

Ensuring Ventilation While Transporting Certain Goods. 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:								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	
								4. Engineering	
								5. Administrative	
								6. PPE	
Consequence Scale:								Always document why 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	Lack of equipment inspection, Improper documentation	3H	<ul style="list-style-type: none"> - Conduct a thorough pre-check of all ventilation equipment - Verify all transport documentations are complete - Review safety data sheets for transported goods - Ensure all personnel are familiar with ventilation requirements - Schedule regular equipment maintenance checks - Confirm the availability of emergency contact numbers - Implement a checklist for pre-transportation readiness - Provide training on equipment inspection - Store equipment in designated areas post-inspection - Update records immediately after checks 	2M
2. Loading	Exposure to hazardous materials, Equipment malfunction	4H	<ul style="list-style-type: none"> - Use personal protective equipment (PPE) during loading - Conduct a pre-operational check of loading equipment - Assign trained personnel for loading tasks - Clearly label hazardous materials - Implement barrier systems to restrict unauthorised access - Schedule regular equipment testing - Develop a load plan with ventilation needs in mind - Establish a communication protocol for issues - Provide written instructions for handling materials - Regularly review loading procedures for improvements 	3H
3. Securing Cargo	Cargo shift, Inadequate securing methods	3H	<ul style="list-style-type: none"> - Use appropriate restraints and securing techniques - Conduct a stability test post-securing - Employ a standard load securing checklist - Provide training on effective securing methods - Review compatibility of securing tools with cargo type - Install anti-slip mats under cargo - Label areas indicating securing points - Regularly update securing techniques according to best practices 	2M

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"> - Inspect securing equipment for wear and tear - Document securing procedures and updates 	
4. Ventilation Equipment Setup	Incorrect installation, Electrical hazards	3H	<ul style="list-style-type: none"> - Read and understand the manufacturer's instructions and safety warnings - Ensure the work area is clear of obstacles and personnel - Verify that the ventilation equipment is properly grounded - Use appropriate personal protective equipment (PPE) - Follow the correct installation procedure - Test the ventilation system after installation - Ensure the ventilation system is properly maintained - Avoid touching electrical components - Use caution when working with power tools - Keep fire extinguishers nearby - Stop work if you are unsure or if a hazard is identified 	2M
5. Ventilation Checks	Improper airflow, Ventilation failure	4A	<ul style="list-style-type: none"> - Verify that the ventilation system is properly installed and maintained - Check the airflow direction and volume - Test the ventilation system for proper operation - Monitor the ventilation system during the work process - Adjust the ventilation system as needed - Stop work if the ventilation system fails or if a hazard is identified - Use caution when working in the vicinity of the ventilation system - Keep fire extinguishers nearby - Follow the correct shutdown procedure - Document the results of the ventilation checks 	3H
6. Start Transportation	Driver inexperience, Poor navigation systems	3H	<ul style="list-style-type: none"> - Ensure the driver is qualified and experienced - Verify that the navigation system is properly installed and maintained - Test the navigation system before starting the trip - Follow the correct driving procedure - Monitor the navigation system during the trip - Adjust the navigation system as needed - Stop the trip if the navigation system fails or if a hazard is identified - Use caution when driving in the vicinity of the navigation system - Keep fire extinguishers nearby - Follow the correct shutdown procedure - Document the results of the transportation checks 	2M

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7. Monitoring During Transport	Ventilation system failure, Cargo shift	4A		3H
8. Emergency Response	Inadequate response plan, poor communication	4A		3H
9. Unloading	Cargo mishandling, Inadequate ventilation	3H		2M

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10. Post-Transportation Review	Data inaccuracy, Substandard reporting	3H		2M
11. Maintenance Scheduling	Neglected maintenance, Improper record keeping	3H		2M
12. Equipment Decontamination	Chemical exposure, Improper cleaning practices	3H		2M

SAMPLE

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13. Personnel Training	Inadequate training sessions, Lack of information retention	3H		2M
14. Documentation and Records	Loss of data, Inaccurate records	3H		2M
15. Decommissioning of Equipment	Improper disposal methods, Inadequate decommissioning processes	3H		2M

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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>

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