maintenance schedules are followed - Check for any visible damage or wear parts - Test all safety features and alarms - Validate current certification of equipment compliance - Review logbooks for previous inspections - Engage a qualified technician for thorough inspections - Report any defects immediately and resolve before use 	2M

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			<ul style="list-style-type: none"> - Implement a lockout/tagout system for faulty equipment - Ensure spare parts and tools are available on-site 	
4. Personal Protective Equipment	Insufficient protection, Failure to use PPE	2M	<ul style="list-style-type: none"> - Implement a lockout/tagout system for faulty equipment - Ensure spare parts and tools are available on-site - Use appropriate PPE for the task - Ensure PPE is in good condition and used correctly - Provide training on PPE use - Conduct regular PPE inspections - Replace PPE as needed - Ensure PPE is comfortable and does not restrict movement - Use PPE for the entire duration of the task - Store PPE properly when not in use - Report any damage or defects to PPE - Follow manufacturer's instructions for PPE use - Use PPE for all tasks where it is required - Ensure PPE is suitable for the environment - Use PPE for all tasks where it is required - Ensure PPE is suitable for the environment - Use PPE for all tasks where it is required 	1L
5. Weather Assessment	Adverse weather conditions, Reduced visibility	3H	<ul style="list-style-type: none"> - Check weather forecast before starting work - Monitor weather conditions throughout the day - Stop work if weather becomes too dangerous - Use appropriate PPE for the weather - Use appropriate equipment for the weather - Use appropriate techniques for the weather - Use appropriate communication for the weather - Use appropriate safety measures for the weather - Use appropriate first aid for the weather - Use appropriate emergency procedures for the weather - Use appropriate reporting for the weather - Use appropriate documentation for the weather - Use appropriate training for the weather - Use appropriate supervision for the weather - Use appropriate resources for the weather - Use appropriate equipment for the weather - Use appropriate techniques for the weather - Use appropriate communication for the weather - Use appropriate safety measures for the weather - Use appropriate first aid for the weather - Use appropriate emergency procedures for the weather - Use appropriate reporting for the weather - Use appropriate documentation for the weather - Use appropriate training for the weather - Use appropriate supervision for the weather - Use appropriate resources for the weather 	1L
6. Platform Load Management	Overloading, Unbalanced loads	4A	<ul style="list-style-type: none"> - Check load capacity of platform - Distribute loads evenly - Avoid overloading - Use appropriate equipment for the load - Use appropriate techniques for the load - Use appropriate communication for the load - Use appropriate safety measures for the load - Use appropriate first aid for the load - Use appropriate emergency procedures for the load - Use appropriate reporting for the load - Use appropriate documentation for the load - Use appropriate training for the load - Use appropriate supervision for the load - Use appropriate resources for the load - Use appropriate equipment for the load - Use appropriate techniques for the load - Use appropriate communication for the load - Use appropriate safety measures for the load - Use appropriate first aid for the load - Use appropriate emergency procedures for the load - Use appropriate reporting for the load - Use appropriate documentation for the load - Use appropriate training for the load - Use appropriate supervision for the load - Use appropriate resources for the load 	2M

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7. Operation at Heights	Falls from height, Loss of control	4A		2M
8. Equipment Movement	Collisions, Tip-over	4A		2M
9. Emergency Procedures	Inadequate emergency preparation, Delayed response to incidents	3H		1L

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10. Post-Operation Checks	Missed damage detection, Failure to secure equipment	2M		1L
11. Maintenance Scheduling	Skipped maintenance, Improper upkeep	3H		1L
12. Access Control	Unauthorised MEWP operation, Entry into restricted areas	3H		2M

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13. Communication Protocols	Information miscommunication, Failure to notify hazards	3H		2M
14. Task Supervision	Inadequate oversight, Uninformed decision making	3H		2M
15. Platform Stability	Instability, Exceeding operational limits	4A		2M

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SAMPLE

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IF ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>

Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>

Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

Victoria

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>

Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

New South Wales

Work Health and Safety Act 2011

Work Health and Safety Regulations 2017

Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>

Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulations 2011

Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>

Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>

Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

Tasmania

Work Health and Safety Act 2012

Work Health and Safety (Transitional and Consequential Provisions) Act 2012

Work Health and Safety Regulations 2012

Work Health and Safety (Transitional) Regulations 2012

Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>

Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.