

Accessing High Storage Areas Risk Assessment

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

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THE 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:								Notes on Hierarchy of Controls:	
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.						Remember to apply controls in the preferred order shown by the coloured pyramid:	
3H		Review and approve additional controls before task starts. Senior supervisor sign-off needed.						1. Eliminate	
2M		Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.						2. Substitute	
1L		Proceed, following standard operating procedures. Monitor and keep records.						3. Isolate	
Consequence Scale:								4. Engineering	
Consequence	People (injury/illness)		Project / Assets		Compliance / Reputation		5. Administrative		
Catastrophic	Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution		6. PPE		
Major	Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage		Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.		
Moderate	Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment		aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.		
Minor	First-aid only, no lost time		negligible delay		Isolated non-conformance				
Insignificant	No injury		no schedule impact		Deviation caught and corrected on site				

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 planning, Lack of PPE	3H	<ul style="list-style-type: none"> - Communicate the plan to all staff involved - Ensure adequate training for all workers - PPE must be checked and worn according to requirements - Conduct a toolbox talk prior to task - Assign roles and responsibilities clearly - Review storage area layout - Ensure emergency procedures are in place - Confirm communication devices are operational - Check weather conditions for outdoor access - Ensure documents are current and accessible 	2M
2. Inspect Equipment	Faulty equipment, Unsafe equipment	3H	<ul style="list-style-type: none"> - Inspect ladders for damage - Check mechanical lifters for functionality - Ensure weight limits are not exceeded - Verify operator comprehension of equipment - Conduct pre-use equipment checklists - Tag faulty equipment out of use - Provide manufacturer manuals - Initiate equipment test runs before use - Supervise and spot-check during task - Keep maintenance records updated 	1L
3. Secure Area	Obstructions, Pedestrian traffic	3H	<ul style="list-style-type: none"> - Mark the work area with cones or tape - Restrict unauthorised access - Route pedestrian traffic away from area - Display warning signage - Assign a lookout for area monitoring - Use barriers where possible - Schedule work during low-traffic times - Communicate with adjacent workers 	2M

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			<ul style="list-style-type: none"> - Ensure sufficient lighting in the area - Regularly review area security throughout task 	
4. Set Up Ladders	Ladder instability, Incorrect ladder use	3H	<ul style="list-style-type: none"> - Ensure ladders are in good condition and free of damage - Check ladders are set up correctly and on a level surface - Ensure ladders are opened and closed correctly - Ensure ladders are not overextended - Ensure ladders are not used as a step ladder - Ensure ladders are not used as a platform - Ensure ladders are not used as a scaffold - Ensure ladders are not used as a support for equipment - Ensure ladders are not used as a support for materials - Ensure ladders are not used as a support for personnel - Ensure ladders are not used as a support for tools - Ensure ladders are not used as a support for equipment - Ensure ladders are not used as a support for materials - Ensure ladders are not used as a support for personnel - Ensure ladders are not used as a support for tools 	1L
5. Set Up Mechanical Lifts	Mechanical failure, Operator error	4A	<ul style="list-style-type: none"> - Ensure lifts are in good condition and free of damage - Check lifts are set up correctly and on a level surface - Ensure lifts are not overextended - Ensure lifts are not used as a step ladder - Ensure lifts are not used as a platform - Ensure lifts are not used as a scaffold - Ensure lifts are not used as a support for equipment - Ensure lifts are not used as a support for materials - Ensure lifts are not used as a support for personnel - Ensure lifts are not used as a support for tools - Ensure lifts are not used as a support for equipment - Ensure lifts are not used as a support for materials - Ensure lifts are not used as a support for personnel - Ensure lifts are not used as a support for tools 	2M
6. Climbing and Working at Height	Falls, Improper positioning	4A	<ul style="list-style-type: none"> - Ensure workers are trained in climbing and working at height - Ensure workers are wearing appropriate PPE - Ensure workers are using proper climbing techniques - Ensure workers are not overreaching - Ensure workers are not using ladders or lifts incorrectly - Ensure workers are not using equipment incorrectly - Ensure workers are not using materials incorrectly - Ensure workers are not using personnel incorrectly - Ensure workers are not using tools incorrectly - Ensure workers are not using equipment incorrectly - Ensure workers are not using materials incorrectly - Ensure workers are not using personnel incorrectly - Ensure workers are not using tools incorrectly 	2M

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7. Manual Handling of Items	Overexertion, Dropped items	3H		1L
8. Storing Items Safely	Item displacement, Crushing shearing	3H		1L
9. Emergency Procedures	Delayed response, Communication failure	3H		1L

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10. Post-Task Review	Unreported issues, Residual risks	2M		1L
11. Equipment Dismantling	Incorrect dismantling techniques, Injury from tools	3H		1L
12. Site Cleaning and Tidying	Slips and trips, Residual waste hazards	2M		1L

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13. Re-organisation of Resources	Item misplacement, Inaccessible resources	3H		1L
14. Incident Reporting	Incomplete reports, Untimely reporting	2M		1L
15. Review and Update Procedures	Outdated procedures, Lack of communication	3H		1L

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16. Training and Development	Skill gaps, Training fatigue	2M		1L
17. Communication	Miscommunication, Information overload	2M		1L
18. Continuous Improvement	Stagnation, Resistance to change	3H		1L

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19. Documentation	Data loss, Inaccurate record-keeping	3H		1L
20. Collaboration	Siloed operations, Lack of teamwork	2M		1L

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.