

Carry Loaded Barrows And Trolleys 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 the 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:

- Eliminate**
- Substitute
- Isolate
- Engineering
- Administrative
- 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	Slips on wet surfaces, Tripping over obstacles	3H	<ul style="list-style-type: none"> Conduct a pre-task review to ensure area is clear Signpost or highlight wet or uneven areas Wear appropriate footwear with non-slip soles Ensure adequate lighting in the work area Implement a cleaning schedule for spills Train staff on awareness of trip hazards Remove unnecessary obstacles from pathways Use appropriate signage to indicate hazards Regularly inspect area for hazards Implement a slip and trip policy 	2M
2. Loading Barrows/Trolleys	Strains from improper lifting techniques Dropping loads	4H	<ul style="list-style-type: none"> Provide training on proper lifting techniques Use mechanical lifting aids for heavy loads Ensure loads are evenly distributed in barrows and trolleys Maintain clear communication between team members Use team lifting for excessive weights Implement maximum load guidelines Inspect equipment for defects before use Provide personal protective equipment (PPE) Ensure proper posture when lifting Use grip-enhancing gloves 	2M
3. Maneuvering	Collision with personnel or objects, Overturning barrows/trolleys	4A	<ul style="list-style-type: none"> Designate specific pathways for movement Train operators on safe maneuvering techniques Use audible signals or alarms when moving through crowded areas Limit speed of movement to prevent loss of control Regularly inspect pathways for obstacles Secure loads to prevent shifting Use mirrors or spotters at blind corners Schedule movement during quieter times 	2M

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			Install protective barriers where necessary Ensure visibility for operators by avoiding overloading	
4. Inclines/Declines	Runaway barrows/trolleys, Back injuries from pushing or restraining loads	4A	1. Barrows/trolleys must be loaded to capacity. 2. Barrows/trolleys must be loaded evenly. 3. Barrows/trolleys must be loaded by trained personnel. 4. Barrows/trolleys must be loaded in a controlled manner. 5. Barrows/trolleys must be loaded in a safe manner. 6. Barrows/trolleys must be loaded in a secure manner. 7. Barrows/trolleys must be loaded in a stable manner. 8. Barrows/trolleys must be loaded in a balanced manner. 9. Barrows/trolleys must be loaded in a secure manner. 10. Barrows/trolleys must be loaded in a stable manner.	2M
5. Loading/Unloading	Pinching fingers between load and surfaces, Load fall	3H	1. Load must be secured properly. 2. Load must be secured in a controlled manner. 3. Load must be secured in a safe manner. 4. Load must be secured in a secure manner. 5. Load must be secured in a stable manner. 6. Load must be secured in a balanced manner. 7. Load must be secured in a secure manner. 8. Load must be secured in a stable manner. 9. Load must be secured in a balanced manner. 10. Load must be secured in a secure manner.	2M
6. Storage	Falls from trying to reach high storage, Collapsing loads	3H	1. Storage must be secured properly. 2. Storage must be secured in a controlled manner. 3. Storage must be secured in a safe manner. 4. Storage must be secured in a secure manner. 5. Storage must be secured in a stable manner. 6. Storage must be secured in a balanced manner. 7. Storage must be secured in a secure manner. 8. Storage must be secured in a stable manner. 9. Storage must be secured in a balanced manner. 10. Storage must be secured in a secure manner.	2M

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7. Equipment Inspection	Unnoticed wear and tear, Faulty brakes	3H		1L
8. Maintenance	Exposure to hazardous materials, Injury from tools	3H		2M
9. Emergency Procedures	Delayed response to accidents, Panic during emergencies	4A		2M

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10. Training and Competency	Improper equipment usage, Inadequate response to corrective actions	4A		1L
11. Communication	Misunderstanding instructions, Lack hazard awareness	3H		2M
12. Monitoring and Review	Ineffective processes, Undetected changes in risk level	2M		1L

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13. Equipment Selection	Choosing inappropriate equipment, Mismatched capacity to task needs	3H		2M
14. Disposal of Materials	Exposure to waste hazards, Improper waste handling	3H		2M
15. Ergonomics	Muscle strain from repetitive motion, Fatigue from poor posture	3H		2M

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16. Weather Conditions	Heat stress, Slippery surfaces in rain	3H		2M
17. Manual Handling	Back injury from improper lifting, Overexertion	4A		2M
18. Work Conditions	Inadequate task lighting, Excessive noise	3H		2M

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19. Reporting Incidents	Undetected repeat hazards, Delayed corrective actions	4A		1L
20. Post-Task Monitoring	Overlooked safety improvements, Failure to learn from past tasks	3H		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.