

Ladder Use During Drilling Operations 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 the 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	slippery surface, equipment malfunction	3H	<ul style="list-style-type: none"> - Conduct a site inspection to detect and address slippery surfaces. - Regular maintenance and inspection of all equipment to ensure it is in good working order. - Train all personnel on proper equipment handling and potential malfunctions. - Use appropriate signage to mark slippery areas. - Ensure ladders have non-slip feet. - Wear non-slip footwear. - Keep the work area clear and free of debris. - Conduct safety briefings before starting work. - Ensure adequate lighting is provided. - Check for weather conditions impacting slipperiness. 	2M
2. Tool Collection	tool misplacement, heavy lifting	2H	<ul style="list-style-type: none"> - Assign designated areas and storage for tools. - Use inventory checklists to track tools. - Implement lifting training and techniques. - Ensure appropriate lifting equipment is available for heavy tools. - Use labels to identify tools. - Conduct regular audits of tool storage areas. - Rotate tasks to prevent fatigue. - Provide training on proper tool handling. - Limit the weight of tools to be carried. - Use tool belts or tool lanyards to keep tools secure. 	1L
3. Ladder Setup	incorrect ladder angle, uneven ground	4A	<ul style="list-style-type: none"> - Use a stabilising device for uneven ground. - Set ladder at the correct angle (4:1 ratio). - Confirm ground conditions are stable before setup. - Regularly inspect ladders for defects. - Provide training on correct ladder setup techniques. - Mark safe spots on the ground for ladder placement. - Use levelling equipment where necessary. - Engage ladder locks if available. 	2M

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			<ul style="list-style-type: none"> - Ensure a clear access and egress zone around the ladder. - Secure ladder to a stable structure when possible. 	
4. Ascending Ladder	fall from height, ladder movement	4A	<ul style="list-style-type: none"> - Use a ladder with the correct duty rating for the task. - Inspect the ladder for damage before use. - Open all rungs fully before stepping on them. - Maintain three points of contact (two hands and one foot, or two feet and one hand) at all times. - Do not overreach; keep your body between the rungs. - Use a ladder with non-slip feet or chocks to prevent movement. - If using a step ladder, do not lean against it. - Avoid carrying heavy loads while climbing. - Do not use ladders on uneven or slippery surfaces. - If the ladder must be moved while occupied, do so carefully and with both hands. - Use a ladder with safety features like spreader bars or stabilizers. - Get proper training on ladder safety. 	2M
5. Positioning for Drilling	overreaching, unstable position	3H	<ul style="list-style-type: none"> - Plan the drilling location and ensure adequate clearance. - Use proper body mechanics; avoid twisting the torso. - Use a steady, balanced stance with feet shoulder-width apart. - If possible, use a drill stand or vise to hold the workpiece. - Keep the drill bit perpendicular to the work surface. - Use a guide or marking to ensure accurate positioning. - Avoid drilling into unknown materials or pipes. - Use appropriate PPE, including eye protection. - Take breaks to avoid fatigue, which can lead to instability. - Use a helper if the workpiece is large or awkward to hold. - Ensure the work area is clean and free of obstructions. 	1L
6. Drilling Task	tool kickback, noise, dust	4A	<ul style="list-style-type: none"> - Use a drill with a safety trigger and emergency stop. - Wear hearing protection and dust masks/respirators. - Use a drill with a variable speed control. - Start drilling at a low speed to establish control. - Keep the drill bit sharp and clean. - Use a drill with a clutch to prevent kickback. - Secure the workpiece properly before drilling. - Avoid drilling into hard materials without the correct bit. - Use a dust extraction system if available. - Maintain a firm grip on the drill handle. - Do not use the drill as a pry bar or for other unintended uses. - Follow the manufacturer's instructions for the drill. 	2M

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7. Descending Ladder	losing grip, fatigue	3H		1L
8. Tool Storage	tools becoming projectiles disorganisation	2M		1L
9. Site Cleanup	slip on debris, improper disposal	3H		1L

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10. Ladder Inspection	compromised ladder integrity, missed defects	2M		1L
11. Safety Feedback Session	gaps in safety communication, unreported incidents	2M		1L
12. Worker Training Updates	outdated procedures, lack of competency	3H		2M

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13. Weight Management	overloading ladders, inadequate strength	2M		1L
14. Emergency Procedures	delayed response, inadequate escape routes	3H		2M
15. Supervision and Monitoring	unsanctioned shortcuts, lack of oversight	4A		2M

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16. Work Coordination	task overlap, miscommunication	3H		1L
17. Inclement Weather Plans	reduced visibility, slippery conditions	4A		2M
18. Chemical Use and Storage	exposure to fumes, chemical spills	3H		2M

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19. Electrical Safety	electric shock, equipment failure	4A		2M
20. Reporting and Documentation	missing reports, inaccurate records	3H		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/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