

Delivery And Distribution Of Materials On Site 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			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 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:

1. **Eliminate**
2. Substitute
3. Isolate
4. Engineering
5. Administrative
6. 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	Incorrect loading, Vehicle movement	3H	- Conduct a pre-delivery meeting to outline procedures - Verify loading is as per load diagrams and weight distributions - Use trained personnel for loading activities - Ensure vehicles have clear access routes - Implement traffic management plans - Maintain communication with delivery drivers - Ensure personal protective equipment (PPE) is worn - Conduct vehicle inspection prior to movement - Deploy spotters during vehicle movement - Provide adequate lighting in loading area	2M
2. Loading Materials	Material fall, Pinching hazards	3H	- Use forklifts and cranes with trained operators - Secure loads properly with appropriate restraining devices - Maintain exclusion zones around operating machinery - Ensure all staff are wearing high-visibility clothing - Conduct regular equipment maintenance checks - Implement buddy systems for all loading activities - Train workers on load securing protocols - Use appropriate PPE like gloves and hard hats - Place warning signs around loading zones - Institute regular toolbox talks on hazards	1L
3. Transporting Materials Onsite	Traffic collisions, Load shift	4A	- Enforce speed limits within the site - Use delineated pathways for vehicles - Regular maintenance of transport vehicles - Monitor weather conditions for impact on visibility - Communicate clear instructions to drivers - Use load binders and ropes effectively - Train drivers on emergency procedures - Restrict vehicle movement during peak times	2M

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			- Install reversing alarms on vehicles - Use traffic marshals during complex maneuvers	
4. Unloading Materials	Struck by load, Equipment malfunction	3H	- Ensure all personnel are clear of the load before unloading - Inspect equipment for proper operation before use - Use proper tie-down techniques to secure loads - Maintain clear communication between driver and ground crew - Use spotters when maneuvering in tight spaces - Follow manufacturer's instructions for equipment operation - Perform regular maintenance on all equipment - Use proper backing and pulling techniques - Ensure adequate lighting is available for all operations - Establish and maintain safe work zones - Use proper hand signals and verbal communication - Avoid distractions while operating equipment - Ensure all personnel are properly trained and certified - Use proper tie-down techniques to secure loads - Maintain clear communication between driver and ground crew - Use spotters when maneuvering in tight spaces - Follow manufacturer's instructions for equipment operation - Perform regular maintenance on all equipment - Use proper backing and pulling techniques - Ensure adequate lighting is available for all operations - Establish and maintain safe work zones - Use proper hand signals and verbal communication - Avoid distractions while operating equipment - Ensure all personnel are properly trained and certified	1L
5. Storage Of Materials	Collapse of stack, Trip hazards	3H	- Store materials in designated storage areas - Stack materials properly, ensuring stability - Use proper tie-down techniques to secure loads - Maintain clear walkways and work areas - Use proper backing and pulling techniques - Ensure adequate lighting is available for all operations - Establish and maintain safe work zones - Use proper hand signals and verbal communication - Avoid distractions while operating equipment - Ensure all personnel are properly trained and certified - Use proper tie-down techniques to secure loads - Maintain clear communication between driver and ground crew - Use spotters when maneuvering in tight spaces - Follow manufacturer's instructions for equipment operation - Perform regular maintenance on all equipment - Use proper backing and pulling techniques - Ensure adequate lighting is available for all operations - Establish and maintain safe work zones - Use proper hand signals and verbal communication - Avoid distractions while operating equipment - Ensure all personnel are properly trained and certified	1L
6. Inventory Management	Inaccurate stock count, Overloading	2M	- Implement a reliable inventory tracking system - Conduct regular stock counts and audits - Ensure proper storage and handling of materials - Use proper tie-down techniques to secure loads - Maintain clear walkways and work areas - Use proper backing and pulling techniques - Ensure adequate lighting is available for all operations - Establish and maintain safe work zones - Use proper hand signals and verbal communication - Avoid distractions while operating equipment - Ensure all personnel are properly trained and certified - Use proper tie-down techniques to secure loads - Maintain clear communication between driver and ground crew - Use spotters when maneuvering in tight spaces - Follow manufacturer's instructions for equipment operation - Perform regular maintenance on all equipment - Use proper backing and pulling techniques - Ensure adequate lighting is available for all operations - Establish and maintain safe work zones - Use proper hand signals and verbal communication - Avoid distractions while operating equipment - Ensure all personnel are properly trained and certified	1L

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7. Equipment Maintenance	Unexpected equipment failure, Unqualified maintenance	3H		1L
8. Site Traffic Management	Pedestrian injury, Vehicle congestion	4A		1L
9. Communication Protocols	Miscommunication, Incomplete information	3H		1L

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10. Emergency Response	Delayed response, Lack of emergency equipment	4A		2M
11. Worker Training	Lack of competency, Safety non-compliance	4A		2M
12. Hazardous Material Handling	Spills, Exposure to toxic substances	4A		1L

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13. Personal Protective Equipment	Inadequate PPE, PPE misuse	3H		1L
14. Waste Management	Incorrect waste disposal, Environmental contamination	3H		1L
15. End-of-Day Procedures	Unattended equipment, Incomplete checks	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/for-workplaces-and-resources/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.