

## Loading Unloading Refrigerated Goods 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	Slippery Floors, Improper PPE Usage	3H	<ul style="list-style-type: none"> <li>- Conduct a pre-work briefing on the day's tasks and risks.</li> <li>- Ensure PPE including boots and gloves are worn.</li> <li>- Check for and clean any spills on the floor.</li> <li>- Verify that walking paths are clear and unobstructed.</li> <li>- Inspect equipment for proper working condition.</li> <li>- Ensure all staff are trained in ergonomic lifting techniques.</li> <li>- Check that additional PPE is readily available.</li> <li>- Undertake regular site inspections for hazards.</li> <li>- Ensure all emergency equipment is checked and available.</li> <li>- Post emergency contact information and protocols clearly on site.</li> </ul>	2M
2. Vehicle Inspection	Vehicle Malfunction, Undetected Damage	3H	<ul style="list-style-type: none"> <li>- Perform comprehensive pre-trip vehicle inspections.</li> <li>- Conduct routine maintenance checks ahead of time.</li> <li>- Record any issues in a vehicle log and report immediately.</li> <li>- Ensure spare parts and tools are available in the vehicle.</li> <li>- Train staff in basic vehicle troubleshooting skills.</li> <li>- Use inspection checklists to standardize checks.</li> <li>- Verify vehicle safety systems are functional.</li> <li>- Schedule routine professional inspections and maintenance.</li> <li>- Ensure all warning signals are operational.</li> <li>- Perform regular checks on refrigeration unit functionality.</li> </ul>	2M
3. Loading Dock Preparation	Dock Slipperiness, Vehicular Accidents	4A	<ul style="list-style-type: none"> <li>- Engage dock locking mechanisms before operations.</li> <li>- Use appropriate signage to ensure clear visibility.</li> <li>- Maintain clear communication through radios.</li> <li>- Keep the loading area free of obstacles.</li> <li>- Ensure dock plates are secure and in good repair.</li> <li>- Train operators in dock safety protocols.</li> <li>- Regularly inspect and maintain dock levellers.</li> <li>- Install proper lighting in the loading area.</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Use wheel chocks to prevent vehicle movement.</li> <li>- Clearly mark traffic lanes and pedestrian areas.</li> </ul>	
4. Arranging Goods	Improper Stacking, Falling Objects	4A	<ul style="list-style-type: none"> <li>- Stack goods in a stable and secure manner.</li> <li>- Use appropriate equipment for lifting and stacking.</li> <li>- Ensure goods are properly secured and braced.</li> <li>- Avoid stacking goods too high.</li> <li>- Use proper stacking techniques.</li> <li>- Inspect stacks regularly for stability.</li> <li>- Use proper tie-down techniques.</li> <li>- Avoid stacking goods near edges or overhanging loads.</li> <li>- Use proper stacking patterns.</li> <li>- Ensure stacking area is clear of obstacles.</li> <li>- Use proper stacking height.</li> <li>- Avoid stacking goods on unstable surfaces.</li> <li>- Use proper stacking orientation.</li> <li>- Inspect stacking equipment regularly.</li> <li>- Use proper stacking sequence.</li> <li>- Avoid stacking goods near power lines.</li> <li>- Use proper stacking spacing.</li> <li>- Ensure stacking area is well-lit.</li> <li>- Use proper stacking technique.</li> <li>- Avoid stacking goods near pedestrians.</li> <li>- Use proper stacking method.</li> </ul>	2M
5. Loading the Vehicle	Muscle Strain, Tripping Hazards	3H	<ul style="list-style-type: none"> <li>- Use proper lifting techniques.</li> <li>- Use appropriate equipment for loading.</li> <li>- Ensure goods are properly secured and braced.</li> <li>- Avoid loading goods too high.</li> <li>- Use proper loading techniques.</li> <li>- Inspect loads regularly for stability.</li> <li>- Use proper tie-down techniques.</li> <li>- Avoid loading goods near edges or overhanging loads.</li> <li>- Use proper loading patterns.</li> <li>- Ensure loading area is clear of obstacles.</li> <li>- Use proper loading height.</li> <li>- Avoid loading goods on unstable surfaces.</li> <li>- Use proper loading orientation.</li> <li>- Inspect loading equipment regularly.</li> <li>- Use proper loading sequence.</li> <li>- Avoid loading goods near power lines.</li> <li>- Use proper loading spacing.</li> <li>- Ensure loading area is well-lit.</li> <li>- Use proper loading technique.</li> <li>- Avoid loading goods near pedestrians.</li> <li>- Use proper loading method.</li> </ul>	2M
6. Securing Goods	Shifted Loads, Load Collapse	3H	<ul style="list-style-type: none"> <li>- Use proper tie-down techniques.</li> <li>- Use appropriate equipment for securing.</li> <li>- Ensure goods are properly secured and braced.</li> <li>- Avoid securing goods too high.</li> <li>- Use proper securing techniques.</li> <li>- Inspect secured loads regularly for stability.</li> <li>- Use proper tie-down patterns.</li> <li>- Ensure securing area is clear of obstacles.</li> <li>- Use proper securing height.</li> <li>- Avoid securing goods on unstable surfaces.</li> <li>- Use proper securing orientation.</li> <li>- Inspect securing equipment regularly.</li> <li>- Use proper securing sequence.</li> <li>- Avoid securing goods near power lines.</li> <li>- Use proper securing spacing.</li> <li>- Ensure securing area is well-lit.</li> <li>- Use proper securing technique.</li> <li>- Avoid securing goods near pedestrians.</li> <li>- Use proper securing method.</li> </ul>	2M

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7. Departure Inspection	Insecure Loads, Defective Brakes	4A		2M
8. Transit	Driving Fatigue, Unobstructed Obstacles	4A		2M
9. Unloading Preparation	Poor Visibility, Slippery Surfaces	3H		2M

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10. Unloading the Vehicle	Back Injury, Hazardous Materials Spillage	4A		2M
11. Inspecting Unloaded Goods	Damaged Packaging, Contaminated Goods	3H		2M
12. Stocking Items	Overstocking, Improper Rotation	3H		2M

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13. Documentation	Incomplete Records, Data Entry Errors	2M		1L
14. Cleaning and Maintenance	Chemical Exposure, Defective Equipment	3H		2M
15. Safety Review and Feedback	Unaddressed Feedback, Complacency	3H		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	

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.