

## Act Of Stump Grinding 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			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> 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.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change	
								<b>PPE</b>	
<b>Risk Rating &amp; Required Action:</b>								<b>Notes on Hierarchy of Controls:</b>	
<b>4A</b>		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:	
<b>3H</b>		Review and approve additional controls before task starts. Senior supervisor sign-off needed.						1. <b>Eliminate</b>	
<b>2M</b>		Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.						2. Substitute	
<b>1L</b>		Proceed, following standard operating procedures. Monitor and keep records.						3. Isolate	
<b>Consequence Scale:</b>								4. Engineering	
<b>Consequence</b>	<b>People (injury/illness)</b>		<b>Project / Assets</b>		<b>Compliance / Reputation</b>			5. Administrative	
<b>Catastrophic</b>	Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution			6. PPE	
<b>Major</b>	Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage			Always document <b>why</b> a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment			<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	
<b>Minor</b>	First-aid only, no lost time		negligible delay		Isolated non-conformance				
<b>Insignificant</b>	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	slips and trips, equipment malfunction	3H	<ul style="list-style-type: none"> <li>- Conduct a site inspection to identify any tripping hazards and remove them.</li> <li>- Ensure all stump grinding equipment is checked and maintained before use.</li> <li>- Prepare the work area by marking boundaries and setting up barriers.</li> <li>- Use appropriate PPE such as gloves, safety boots and helmets.</li> <li>- Workers should be trained in the use of equipment.</li> <li>- Establish emergency procedures in case of equipment failure.</li> <li>- Ensure good communication among team members.</li> <li>- Use signage to warn others of the work area.</li> <li>- Review manufacturer's guidelines for the equipment.</li> <li>- Secure any loose cables or wires.</li> </ul>	2M
2. Equipment Setup	electrical shock, equipment tripping	3H	<ul style="list-style-type: none"> <li>- Only use power cords that are in good condition and rated for outdoor use.</li> <li>- Ensure the ground is level where equipment is set up.</li> <li>- Workers must be trained in proper setup procedures.</li> <li>- Check that all guards are in place before operation.</li> <li>- Ensure all connections are secure and double-checked.</li> <li>- Keep the area clear of unnecessary personnel during setup.</li> <li>- Conduct a test run to ensure everything operates correctly.</li> <li>- Use stabilisers or supports where necessary.</li> <li>- Mark setup area with cones or tape.</li> <li>- Maintain a safe distance around the equipment at all times.</li> </ul>	2M
3. Start-Up	noise exposure, starting defects	3H	<ul style="list-style-type: none"> <li>- Conduct a pre-operational inspection of the stump grinder.</li> <li>- Ensure that all safety controls and emergency stop functions are operational.</li> <li>- Wear ear protection due to high noise levels.</li> <li>- Only trained and authorised personnel should start the machine.</li> <li>- Maintain communication with the entire team before starting.</li> <li>- Ensure everyone is at a safe distance during start-up.</li> <li>- Follow the manufacturer's checklist for start-up procedures.</li> <li>- Check for people or obstacles in the immediate vicinity.</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Ensure no leakage of fuel or fluids.</li> <li>- Document any issues that occur during start-up.</li> </ul>	
4. Stump Grinding	flying debris, entanglement	4A	<ul style="list-style-type: none"> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> </ul>	2M
5. Shutdown	equipment overheating, accidental restart	3H	<ul style="list-style-type: none"> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> </ul>	1L
6. Equipment Cleaning	chemical exposure, infection risk	2M	<ul style="list-style-type: none"> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> </ul>	1L

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7. Waste Disposal	manual handling injuries, environmental contamination	2M		1L
8. Emergency Procedures	fire, medical emergencies	3H		1L
9. Final Inspection	unidentified damage, audit non-compliance	2M		1L

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10. Reporting and Review	inadequate reporting, post-operation oversight	2M		1L
11. Maintenance Scheduling	prolonged equipment failure, schedule non-compliance	2M		1L
12. Worker Training	insufficient skill levels, unawareness of risks	3H		1L

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13. PPE Management	PPE failure, incorrect PPE usage	3H		2M
14. Communication Plan	miscommunication, delayed responses	2M		1L
15. Site Security	unauthorised access, theft/vandalism	2M		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	

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>

### 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>

### 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>

### 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.

### 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>

### 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>

### 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