

## Loading And Unloading Materials On Roofs 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			<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.	Isolation 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. Substitute	
1L Proceed, following standard operating procedures. Monitor and keep records.								3. Isolate	
								4. Engineering	
								5. Administrative	
								6. PPE	
<b>Consequence Scale:</b>								Always document <b>why</b> 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	Slip and fall, Incorrect load estimation	3H	<ul style="list-style-type: none"> <li>- Ensure workers have appropriate training in load estimation and material handling.</li> <li>- Conduct a site-specific risk assessment before commencing work.</li> <li>- Ensure all workers are wearing appropriate personal protective equipment (PPE), including non-slip shoes.</li> <li>- Communicate the task plan and safety procedures with the whole team.</li> <li>- Identify and mark hazards such as wet areas or uneven surfaces on the roof.</li> <li>- Ensure all equipment is inspected and in good working order.</li> <li>- Define and communicate the weather conditions under which work can be carried out.</li> <li>- Plan for safe access to the roof and provide appropriate ladders or steps.</li> <li>- Limit the number of workers on the roof to essential personnel only.</li> <li>- Establish a clear communication protocol for the team.</li> <li>- Set up exclusion zones on the ground to prevent unauthorised access.</li> <li>- Have a first aid kit readily available and ensure workers know its location.</li> <li>- Ensure that an emergency evacuation plan is in place.</li> <li>- Impart upon all personnel the importance of staying hydrated and focused, especially on warm days.</li> <li>- Review and update the risk assessment before each job or when conditions change.</li> <li>- Ensure all workers are aware of emergency procedures in the event of an accident.</li> <li>- Workers must report any hazards or incidents immediately.</li> </ul>	2M
2. Inspection of Tools and Equipment	Tool malfunction, Equipment failure	3H	<ul style="list-style-type: none"> <li>- Inspect all tools and equipment before use to ensure they are in safe working condition.</li> <li>- Repair or replace any tools that are found to have defects.</li> <li>- Verify that all equipment is appropriate for the task and is being used correctly.</li> <li>- Maintain a checklist for routine equipment inspections.</li> <li>- Train workers in recognising signs of tool wear and damage.</li> <li>- Use equipment according to manufacturer instructions.</li> <li>- Ensure all workers know how to report equipment defects immediately.</li> <li>- Ensure regular maintenance schedule for tools and equipment is followed.</li> <li>- Have a spare set of critical tools on site in case of malfunction.</li> <li>- Ensure tools are used according to safety standards and regulations.</li> </ul>	2M
3. Setting Up Safety Barriers	Uncontrolled access, Exposure to falling objects	4A	<ul style="list-style-type: none"> <li>- Erect safety barriers around the work area to prevent unauthorized access.</li> <li>- Use high-visibility barriers and signage to mark out-of-bounds areas.</li> <li>- Ensure all barriers meet regulatory standards for strength and placement.</li> <li>- Regularly inspect barriers and correct any weaknesses or gaps.</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Plan for and maintain safe pedestrian and vehicle routes around the work area.</li> <li>- Engage with stakeholders about temporary disruptions to normal access routes.</li> <li>- Clearly designate zones for loading and unloading.</li> <li>- Ensure a spotter or safety officer is present when loading/unloading materials.</li> <li>- Establish a drop zone beneath the roof for objects that might fall.</li> <li>- Maintain communication with ground workers to manage the movement efficiently.</li> </ul>	
4. Planning Material Load Limitations	Overloading, Uneven weight distribution	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>	1L
5. Lifting Operations	Manual handling injuries, Crane failure	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

SAFETY DATA SHEET

1. Identification

1.1 Product name: [REDACTED]

1.2 Other names: [REDACTED]

1.3 Recommended use: [REDACTED]

1.4 Restrictions on use: [REDACTED]

2. Hazard identification

2.1 GHS hazard pictograms: [REDACTED]

2.2 GHS hazard statements: [REDACTED]

2.3 GHS precautionary statements: [REDACTED]

2.4 Hazard classification: [REDACTED]

3. Composition/information on ingredients

3.1 Substances: [REDACTED]

3.2 Mixtures: [REDACTED]

4. First aid measures

4.1 In case of inhalation: [REDACTED]

4.2 In case of skin contact: [REDACTED]

4.3 In case of eye contact: [REDACTED]

4.4 In case of ingestion: [REDACTED]

5. Fire-fighting measures

5.1 Suitable extinguishing media: [REDACTED]

5.2 Special hazards: [REDACTED]

5.3 Special precautions for fire-fighters: [REDACTED]

6. Accidental release measures

6.1 Personal precautions, protective equipment and emergency measures: [REDACTED]

6.2 Environmental precautions: [REDACTED]

6.3 Clean-up methods: [REDACTED]

7. Handling and storage

7.1 Precautions for handling: [REDACTED]

7.2 Precautions for storage: [REDACTED]

8. Exposure controls/personal protection

8.1 Occupational exposure limits (OELs): [REDACTED]

8.2 Engineering controls: [REDACTED]

8.3 Personal protective equipment (PPE): [REDACTED]

9. Physical and chemical properties

9.1 Appearance: [REDACTED]

9.2 Odor: [REDACTED]

9.3 pH: [REDACTED]

9.4 Boiling point: [REDACTED]

9.5 Freezing point: [REDACTED]

9.6 Flash point: [REDACTED]

9.7 Self-ignition temperature: [REDACTED]

9.8 Decomposition temperature: [REDACTED]

10. Stability and reactivity

10.1 Reactivity: [REDACTED]

10.2 Stability: [REDACTED]

11. Toxicological information

11.1 Acute toxicity: [REDACTED]

11.2 Skin corrosion/irritation: [REDACTED]

11.3 Eye irritation: [REDACTED]

11.4 Respiratory irritation: [REDACTED]

11.5 Sensitization: [REDACTED]

11.6 Chronic toxicity: [REDACTED]

12. Environmental information

12.1 Persistence and degradability: [REDACTED]

12.2 Bioaccumulation: [REDACTED]

12.3 Mobility in soil: [REDACTED]

12.4 Other environmental effects: [REDACTED]

13. Disposal considerations

13.1 Waste treatment: [REDACTED]

13.2 Other disposal considerations: [REDACTED]

14. Transport information

14.1 UN number: [REDACTED]

14.2 Proper shipping name: [REDACTED]

14.3 Hazard class: [REDACTED]

14.4 Packing group: [REDACTED]

14.5 Special provisions: [REDACTED]

15. Regulatory information

15.1 REACH: [REDACTED]

15.2 CLP: [REDACTED]

15.3 Other regulatory information: [REDACTED]

16. Other information

16.1 Other information: [REDACTED]

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als, Incorrect unloading

4A

**SAMPLE**

Emergency response,  
Emergency procedures

3H

**SAMPLE**

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
12. Weather Monitoring	Sudden weather changes, Inadequate weather response	4A		2M
13. PPE Compliance	Inadequate protection, Non-compliance	3H		1L



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
14. Equipment Storage	Equipment damage, Unauthorised usage	2M		1L
15. Refuelling Vehicles and Equipment	Fuel spills, Fire risks	3H		1L

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

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.