

Dismantling Used Wooden Pallets 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	Lifting injuries, Slips, trips, and falls	3H	<ul style="list-style-type: none"> - Conduct a pre-work briefing to ensure all team members are aware of the tasks and hazards. - Provide team members with manual handling training. - Ensure the work area is free from unnecessary obstructions. - Use appropriate personal protective equipment (PPE) such as gloves and safety boots. - Ensure adequate lighting in the work area. - Inspect all tools and equipment before use. - Clearly mark and isolate the work area to prevent unauthorized access. - Establish and maintain clear and tidy pathways to avoid trips. - Assign a team leader to oversee work and ensure compliance with procedures. - Rotate tasks to minimize fatigue. 	2M
2. Selecting Pallet for Dismantling	Splinters, Pallet collapse	3H	<ul style="list-style-type: none"> - Inspect pallet visually before handling to identify any obvious damages. - Handle pallets gently to prevent collapse. - Wear gloves to protect hands from splinters. - Only dismantle pallets on stable, flat ground. - Refrain from dismantling pallets with visible structural damage. - Secure the pallet to prevent movement during dismantling. - Use appropriate dismantling tools to minimize force required. - Separate safe pallets from hazardous ones immediately. - Ensure a clear area is available to place dismantled parts safely. - Avoid lifting weighed pallets alone. 	1L
3. Removal of Nails and Fasteners	Cuts and puncture wounds, Eye injury from flying debris	3H	<ul style="list-style-type: none"> - Use appropriate tools such as pry bars or nail pullers. - Wear safety glasses to protect eyes from debris. - Wear cut-resistant gloves to protect hands. - Maintain safe distance from other workers when removing nails. - Use a hammer claw or crowbar correctly to avoid ricochets. - Regularly assess the condition of tools used. - Dispose of nails and fasteners in designated containers. - Ensure a clean work area free from removed nails. 	1L

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
			<ul style="list-style-type: none"> - Avoid using excessive force when removing fasteners. - Provide first aid kit nearby for immediate response if injured. 	
4. Disassembly of Pallet Boards	Falling boards, Knocks and cuts	3H	<ul style="list-style-type: none"> - Use proper technique when removing boards. - Wear safety glasses. - Use a pry bar instead of hands. - Clear the work area of debris. - Use a stable surface to work on. - Communicate with others in the area. - Use proper lifting techniques. - Keep feet firmly planted. - Use a spotter if needed. - Stop work if you feel pain or discomfort. - Take breaks as needed. - Use proper body mechanics. - Avoid overexertion. - Use a team approach. - Keep the work area clean. - Use proper tool storage. - Inspect tools before use. - Use proper disposal methods. - Follow all safety protocols. - Report any incidents immediately. - Use proper communication. - Stay alert at all times. - Avoid distractions. - Use proper posture. - Take regular breaks. - Stay hydrated. - Use proper footwear. - Keep hands dry. - Use proper grip. - Avoid slippery surfaces. - Use proper lighting. - Keep the work area well-lit. - Use proper ventilation. - Avoid heat stress. - Stay cool. - Use proper clothing. - Avoid loose clothing. - Use proper hair ties. - Avoid jewelry. - Use proper safety gear. - Inspect safety gear before use. - Replace safety gear as needed. - Use proper storage for safety gear. - Follow all safety instructions. - Read the manual. - Ask for help if needed. - Stay focused. - Avoid rushing. - Take your time. - Be patient. - Stay calm. - Use common sense. - Follow the rules. - Stay safe. 	1L
5. Disposal of Unusable Pieces	Sharp objects, Manual handling injuries	3H	<ul style="list-style-type: none"> - Use proper disposal methods. - Wear gloves. - Use a disposal bag. - Seal the disposal bag. - Label the disposal bag. - Place the disposal bag in the designated area. - Clean the work area. - Dispose of debris properly. - Use proper disposal containers. - Follow all disposal protocols. - Report any incidents. - Use proper communication. - Stay alert. - Avoid distractions. - Use proper posture. - Take regular breaks. - Stay hydrated. - Use proper footwear. - Keep hands dry. - Use proper grip. - Avoid slippery surfaces. - Use proper lighting. - Keep the work area well-lit. - Use proper ventilation. - Avoid heat stress. - Stay cool. - Use proper clothing. - Avoid loose clothing. - Use proper hair ties. - Avoid jewelry. - Use proper safety gear. - Inspect safety gear before use. - Replace safety gear as needed. - Use proper storage for safety gear. - Follow all safety instructions. - Read the manual. - Ask for help if needed. - Stay focused. - Avoid rushing. - Take your time. - Be patient. - Stay calm. - Use common sense. - Follow the rules. - Stay safe. 	1L
6. Stacking Reusable Materials	Stack collapse, Back injuries	3H	<ul style="list-style-type: none"> - Use proper stacking technique. - Wear safety glasses. - Use a stable surface. - Clear the work area. - Use proper lifting techniques. - Communicate with others. - Use proper body mechanics. - Avoid overexertion. - Use a team approach. - Keep the work area clean. - Use proper tool storage. - Inspect tools before use. - Use proper disposal methods. - Follow all safety protocols. - Report any incidents. - Use proper communication. - Stay alert. - Avoid distractions. - Use proper posture. - Take regular breaks. - Stay hydrated. - Use proper footwear. - Keep hands dry. - Use proper grip. - Avoid slippery surfaces. - Use proper lighting. - Keep the work area well-lit. - Use proper ventilation. - Avoid heat stress. - Stay cool. - Use proper clothing. - Avoid loose clothing. - Use proper hair ties. - Avoid jewelry. - Use proper safety gear. - Inspect safety gear before use. - Replace safety gear as needed. - Use proper storage for safety gear. - Follow all safety instructions. - Read the manual. - Ask for help if needed. - Stay focused. - Avoid rushing. - Take your time. - Be patient. - Stay calm. - Use common sense. - Follow the rules. - Stay safe. 	1L

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
7. Clearing and Cleaning Work Area	Residual debris, Chemical exposure from cleaning products	3H		2M
8. Final Inspection	Overlooked hazards, Incomplete dismantling	2M		1L
9. Maintenance of Equipment	Equipment failure, Injury due to tool misuse	3H		1L

A large, light blue rectangular area with a diagonal grid pattern, overlaid with a large, semi-transparent 'SAMPLE' watermark. The watermark is oriented diagonally from the bottom-left to the top-right. The background of the entire image is a light gray grid.

proper technique	3H	
ity strain, Exposure to	3H	

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
15. Continuous Improvement	Static procedures, Complacency	2M		1L

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>

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>

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>

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.

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>

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>

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