

## Lifting, Carrying, Pushing And Pulling Tasks 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			<b>Elimination</b> Remove the hazard.
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> Replace the hazard.
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	<b>Isolation</b> Isolate People from the hazard
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	<b>Engineering</b> Isolate the hazard
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change
								<b>PPE</b>
<b>Risk Rating &amp; Required Action:</b>						<b>Notes on Hierarchy of Controls:</b>		
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. <b>Eliminate</b>		
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.					2. <b>Substitute</b>		
1L	Proceed, following standard operating procedures. Monitor and keep records.					3. <b>Isolate</b>		
<b>Consequence Scale:</b>						4. <b>Engineering</b>		
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			
						Always document <b>why</b> 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 training, Improper equipment selection	3H	<ul style="list-style-type: none"> <li>- Conduct thorough training on manual handling techniques</li> <li>- Ensure all employees are familiar with risk assessment procedures</li> <li>- Select appropriate equipment based on task requirements</li> <li>- Verify equipment condition before use</li> <li>- Assign tasks based on individual capability assessments</li> <li>- Include lifting techniques in onboarding process</li> <li>- Conduct regular refresher courses on manual handling</li> <li>- Implement buddy system for high-risk tasks</li> <li>- Provide clear communication protocols for task changes</li> <li>- Ensure access to updated lifting guidelines</li> </ul>	2M
2. Assessing Task Load	Overloading, Unbalanced loads	3H	<ul style="list-style-type: none"> <li>- Calculate the weight of the load before lifting</li> <li>- Assess the centre of gravity and balance of the load</li> <li>- Use mechanical aids or team lifting for heavy loads</li> <li>- Encourage staff to seek assistance when unsure about load weight</li> <li>- Implement a policy prohibiting lifting beyond designated weight limits</li> <li>- Provide training on load assessment techniques</li> <li>- Ensure supervisors are available to assist with load assessments</li> <li>- Regularly review and update load weight limits</li> <li>- Incorporate load assessment as a key part of pre-task briefings</li> <li>- Use load measurement tools where appropriate</li> </ul>	2M
3. Planning the Lift	Inadequate space, Obstructions in pathway	2M	<ul style="list-style-type: none"> <li>- Conduct a walkthrough of the lifting path</li> <li>- Remove any unnecessary obstructions or hazards from the pathway</li> <li>- Ensure aisles and corridors meet space requirements for lifting</li> <li>- Use signage to indicate pathways for lifting tasks</li> <li>- Assign spotters to monitor pathway and communicate potential hazards</li> <li>- Plan breaks into longer lifting tasks to avoid fatigue</li> <li>- Implement a system for reporting and clearing obstructions</li> <li>- Provide training on spotting hazards in lifting pathways</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Ensure sufficient lighting along the lifting path</li> <li>- Regularly inspect pathways for compliance with safety standards</li> </ul>	
4. Lifting Techniques	Incorrect posture, Sudden movements	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L
5. Pushing and Pulling Techniques	Overexertion, Slipping	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
6. Use of Mechanical Aids	Equipment failure, Inadequate training	2M	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L

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7. Team Lifting	Poor communication, Lack of coordination	3H		1L
8. Clearing Work Areas	Cluttered workspace, Tripping hazards	2M		1L
9. Implementing Safe Distances	Crowding, Inadequate emergency access	3H		2M

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10. Managing Fatigue	Overexertion, Reduced awareness	3H		1L
11. Supervisory Checks	Lack of oversight, Non-compliance with procedures	3H		1L
12. Evaluating Working Environment	Poor lighting, Inadequate ventilation	3H		2M

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13. Handling Hazardous Materials	Exposure to chemicals, Inhalation of fumes	4A		2M
14. Emergency Procedures	Inadequate emergency response, Delayed evacuation	4A		2M
15. Reviewing Procedures	Outdated procedures, Lack of updated information	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>

### 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.