

Hand Signalling For Operators 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			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	Insufficient training, Inadequate communication	3H	<ul style="list-style-type: none"> - Ensure all personnel are trained and competent in hand signalling protocols - Conduct a team briefing before commencing work to discuss procedures - Display hand signalling charts at the worksite for reference - Ensure clear lines of sight between operators and signalers - Use radios or other communication devices as backup - Assign a trained observer to monitor the process - Set up designated signalling zones - Limit number of operators for better communication - Provide refreshment and water periodically - Develop a hand signalling manual for reference 	2M
2. Site Inspection	Obstructions in view, Environmental distractions	3L	<ul style="list-style-type: none"> - Conduct a walk-through site inspection before beginning operations - Remove or relocate obstructions that might block view - Use barriers to keep environmental distractions at bay - Identify and mark non-operational areas clearly - Ensure adequate lighting across the signalling path - Trim vegetation and clear debris regularly - Check for reflective surfaces that may cause glare - Have a checklist for site preparation - Coordinate with other work groups regarding site usage - Implement a traffic management plan if necessary 	1L
3. Personnel Handling	Miscommunication, Physical fatigue	4A	<ul style="list-style-type: none"> - Assign clear roles and responsibilities for hand signalling - Use standardised hand signals only - Rotate personnel frequently to minimize fatigue - Ensure all workers have adequate rest breaks - Conduct regular briefings to reinforce communication protocols - Provide physical conditioning and stress management sessions - Limit shift durations to a safe period - Encourage a feedback loop for continuous improvement 	2M

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			<ul style="list-style-type: none"> - Monitor crew for signs of fatigue - Audit hand signals' effectiveness regularly 	
4. Equipment Inspection	Faulty equipment, Non-standard gear	3H	<ul style="list-style-type: none"> - Inspect equipment before use - Ensure all gear is standard - Check for damage or wear - Report any issues immediately - Use only approved equipment - Perform regular maintenance - Check for correct assembly - Verify all components are present - Test equipment before use - Ensure all safety features are functional - Check for correct labeling - Verify all instructions are followed - Report any issues immediately - Use only approved equipment - Perform regular maintenance - Check for correct assembly - Verify all components are present - Test equipment before use - Ensure all safety features are functional - Check for correct labeling - Verify all instructions are followed 	1L
5. Signal Execution	Poor timing of signals, Operator distraction	3H	<ul style="list-style-type: none"> - Use clear, concise signals - Avoid distractions while operating - Maintain consistent timing - Report any issues immediately - Use only approved signals - Perform regular maintenance - Check for correct assembly - Verify all components are present - Test signals before use - Ensure all safety features are functional - Check for correct labeling - Verify all instructions are followed - Report any issues immediately - Use only approved signals - Perform regular maintenance - Check for correct assembly - Verify all components are present - Test signals before use - Ensure all safety features are functional - Check for correct labeling - Verify all instructions are followed 	2M
6. Monitoring and Feedback	Complacency, Delays in correction	2M	<ul style="list-style-type: none"> - Monitor crew for signs of fatigue - Report any issues immediately - Use only approved equipment - Perform regular maintenance - Check for correct assembly - Verify all components are present - Test equipment before use - Ensure all safety features are functional - Check for correct labeling - Verify all instructions are followed - Report any issues immediately - Use only approved equipment - Perform regular maintenance - Check for correct assembly - Verify all components are present - Test equipment before use - Ensure all safety features are functional - Check for correct labeling - Verify all instructions are followed 	1L

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7. Emergency Response	Delayed responses, Poorly coordinated actions	4A		2M
8. Post-Operation Review	Overlooked mistakes, Inadequate improvements	3H		1L
9. Continuous Training	Skill degradation, Resistance to change	2M		1L

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10. Effective Communication Channels	Unclear communication protocols, Signal distortion	4A		2M
11. Environmental Condition Monitoring	Adverse weather, Lighting issues	4A		2M
12. Fatigue Management	Operator exhaustion, Reduced concentration	4A		2M

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13. Safety Signage and Indication	Inadequate signage, Confusing directions	3H		1L
14. Multi-Tasking Management	Conflicting task priorities, Information overload	4A		2M
15. Health and Wellbeing Programs	Mental stress, Reduced team morale	3H		1L

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16. Technology Integration	System failures, Tech misuse	4A		2M
17. Incident Reporting and Review	Underreporting incidents, Delayed reviews	3H		1L
18. Ergonomic Assessments	Poor posture, Repetitive strain injuries	4A		1L

reduced signal clarity

4A

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.