

Loading The Dive Boat 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:								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	
								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	trip hazards, slippery surfaces	3H	<ul style="list-style-type: none"> - Conduct a pre-loading safety briefing - Ensure all crew members are wearing non-slip footwear - Mark and clear designated pathways - Remove unnecessary items from pathways - Conduct regular walk-throughs to ensure pathways remain clear - Adequate lighting in all work areas - Use signage to indicate wet areas - Keep emergency communication devices on hand - Train staff on hazard identification - Implement a buddy system 	2M
2. Equipment Check	equipment failure, unidentified defects	4H	<ul style="list-style-type: none"> - Conduct thorough inspection of all equipment - Utilise pre-check equipment lists - Regular maintenance and servicing schedules - Have certified personnel conduct checks - Immediate tagging and reporting of faulty equipment - Use of fit-for-purpose and compliant equipment - Ensure availability of backup equipment - Implement a robust record-keeping system - Disseminate equipment check training - Perform risk assessments on new equipment 	2M
3. Loading Dock Preparation	fall from height, collision with objects	3H	<ul style="list-style-type: none"> - Install guardrails and barriers - Ensure availability of PPE such as helmets - Implement a traffic management plan - Maintain clear lines of sight - Use spotters to guide vehicles - Conduct daily inspections of docking area - Mark loading and no-go zones - Display clear signage and instructions 	2M

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			<ul style="list-style-type: none"> - Ensure dock levelers are functioning - Train staff on fall prevention techniques 	
4. Vehicle Parking	unauthorised access, vehicular accidents	3H	<ul style="list-style-type: none"> - Restrict access to the loading area - Use of bollards to prevent vehicle access - Implement a vehicle access control system - Assign a dedicated staff member to monitor the area - Use of high-visibility vests and hard hats for all personnel - Establish a clear pedestrian path - Implement a vehicle speed limit - Use of safety barriers - Regular maintenance of the loading area - Clear signage and markings - Implement a vehicle inspection protocol - Use of safety cones and barriers to create a safe zone - Implement a vehicle access control system - Assign a dedicated staff member to monitor the area - Use of high-visibility vests and hard hats for all personnel - Establish a clear pedestrian path - Implement a vehicle speed limit - Use of safety barriers - Regular maintenance of the loading area - Clear signage and markings - Implement a vehicle inspection protocol - Use of safety cones and barriers to create a safe zone 	1L
5. Loading Equipment Onboard	manual handling injuries, equipment drop	4A	<ul style="list-style-type: none"> - Use of proper lifting techniques - Use of mechanical lifting equipment - Implement a lifting protocol - Assign a dedicated staff member to monitor the area - Use of high-visibility vests and hard hats for all personnel - Establish a clear pedestrian path - Implement a vehicle speed limit - Use of safety barriers - Regular maintenance of the loading area - Clear signage and markings - Implement a vehicle inspection protocol - Use of safety cones and barriers to create a safe zone - Implement a vehicle access control system - Assign a dedicated staff member to monitor the area - Use of high-visibility vests and hard hats for all personnel - Establish a clear pedestrian path - Implement a vehicle speed limit - Use of safety barriers - Regular maintenance of the loading area - Clear signage and markings - Implement a vehicle inspection protocol - Use of safety cones and barriers to create a safe zone 	2M
6. Securing Equipment	equipment shift during transit, inadequate securing methods	3H	<ul style="list-style-type: none"> - Use of proper securing techniques - Use of mechanical securing equipment - Implement a securing protocol - Assign a dedicated staff member to monitor the area - Use of high-visibility vests and hard hats for all personnel - Establish a clear pedestrian path - Implement a vehicle speed limit - Use of safety barriers - Regular maintenance of the loading area - Clear signage and markings - Implement a vehicle inspection protocol - Use of safety cones and barriers to create a safe zone - Implement a vehicle access control system - Assign a dedicated staff member to monitor the area - Use of high-visibility vests and hard hats for all personnel - Establish a clear pedestrian path - Implement a vehicle speed limit - Use of safety barriers - Regular maintenance of the loading area - Clear signage and markings - Implement a vehicle inspection protocol - Use of safety cones and barriers to create a safe zone 	1L

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7. Checking Weight Distribution	uneven load, capsising risk	3H		1L
8. Staff Briefing	miscommunication, lack of awareness	3H		1L
9. Weather Check	sudden weather changes, restricted visibility	4A		2M

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			<div></div> <div></div> <div></div> <div></div>	
10. Personal Safety Equipment Check	PPE failure, incorrect fitting of equipment	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
11. Assigning Roles	role confusion, insufficient skill level	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
12. Emergency Protocols Review	procedure non-compliance, emergency equipment failure	4A	<div></div> <div></div> <div></div> <div></div> <div></div>	1L

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13. Communication Devices Check	device malfunction, inadequate communication range	4A		2M
14. Pre-Departure Checklist Completion	checklist omission, oversight of critical items	3H		1L
15. Final Safety Briefing	last-minute changes, non-compliance enforcement	3H		1L

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16. Departure Procedures	operator error, improper vessel handling	4A		2M
17. Mid-Voyage Safety Procedures	onboard fire, unexpected medical emergency	4A		2M
18. Arriving At Destination	miscommunication with docking crew, collisions	3H		2M

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19. Unloading Equipment	manual handling injuries, trip hazards	4A		2M
20. Post-Operation Debriefing	overlooked improvements, loss of key operational information	3H		2M

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.