

## Board Helicopter Transfers 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>	
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 the 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	Inadequate briefing, Faulty equipment	3H	<ul style="list-style-type: none"> <li>- Conduct comprehensive pre-flight safety briefing</li> <li>- Verify all equipment is operational and inspected</li> <li>- Ensure staff have valid qualifications</li> <li>- Confirm weather conditions are suitable</li> <li>- Review emergency procedures with personnel</li> <li>- Implement a communication plan</li> <li>- Inspect landing area conditions</li> <li>- Provide sufficient training for all involved staff</li> <li>- Develop a checklist for pre-flight tasks</li> <li>- Conduct risk assessment prior to activities</li> </ul>	2M
2. Arrival at Helipad	Unauthorized access, Slippery surfaces	2H	<ul style="list-style-type: none"> <li>- Restrict access to the helipad area</li> <li>- Designate a secure waiting area for passengers</li> <li>- Conduct regular inspections for surface conditions</li> <li>- Post warning signs around the helipad</li> <li>- Use anti-slip coatings on the pad surface</li> <li>- Ensure helipad lighting is operational</li> <li>- Monitor weather conditions closely</li> <li>- Schedule regular maintenance of helipad</li> <li>- Train staff on controlling access points</li> <li>- Employ security personnel during operations</li> </ul>	1L
3. Boarding Procedures	Disorderly conduct, Insecure cargo	3H	<ul style="list-style-type: none"> <li>- Assign trained personnel to manage boarding</li> <li>- Secure all cargo properly and verify</li> <li>- Ensure passengers follow boarding instructions</li> <li>- Perform weight and balance calculations</li> <li>- Engage passengers with clear communication</li> <li>- Provide safety equipment for all passengers</li> <li>- Constant supervision during boarding process</li> <li>- Double-check seatbelts and harnesses</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Conduct briefing on emergency equipment</li> <li>- Arrange systematic boarding to prevent overcrowding</li> </ul>	
4. Engine Start-Up	Equipment malfunction, High noise levels	3H	<ul style="list-style-type: none"> <li>- Conduct pre-flight engine inspection</li> <li>- Follow engine start-up procedures</li> <li>- Monitor engine parameters</li> <li>- Report any abnormalities</li> <li>- Use noise reduction techniques</li> <li>- Maintain safe distances</li> <li>- Use hearing protection</li> <li>- Limit engine start-up time</li> <li>- Use engine start-up checklist</li> <li>- Report engine issues</li> <li>- Follow engine start-up procedures</li> <li>- Monitor engine parameters</li> <li>- Report any abnormalities</li> </ul>	1L
5. Take-Off Procedures	Pilot error, Bird strikes	4A	<ul style="list-style-type: none"> <li>- Follow take-off procedures</li> <li>- Monitor engine parameters</li> <li>- Report any abnormalities</li> <li>- Use noise reduction techniques</li> <li>- Maintain safe distances</li> <li>- Use hearing protection</li> <li>- Limit engine start-up time</li> <li>- Use engine start-up checklist</li> <li>- Report engine issues</li> <li>- Follow engine start-up procedures</li> <li>- Monitor engine parameters</li> <li>- Report any abnormalities</li> </ul>	2M
6. In-Flight	Turbulence, Radio communication failure	3H	<ul style="list-style-type: none"> <li>- Follow in-flight procedures</li> <li>- Monitor engine parameters</li> <li>- Report any abnormalities</li> <li>- Use noise reduction techniques</li> <li>- Maintain safe distances</li> <li>- Use hearing protection</li> <li>- Limit engine start-up time</li> <li>- Use engine start-up checklist</li> <li>- Report engine issues</li> <li>- Follow engine start-up procedures</li> <li>- Monitor engine parameters</li> <li>- Report any abnormalities</li> </ul>	2M

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7. Landing Procedures	Obstacle interference, Ground crew miscommunication	3H		1L
8. Disembarking Passengers	Injury during exit, forgotten items	2M		1L
9. Refueling Operations	Fuel spill, Fire hazards	4A		2M

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10. Post-Flight Inspection	Missed equipment failure, Documentation errors	2M		1L
11. Scheduled Maintenance	Overlooked component wear, Insufficient record-keeping	3H		1L
12. Emergency Preparedness	Inadequate plan execution, Lack of updated protocols	4A		2M

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13. Personnel Training	Knowledge gaps, Skill fade	3H		1L
14. Communication Management	Miscommunication, Signal interference	3H		2M
15. Environmental Considerations	Ecosystem disturbance, Compliance violations	3H		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.