

## Conveyors (Overhead Chain) 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 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	Slips from wet surfaces, Incorrect PPE usage	3H	<ul style="list-style-type: none"> <li>- Conduct a pre-start checklist to ensure all safety protocols are in place</li> <li>- Display clear signage about PPE requirements</li> <li>- Provide training on correct PPE usage</li> <li>- Ensure floors are clean and dry</li> <li>- Store PPE in an easily accessible location</li> <li>- Ensure adequate lighting in preparation areas</li> <li>- Implement a scheduled maintenance of facility</li> <li>- Establish emergency protocols</li> <li>- Ensure PPE is appropriate for task</li> <li>- Enforce compliance through supervision</li> </ul>	2M
2. Equipment Inspection	Equipment malfunction, Damaged edges	3H	<ul style="list-style-type: none"> <li>- Use a comprehensive inspection checklist</li> <li>- Train staff on equipment maintenance</li> <li>- Replace worn or damaged parts immediately</li> <li>- Conduct regular safety audits</li> <li>- Maintain a log of all inspections</li> <li>- Ensure guards are in place and functional</li> <li>- Provide appropriate tools for inspection</li> <li>- Wear appropriate gloves during inspection</li> <li>- Keep spare parts readily available</li> <li>- Ensure proper documentation of equipment condition</li> </ul>	1L
3. Start-up Procedure	Unexpected equipment movement, Electrical hazards	4A	<ul style="list-style-type: none"> <li>- Follow a standardised start-up procedure</li> <li>- Ensure all safety switches are operational</li> <li>- Conduct a test run without load</li> <li>- Verify power sources are stable</li> <li>- Lockout/tagout procedures in place for unexpected movements</li> <li>- Inspect electrical connections before start-up</li> <li>- Train staff in start-up protocols</li> <li>- Equip staff with insulated gloves when required</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Provide clear instructions for start-up</li> <li>- Ensure start-up zone is clear of personnel</li> </ul>	
4. Loading Materials	Manual handling injuries, Falling materials	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
5. Monitoring Operation	Operator distraction, Overloading conveyors	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
6. Maintenance	Mechanical failure, Contact with moving parts	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L

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7. Emergency Procedures	Fire, Spillages	4A		2M
8. Unloading Materials	Strains from lifting, ...	3H		2M
9. Shutdown Procedure	Residual energy in system, Inappropriate shutdown sequence	3H		1L

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			<div>1. Establish a safe work area by setting up barriers and signage.</div> <div>2. Use proper lifting techniques to move equipment.</div> <div>3. Wear appropriate PPE, including safety glasses and gloves.</div> <div>4. Ensure all equipment is properly maintained and inspected before use.</div>	
10. Housekeeping	Trips from clutter, Chemical exposure	3H	<div>1. Keep work areas clean and free of clutter.</div> <div>2. Use proper chemical handling procedures, including labeling and MSDS.</div> <div>3. Store chemicals properly in designated areas.</div> <div>4. Dispose of waste properly.</div> <div>5. Use spill kits for any leaks or spills.</div> <div>6. Regularly inspect and maintain equipment.</div> <div>7. Provide training on safe work practices.</div> <div>8. Use proper lifting techniques.</div> <div>9. Wear appropriate PPE.</div>	1L
11. Training and Induction	Knowledge gaps, Inadequate training materials	4A	<div>1. Develop comprehensive training materials.</div> <div>2. Provide hands-on training for all tasks.</div> <div>3. Conduct regular safety meetings and drills.</div> <div>4. Assign experienced workers to mentor new hires.</div> <div>5. Provide ongoing training and updates on safety procedures.</div> <div>6. Ensure all workers understand and follow safety rules.</div> <div>7. Use clear communication and signage.</div> <div>8. Provide necessary PPE and equipment.</div> <div>9. Regularly assess worker knowledge and skills.</div> <div>10. Encourage a safety culture where workers report hazards.</div>	2M
12. Communication	Miscommunication, Inadequate emergency info	3H	<div>1. Establish clear communication protocols.</div> <div>2. Provide clear and concise emergency information.</div> <div>3. Use multiple communication methods (e.g., verbal, written, visual).</div> <div>4. Regularly test communication systems.</div> <div>5. Ensure all workers understand the communication protocols.</div> <div>6. Use standardized terminology and symbols.</div> <div>7. Provide training on communication skills.</div> <div>8. Use clear and legible signage.</div> <div>9. Regularly update communication materials.</div> <div>10. Encourage workers to report communication issues.</div>	1L

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13. Use of Personal Protective Equipment (PPE)	Incorrect PPE fit, PPE degradation	3H		1L
14. Reporting and Documentation	Incomplete records, Delayed reporting of incidents	3H		1L
15. Safety Signage	Unclear signage, Non-compliance with signage	3H		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Ergonomic Assessment	Repetitive strain injuries, Poor posture	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
17. Environmental Controls	Dust accumulation, Noise pollution	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
18. Access and Egress	Blocked exit paths, Inadequate access points	4A	<div></div> <div></div> <div></div>	1L



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19. Continuous Improvement	Unaddressed recurring issues, Resistance to change	3H		2M
20. Decommissioning	Residual hazards post-decommission, Incomplete removal of equipment	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.