

## Drill Rod Handling And Storage 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 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	Manual handling injury, Slip and fall	3H	<ul style="list-style-type: none"> <li>- Conduct pre-task briefing to assess manual handling risks</li> <li>- Ensure work area is clear of obstructions</li> <li>- Wear appropriate PPE including gloves and safety boots</li> <li>- Use mechanical aids where possible to move heavy loads</li> <li>- Engage team for assistance with heavy lifting</li> <li>- Ensure good lighting in work area</li> <li>- Plan task to minimise the need for awkward postures</li> <li>- Assess weather conditions and adjust work practices accordingly</li> <li>- Use non-slip mats in areas prone to slipperiness</li> <li>- Establish clear communication signals with team members</li> </ul>	2M
2. Inventory Check	Misidentification of materials, Inventory errors	2L	<ul style="list-style-type: none"> <li>- Use clear labelling for all drill rods and materials</li> <li>- Implement double-check system for inventory</li> <li>- Train staff on proper inventory procedures</li> <li>- Use digital inventory management system to reduce human error</li> <li>- Maintain an updated inventory log</li> <li>- Regularly audit inventory for accuracy</li> <li>- Follow manufacturer guidelines for material identification</li> <li>- Store records securely and accessibly</li> <li>- Use barcoding where applicable</li> <li>- Conduct regular refresher training on inventory management</li> </ul>	1L
3. Handling Equipment Inspection	Defective equipment, Improper usage	3H	<ul style="list-style-type: none"> <li>- Perform routine checks on all lifting equipment before use</li> <li>- Ensure all equipment is labelled with load limits</li> <li>- Train staff on proper equipment operation</li> <li>- Maintain equipment maintenance logs</li> <li>- Replace or repair defective equipment immediately</li> <li>- Conduct regular professional inspections</li> <li>- Use equipment only for intended purposes</li> <li>- Clearly display operating procedures</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Implement lockout/tagout procedures during maintenance</li> <li>- Provide refresher courses for all operators</li> </ul>	
4. Drill Rod Transport	Spillage during transport, Inadequate securing	3H	<ul style="list-style-type: none"> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> </ul>	2M
5. Loading onto Transport Vehicle	Strain injuries, Vehicle instability	3H	<ul style="list-style-type: none"> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> </ul>	2M
6. On-Site Transport	Collisions, Load shift	3H	<ul style="list-style-type: none"> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> </ul>	2M

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7. Unloading from Transport Vehicle	Falling objects, Handling injuries	3H		2M
8. Storage Preparation	Inadequate space utilisation, Trip hazards	2M		1L
9. Rack Storage of Drill Rods	Rack collapse, Falling objects	4A		2M

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10. Floor Storage of Drill Rods	Blocked pathways, Puncture injuries	3H		2M
11. Retrieval and Handling of Drill Rods	Crush injuries, Incorrect lifting	3H		2M
12. Routine Inspections and Maintenance	Undetected damage, Equipment failure	3H		1L

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13. Emergency Response Preparedness	Injury during emergency response, Delayed response	3H		1L
14. Training and Competency Assurance	Inadequate training, Skills decay	2M		1L
15. Incident Reporting and Investigation	Unreported incidents, Inadequate investigations	3H		1L

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16. Communication and Coordination	Miscommunication, Lack of coordination	2M		1L
17. Continuous Improvement	Complacency, Overlooked improvements	3H		1L
18. Decommissioning and Disposal	Environmental contamination, Handling injuries	2M		1L



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			<div></div> <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.