

Emergency Steering Test 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 | 4A ACUTE | DO NOT PROCEED | Elimination Remove the hazard. | |
| LIKELY | 2 MODERATE | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | | | Substitution Replace the hazard. | |
| POSSIBLE | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 4 ACUTE | | | Isolation Isolate People from the hazard | |
| UNLIKELY | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | | | Engineering Isolate the hazard | |
| RARE | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 3 HIGH | | | Administrative Change | |
| | | | | | | 1L LOW | Monitor and keep records. | PPE | |
| Risk Rating & Required Action: | | | | | | | | Notes on Hierarchy of Controls: | |
| 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. Eliminate | |
| 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 | |
| Consequence Scale: | | | | | | | | 4. Engineering | |
| Consequence | | People (injury/illness) | | Project / Assets | | Compliance / Reputation | | 5. Administrative | |
| Catastrophic | | Fatality or permanent total disability | | project shutdown | | Significant regulator intervention; criminal prosecution | | 6. PPE | |
| Major | | Serious injury/illness (hospital > 5 days) | | critical delay | | Improvement notice; major media coverage | | Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable. | |
| Moderate | | Medical-treatment injury; lost-time > 1 day | | moderate delay | | Minor breach; adverse client comment | | <i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i> | |
| Minor | | First-aid only, no lost time | | negligible delay | | Isolated non-conformance | | | |
| Insignificant | | No injury | | no schedule impact | | Deviation caught and corrected on site | | | |

| 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 tools, Operator error | 3H | <ul style="list-style-type: none"> - Select appropriate tools for the task - Ensure operator is trained and competent - Conduct pre-start meeting to clarify roles - Verify tools are in good working condition - Use checklists to ensure all tasks are covered - Maintain communication throughout the task - Inspect workplace for uncontrolled hazards - Review emergency procedures before starting - Confirm weather conditions are safe - Engage relevant personnel for oversight | 2M |
| 2. Site Access | Slips, Trips and Falls, Unauthorised Personnel | 3H | <ul style="list-style-type: none"> - Install signage directing to the site - Demarcate walkways with tape or cones - Ensure surfaces are even and clear - Use barriers to restrict access to site - Confirm only authorised personnel can enter - Conduct a briefing on site layout - Set up emergency contact details - Inspect access points for obstructions - Use PPE with high visibility features - Assign a safety officer to monitor entry | 2M |
| 3. Equipment Inspection | Equipment failure, Energy release | 4A | <ul style="list-style-type: none"> - Follow manufacturer's guidelines for inspection - Disengage power before checking equipment - Use lockout/tagout procedures - Document and report any faults immediately - Verify all safety features are operational - Schedule inspections regularly - Include third-party inspections - Maintain inspection records on site | 2M |

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| | | | <ul style="list-style-type: none"> - Employ qualified personnel for checks - Update personnel on equipment changes | |
| 4. Setup and Calibration | Misalignment, Inadequate Calibration | 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. Engine Start | Emission Exposure Mechanical Failure | 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> | 2M |
| 6. Steering Control Check | Steering Malfunction, Control Inaccuracy | 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> | 2M |

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| | | | | |
| 7. Emergency Simulation | Operator Panic, Uncontrolled Vehicle | 4A | | 2M |
| 8. Data Recording | Data Inaccuracy, Software Glitch | 3H | | 1L |
| 9. Analysis of Results | Misinterpretation, Statistical Error | 3H | | 1L |

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| | | | | |
| 10. Review and Report | Incomplete Reporting, Confidentiality Breach | 2M | | 1L |
| 11. Debrief | Exclusion of Key Details, Incomplete Feedback | 2M | | 1L |
| 12. Equipment Shutdown | Residual Energy Release, Improper Shutdown | 3H | | 2M |

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| | | | | |
| 13. Site Restoration | Environmental Damage, Residual Waste | 3H | | 2M |
| 14. Post-task Equipment Maintenance | Wear and Tear, Corrective Maintenance Delay | 3H | | 2M |
| 15. Continuous Improvement | Lack of Innovation, Resistance to Change | 2M | | 1L |

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| | | | | |
| 16. Training and Updates | Skill Degradation, Misinformation | 2M | | 1L |
| 17. Emergency Procedure Review | Outdated Protocols, Unclear Procedures | 3H | | 1L |
| 18. Stakeholder Engagement | Communication Gap, Expectations Misalignment | 2M | | 1L |

[illegible]

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.