

## Assembling Ladder Racks 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			<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>	
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. <b>Eliminate</b>	
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	
								4. Engineering	
								5. Administrative	
								6. PPE	
<b>Consequence Scale:</b>								Always document <b>why</b> a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
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				
								<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	

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 on wet surfaces, Incorrect lifting techniques	3H	<ul style="list-style-type: none"> <li>- Conduct site inspection to ensure dry surfaces</li> <li>- Use proper footwear with non-slip soles</li> <li>- Provide training on correct lifting techniques</li> <li>- Use team lifting or mechanical aids for heavy equipment</li> <li>- Ensure work area is well-lit</li> <li>- Clearly define work zones with barriers</li> <li>- Display safety signage</li> <li>- Conduct a toolbox talk on the tasks and safety measures</li> <li>- Verify availability of necessary tools and equipment</li> <li>- Ensure all personnel are wearing appropriate PPE</li> </ul>	2M
2. Unloading Equipment	Back strain from lifting, Collision with other workers	3H	<ul style="list-style-type: none"> <li>- Use mechanical aids for unloading heavy equipment</li> <li>- Ensure clear communication among workers during unloading</li> <li>- Maintain safe distance between workers</li> <li>- Conduct manual handling training</li> <li>- Use proper lifting techniques</li> <li>- Assign a team leader to oversee the unloading process</li> <li>- Mark designated unloading areas</li> <li>- Use spotters when reversing vehicles</li> <li>- Enforce no-go zones for unauthorised personnel</li> <li>- Regularly inspect equipment for defects</li> </ul>	2M
3. Transporting Equipment	Trips over uneven surfaces, Equipment falling off trolley	3H	<ul style="list-style-type: none"> <li>- Inspect path for obstacles and uneven surfaces before transport</li> <li>- Use trolleys with safety straps</li> <li>- Train workers on safe trolley handling</li> <li>- Assign two people for each trolley, one to steer and one to monitor</li> <li>- Keep load within trolley capacity limits</li> <li>- Use barricades to separate work areas from walkways</li> <li>- Implement a buddy system</li> <li>- Warn workers verbally of hazards on paths</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Conduct regular equipment checks</li> <li>- Ensure proper illumination along paths</li> </ul>	
4. Positioning Ladder Racks	Musculoskeletal injuries, Falls from standing position	4A	<ul style="list-style-type: none"> <li>- Use proper lifting techniques</li> <li>- Ensure adequate clearance</li> <li>- Use proper footing</li> <li>- Avoid overreaching</li> <li>- Use proper body mechanics</li> <li>- Maintain three points of contact</li> <li>- Use proper hand placement</li> <li>- Avoid sudden movements</li> <li>- Use proper communication</li> <li>- Ensure proper lighting</li> <li>- Use proper equipment</li> </ul>	2M
5. Securing Ladder Racks	Pinch points, Loss of control over tools	3H	<ul style="list-style-type: none"> <li>- Use proper tool placement</li> <li>- Avoid pinch points</li> <li>- Use proper tool selection</li> <li>- Avoid overexertion</li> <li>- Use proper tool handling</li> <li>- Avoid sudden movements</li> <li>- Use proper communication</li> <li>- Ensure proper lighting</li> <li>- Use proper equipment</li> <li>- Avoid distractions</li> <li>- Use proper tool maintenance</li> </ul>	1L
6. Final Inspection	Missed defects in attachments, Inadequate stability assessment	3H	<ul style="list-style-type: none"> <li>- Perform thorough visual inspection</li> <li>- Check for proper attachment</li> <li>- Verify stability</li> <li>- Check for proper labeling</li> <li>- Verify proper storage</li> <li>- Check for proper maintenance</li> <li>- Verify proper documentation</li> <li>- Check for proper communication</li> <li>- Ensure proper lighting</li> <li>- Use proper equipment</li> </ul>	1L

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7. Debrief and Sign Off	Incomplete documentation, Failure to acknowledge unresolved issues	2M		1L
8. Removal of Equipment	Obstructions in exit path, A release of equipment	3H		2M
9. Cleaning Work Area	Exposure to hazardous substances, Slip and trip hazards	3H		1L

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10. Documenting and Reporting	Failure to report incidents, Data entry inaccuracies	2M		1L
11. Reviewing Risk Assessment	Outdated risk controls, Incomplete assessments	3H		2M
12. Training and Communication	Miscommunication, Lack of training	3H		1L

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13. Equipment Maintenance	Equipment malfunction, Ineffective repairs	3H		1L
14. Emergency Procedures	Inadequate emergency response Evacuation route obstructed	4A		2M
15. Continuous Improvement	Oversights in process reviews, Resistance to change	2M		1L

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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.