

Loading And Unloading Hay Bales 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 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	
Consequence Scale:								4. Engineering	
Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation					5. Administrative	
Catastrophic	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution					6. PPE	
Major	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage					Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
Moderate	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment					<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	
Minor	First-aid only, no lost time	negligible delay	Isolated non-conformance						
Insignificant	No injury	no schedule impact	Deviation caught and corrected on site						

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 surfaces, injury from equipment	3H	<ul style="list-style-type: none"> - Ensure work area is clean and free from debris - Check all equipment for faults before use - Train staff in proper equipment handling - Use signs to indicate slippery areas - Provide appropriate PPE such as gloves and footwear - Schedule regular maintenance of loading equipment - Implement employee rotation to avoid fatigue - Review operational procedures regularly - Use non-slip boots where appropriate - Confirm team has emergency contacts 	2M
2. Assess Weather Conditions	high winds, wet hay bales	4H	<ul style="list-style-type: none"> - Check weather forecast before starting - Avoid work during extreme weather conditions - Use covered tarpaulins to cover hay bales - Postpone loading if severe weather is imminent - Brief workers on emergency procedures during adverse conditions - Establish communication protocols for weather updates - Implement a shelter plan for sudden weather changes - Train staff in recognising weather-related hazards - Schedule work during optimal weather conditions - Ensure proper visibility and lighting conditions during work 	3H
3. Use of Machinery	machine malfunction, collision	4A	<ul style="list-style-type: none"> - Conduct pre-operation checks on machinery - Ensure operators are certified and trained - Use spotters to avoid blind spots - Install safety barriers around loading area - Keep non-essential personnel clear of machinery operation - Implement strict maintenance schedule for all machinery - Use cameras or mirrors on machinery to enhance visibility - Limit machinery speed in congested areas 	3H

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			<ul style="list-style-type: none"> - Enforce a no-bring policy for distractions like mobile phones - Display operational procedures clearly on machinery 	
4. Secure Load	falling hay bales, crushed by shifting load	4A	<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>	2M
5. Transportation	road accidents, load shift during transit	4A	<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>	3H
6. Unloading Preparation	equipment failure, trip hazards	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>	2M

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7. Unloading	falling loads, struck by machinery	4A		2M
8. Post-Unloading Inspection	unsecured loads, equipment left on site	3H		1L
9. Equipment Maintenance	equipment wear, failure	3H		2M

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			<div></div> <div></div> <div></div> <div></div>	
10. Debrief and Review	overlooked risks, inadequate feedback	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
11. Staff Training	lack of awareness, inadequate skills	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
12. Emergency Preparation	unforeseen incidents, delays	4A	<div></div> <div></div> <div></div> <div></div> <div></div>	2M

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13. Monitoring and Audits	non-compliance, unaddressed hazards	3H		1L
14. Review External Factors	regulatory changes, environmental changes	2M		1L
15. Community Liaison	public complaints, community backlash	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.