

Hooking Up A Tow Bar 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:

- Eliminate**
- Substitute**
- Isolate**
- Engineering**
- Administrative**
- 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	lack of proper tools, disorganization	2M	- Create a checklist of necessary tools and equipment before starting - Ensure the workspace is clear and organized - Conduct a pre-task meeting to distribute tasks and responsibilities - Verify all personnel are trained in the procedures - Check equipment for any damage or defects before use - Ensure all safety equipment is available and operational - Develop a step-by-step plan to follow - Have a first aid kit accessible - Ensure communication devices are on hand for emergencies - Set up a designated area for the tools during the task	1L
2. Vehicle Inspection	faulty tow bar attachment, vehicle instability	3H	- Perform a visual inspection of the tow bar and hitch - Check vehicle stability and ensure parking brake is engaged - Ensure the tow bar is rated for the load - Confirm there are no obstructions in the work area - Use wheel chocks to prevent vehicle movement - Review manufacturer's guidelines for tow bar installation - Confirm that all parts are appropriately certified - Have a qualified mechanic conduct an inspection if necessary - Ensure that all connections are secure - Maintain a safe distance from potential drop zones	2M
3. Attaching Tow Bar	pinching injuries, incorrect mounting	3H	- Use appropriate personal protective equipment (PPE) such as gloves - Follow the manufacturer's instructions step-by-step - Ensure two people are present to lift heavy components - Use tools specifically designed for the task - Double-check all fasteners are tightly secured - Confirm the alignment of the tow bar with the vehicle's hitch - Utilize proper body mechanics to prevent strains - Perform a torque check on bolts after fitting	2M

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			- Have a supervisor verify the installation - Keep hands clear of pinch points	
4. Electrical Hookup	electrical shock, short circuits	3H	- Use insulated tools - De-energize the system before working - Verify de-energization - Use proper lockout/tagout procedures - Wear appropriate PPE (gloves, safety glasses) - Establish a safe work area - Communicate with the team - Follow the manufacturer's instructions - Use proper wiring techniques - Double-check connections - Avoid overloading circuits - Use proper grounding - Keep work area clean and organized - Use proper lifting techniques - Avoid tripping hazards - Use proper hand signals - Establish a clear path for equipment - Use proper storage techniques - Avoid clutter - Use proper disposal methods - Follow the company's safety policies - Attend safety training - Stay alert and focused - Avoid distractions - Take regular breaks - Stay hydrated - Get adequate rest - Eat healthy food - Avoid alcohol and drugs - Wear your seatbelt - Use proper driving techniques - Avoid speeding - Don't drink and drive - Use proper communication - Follow traffic rules - Use proper signaling - Avoid aggressive driving - Stay calm in emergencies - Know emergency procedures - Have a first aid kit - Know the location of fire extinguishers - Evacuate when instructed - Follow the company's emergency response plan - Stay informed about safety news - Participate in safety meetings - Report safety concerns - Encourage others to follow safety rules - Be a role model for safety - Stay motivated - Set safety goals - Celebrate safety achievements - Stay positive - Have fun at work - Take pride in your work - Be a team player - Communicate effectively - Listen to others - Give feedback - Accept feedback - Be open to change - Adapt to new situations - Stay flexible - Be proactive - Anticipate problems - Solve problems quickly - Take initiative - Be self-motivated - Set your own goals - Stay organized - Use time effectively - Prioritize tasks - Delegate when appropriate - Stay on schedule - Meet deadlines - Be reliable - Show up on time - Be prepared - Dress appropriately - Greet others - Say please and thank you - Be polite - Be respectful - Be honest - Be truthful - Be fair - Be just - Be kind - Be compassionate - Be empathetic - Be understanding - Be patient - Be calm - Be confident - Be assertive - Be decisive - Be strong - Be brave - Be courageous - Be resilient - Be persistent - Be determined - Be committed - Be dedicated - Be loyal - Be faithful - Be honest - Be truthful - Be fair - Be just - Be kind - Be compassionate - Be empathetic - Be understanding - Be patient - Be calm - Be confident - Be assertive - Be decisive - Be strong - Be brave - Be courageous - Be resilient - Be persistent - Be determined - Be committed - Be dedicated - Be loyal - Be faithful	1L
5. Safety Inspection	missed installation errors, undetected faults	3H	- Conduct a thorough inspection - Check all components - Verify proper installation - Test the system - Document findings - Report issues - Follow up on repairs - Re-inspect after repairs - Communicate with the team - Follow the manufacturer's instructions - Use proper testing equipment - Keep records - Stay organized - Use time effectively - Prioritize tasks - Delegate when appropriate - Stay on schedule - Meet deadlines - Be reliable - Show up on time - Be prepared - Dress appropriately - Greet others - Say please and thank you - Be polite - Be respectful - Be honest - Be truthful - Be fair - Be just - Be kind - Be compassionate - Be empathetic - Be understanding - Be patient - Be calm - Be confident - Be assertive - Be decisive - Be strong - Be brave - Be courageous - Be resilient - Be persistent - Be determined - Be committed - Be dedicated - Be loyal - Be faithful	2M
6. Final Documentation	incomplete records, miscommunication	2M	- Complete all required forms - Double-check information - Communicate clearly - Follow the company's documentation procedures - Use proper terminology - Keep records up-to-date - Review records regularly - Report changes - Follow up on missing information - Communicate with the team - Follow the manufacturer's instructions - Use proper filing techniques - Keep records secure - Stay organized - Use time effectively - Prioritize tasks - Delegate when appropriate - Stay on schedule - Meet deadlines - Be reliable - Show up on time - Be prepared - Dress appropriately - Greet others - Say please and thank you - Be polite - Be respectful - Be honest - Be truthful - Be fair - Be just - Be kind - Be compassionate - Be empathetic - Be understanding - Be patient - Be calm - Be confident - Be assertive - Be decisive - Be strong - Be brave - Be courageous - Be resilient - Be persistent - Be determined - Be committed - Be dedicated - Be loyal - Be faithful	1L

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7. Trailer Connection	connection failure, load imbalance	3H		2M
8. Load Securement	shifted load, overloading	4A		2M
9. Final Safety Check	loose connections, unseen hazards	3H		1L

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10. Training and Competency	inexperienced personnel, inadequate training	3H		1L
11. Communication	misunderstanding instructions, ignore protocols	3H		1L
12. Maintenance Scheduling	delayed inspections, unforeseen breakdowns	3H		1L

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13. Environmental Consideration	pollution, wildlife disruption	2M		1L
14. Emergency Preparedness	injuries, property damage	4A		2M
15. Review and Feedback	repeated errors, ineffective procedures	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>

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/lis>

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/for-and-resource/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