

## Digger 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	inadequate planning, incorrect site assessment	3H	<ul style="list-style-type: none"> <li>- Conduct comprehensive site assessments before the start of work</li> <li>- Ensure all required permits are obtained</li> <li>- Prepare a detailed work plan with hazard identification</li> <li>- Inform all personnel about tasks and risks</li> <li>- Arrange for regular site inspections</li> <li>- Ensure communication systems are operational</li> <li>- Secure site boundaries</li> <li>- Designate safe zones and hazardous zones</li> <li>- Verify equipment suitability</li> <li>- Confirm training qualifications for operators</li> </ul>	2M
2. Site Induction	lack of awareness, insufficient training	3H	<ul style="list-style-type: none"> <li>- Conduct mandatory WHS site inductions for new workers</li> <li>- Provide specific training on the digger operation</li> <li>- Ensure comprehension of emergency protocols</li> <li>- Document induction completion</li> <li>- Use visual aids and briefings for information dissemination</li> <li>- Implement a buddy system for on-site training</li> <li>- Schedule continuous competency evaluations</li> <li>- Promote a culture of safety</li> <li>- Encourage open dialogue about site risks</li> <li>- Regularly update training materials</li> </ul>	1L
3. Equipment Inspection	faulty machinery, improper maintenance	4A	<ul style="list-style-type: none"> <li>- Perform pre-start inspections of all equipment</li> <li>- Check for damage, wear and tear</li> <li>- Maintain a logbook of inspections and maintenance</li> <li>- Involve qualified personnel for machinery checks</li> <li>- Address defect repairs immediately</li> <li>- Verify operational controls before commencement</li> <li>- Ensure regular servicing by certified technicians</li> <li>- Implement a lockout/tagout system for faulty machinery</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Keep spare parts readily available on-site</li> <li>- Schedule routine maintenance checks</li> </ul>	
4. Personal Protective Equipment (PPE)	inadequate protection, non-compliance with PPE usage	2M	<ul style="list-style-type: none"> <li>- Provide and ensure use of appropriate PPE (hard hats, safety glasses, gloves, etc.)</li> <li>- Conduct safety training for all workers on proper PPE usage</li> <li>- Implement strict PPE enforcement policies</li> <li>- Regularly inspect and maintain PPE equipment</li> <li>- Establish a PPE inspection and reporting system</li> <li>- Provide PPE for all workers, regardless of task</li> <li>- Ensure PPE is comfortable and does not hinder work</li> <li>- Replace worn or damaged PPE immediately</li> <li>- Establish a PPE inventory and tracking system</li> <li>- Conduct regular PPE audits</li> <li>- Encourage workers to report PPE issues</li> <li>- Provide PPE for all workers, regardless of task</li> <li>- Ensure PPE is comfortable and does not hinder work</li> <li>- Replace worn or damaged PPE immediately</li> <li>- Establish a PPE inventory and tracking system</li> <li>- Conduct regular PPE audits</li> <li>- Encourage workers to report PPE issues</li> </ul>	1L
5. Area Clearance	falling debris, unprotected bystanders	3H	<ul style="list-style-type: none"> <li>- Establish a clear exclusion zone around the work area</li> <li>- Use safety barriers and signage to mark the exclusion zone</li> <li>- Assign a dedicated safety officer to monitor the exclusion zone</li> <li>- Ensure all workers are trained in exclusion zone procedures</li> <li>- Implement a strict no-entry policy for unauthorized personnel</li> <li>- Regularly inspect and maintain safety barriers and signage</li> <li>- Establish a communication system for the safety officer</li> <li>- Provide PPE for all workers in the exclusion zone</li> <li>- Conduct regular safety drills and exercises</li> <li>- Encourage workers to report safety issues</li> <li>- Establish a safety incident response plan</li> <li>- Provide first aid and emergency services on-site</li> <li>- Conduct regular safety audits</li> <li>- Encourage workers to report safety issues</li> </ul>	1L
6. Excavation Work	collapsing trenches, unstable ground	4A	<ul style="list-style-type: none"> <li>- Conduct a thorough soil analysis before excavation</li> <li>- Implement shoring and trench box systems to prevent collapse</li> <li>- Assign a dedicated shoring and trench box operator</li> <li>- Ensure all workers are trained in shoring and trench box procedures</li> <li>- Implement a strict no-entry policy for unauthorized personnel</li> <li>- Regularly inspect and maintain shoring and trench box equipment</li> <li>- Establish a communication system for the shoring and trench box operator</li> <li>- Provide PPE for all workers in the excavation area</li> <li>- Conduct regular safety drills and exercises</li> <li>- Encourage workers to report safety issues</li> <li>- Establish a safety incident response plan</li> <li>- Provide first aid and emergency services on-site</li> <li>- Conduct regular safety audits</li> <li>- Encourage workers to report safety issues</li> </ul>	2M

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7. Safe Operation of Digger	operator error, mechanical failure	4A		2M
8. Load Management	overloading, falling loads	3H		1L
9. Fuel Handling	spillage, fire hazards	3H		1L

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10. Night Operations	poor visibility, fatigue	4A		2M
11. Emergency Procedures	inadequate response, poor communication	4A		2M
12. Environmental Protection	soil contamination, damage to ecosystems	3H		1L

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13. Communication Protocols	miscommunication, delayed information flow	3H		1L
14. Weather Monitoring	sudden weather changes, lightning strikes	3H		1L
15. Waste Management	illegal dumping, chemical exposure	4A		2M

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	

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.