

High Reach Lifting 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:

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 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:

1. **Eliminate**
2. **Substitute**
3. **Isolate**
4. **Engineering**
5. **Administrative**
6. **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	Inadequate planning, Insufficient training	3H	<ul style="list-style-type: none"> - Conduct detailed risk assessment - Ensure all personnel are trained in high reaching procedures - Review manufacturer's guidelines for lifting equipment - Develop a specific lifting plan for each task - Ensure all lifting equipment is certified and well maintained - Prepare a checklist to ensure all steps are followed - Conduct a pre-start briefing with all personnel involved - Verify that all workers understand their roles and responsibilities - Identify and document emergency procedures - Ensure communication devices are available and operational 	2M
2. Site Inspection	Unexpected obstacles, Uneven surfaces	3H	<ul style="list-style-type: none"> - Conduct a thorough site inspection before commencing work - Mark and remove any identified obstacles - Assess site for any slope or uneven surfaces - Deploy mats or boards on uneven surfaces where necessary - Use signage and barriers to block off hazardous areas - Ensure appropriate lighting is available and functioning - Confirm the site's load-bearing capacity - Establish an exclusion zone around high risk areas - Communicate findings to the whole team - Document and report any site hazards immediately 	2M
3. Equipment Selection	Wrong equipment for task, Faulty equipment	4A	<ul style="list-style-type: none"> - Choose equipment based on task requirements - Verify compatibility and capacity of equipment - Inspect equipment for any signs of damage or wear - Ensure all equipment is certified and tagged as safe for use - Follow maintenance schedules strictly - Be aware of limitations of equipment and adjust plans accordingly - Replace any equipment that does not meet safety standards - Cross-reference lifting task with equipment manual 	2M

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			<ul style="list-style-type: none"> - Seek expert advice if unsure about equipment suitability - Ensure operators are familiar with equipment controls and capabilities 	
4. Plan Execution	Miscommunication, Lack of coordination	3H	<ul style="list-style-type: none"> - Establish a clear communication protocol and ensure all team members understand their roles and responsibilities. - Conduct a pre-lift meeting to discuss the plan and identify potential hazards. - Assign specific tasks to team members and ensure they are trained and qualified to perform them. - Use clear and concise communication, including hand signals and verbal instructions. - Establish a designated signal person to coordinate the lift and ensure all team members are aware of the status. - Perform a final check of the plan and equipment before the lift begins. - Monitor the lift closely and be prepared to stop if any issues arise. - Ensure the load is properly secured and balanced before lifting. - Use appropriate lifting techniques to avoid injury. - Maintain a clear path for the load and ensure no one is in the way. - Communicate the status of the lift to all team members throughout the process. 	1L
5. Lifting Preparation	Incorrect load estimation, Improper slinging	4A	<ul style="list-style-type: none"> - Verify the load weight and dimensions before lifting. - Use appropriate slinging techniques to ensure the load is secure and balanced. - Inspect the slinging equipment for damage and ensure it is rated for the load. - Use proper tie-off techniques to secure the load. - Perform a pre-lift inspection of the load and slinging equipment. - Communicate the status of the load and slinging to all team members. - Ensure the load is properly secured and balanced before lifting. - Use appropriate lifting techniques to avoid injury. - Maintain a clear path for the load and ensure no one is in the way. - Communicate the status of the lift to all team members throughout the process. 	2M
6. Lift Execution	Load sway, Unstable load	4A	<ul style="list-style-type: none"> - Lift the load slowly and smoothly to avoid sudden movements. - Keep the load close to the body to maintain stability. - Use proper lifting techniques to avoid injury. - Maintain a clear path for the load and ensure no one is in the way. - Communicate the status of the lift to all team members throughout the process. - Be prepared to stop if any issues arise. - Ensure the load is properly secured and balanced before lifting. - Use appropriate lifting techniques to avoid injury. - Maintain a clear path for the load and ensure no one is in the way. - Communicate the status of the lift to all team members throughout the process. 	2M

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7. Load Placement	Misalignment, Damage to drop zone	3H		1L
8. Post-Lift Inspection	Equipment damage, Minor follow-up	2M		1L
9. Communication of Learnings	Lack of feedback, Repetition of errors	2M		1L

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10. Review and Update Procedures	Outdated procedures, Non-compliance issues	3H		1L
11. Operator Training	Inadequate operational skills, Non-familiarity with equipment	3H		2M
12. Equipment Maintenance	Wear and tear, Unexpected equipment failure	4A		2M

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13. Emergency Preparedness	Inadequate emergency response, Inaccessible emergency exits	3H		1L
14. Quality Assurance	Non-compliance with safety standards, Overlooking procedural improvements	3H		2M
15. Continuous Improvement	Resistance to change, Lack of engagement	2M		1L

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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>

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.