

## Loading Unloading Safety 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>

### Risk Rating & Required Action:

<b>4A</b>	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.
<b>3H</b>	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.

### Consequence Scale:

Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance
<b>Insignificant</b>	No injury	no schedule impact	Deviation caught and corrected on site

### Notes on Hierarchy of Controls:

Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. **Substitute**
3. **Isolate**
4. **Engineering**
5. **Administrative**
6. **PPE**

Always document **why** 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	Slips, trips, Improper lifting	3H	<ul style="list-style-type: none"> <li>- Conduct pre-use checks on PPE and equipment</li> <li>- Ensure walkways are clear of obstructions or debris</li> <li>- Provide training on proper lifting techniques</li> <li>- Mark uneven surfaces with warning signs</li> <li>- Verify weather conditions for outdoor loading areas</li> <li>- Brief staff on the day's schedule and tasks</li> <li>- Ensure availability of adequate lighting</li> <li>- Establish a system to report hazards immediately</li> <li>- Use footwear with non-slip soles</li> <li>- Confirm the availability of first aid personnel</li> </ul>	2M
2. Vehicle Arrival	Vehicular collision, Noise pollution	3H	<ul style="list-style-type: none"> <li>- Designate and mark loading zones clearly</li> <li>- Implement a vehicle entry and exit protocol</li> <li>- Use high-visibility clothing for personnel</li> <li>- Install convex mirrors at blind spots</li> <li>- Ensure communication devices are functional</li> <li>- Restrict unauthorised access to loading area</li> <li>- Conduct regular noise assessments and provide ear protection</li> <li>- Train staff on traffic management controls</li> <li>- Use signage to guide vehicle movement</li> <li>- Keep route clear of obstructions</li> </ul>	2M
3. Positioning Vehicle	Vehicular impact, Pinching injury	3H	<ul style="list-style-type: none"> <li>- Use trained personnel to guide vehicle positioning</li> <li>- Install warning alarms on vehicles</li> <li>- Maintain a safe distance from moving vehicles</li> <li>- Ensure vehicle braking systems are operational</li> <li>- Employ spotters equipped with two-way radios</li> <li>- Conduct tire inspections for wear and damage</li> <li>- Clearly demarcate safe zones for workers</li> <li>- Perform regular checks on hydraulic systems</li> </ul>	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
			<ul style="list-style-type: none"> <li>- Use stabilisers or chocks to secure vehicles</li> <li>- Monitor for potential distractions to drivers</li> </ul>	
4. Securing Vehicle	Vehicle roll-away, Structural failure	3H	<ul style="list-style-type: none"> <li>- Use stabilisers or chocks to secure vehicles</li> <li>- Monitor for potential distractions to drivers</li> <li>- Ensure vehicle is parked on level ground</li> <li>- Engage parking brake</li> <li>- Use wheel chocks</li> <li>- Secure load properly</li> <li>- Use proper tie-down technique</li> <li>- Use proper tie-down sequence</li> <li>- Use proper tie-down angle</li> <li>- Use proper tie-down tension</li> <li>- Use proper tie-down spacing</li> <li>- Use proper tie-down technique</li> <li>- Use proper tie-down sequence</li> <li>- Use proper tie-down angle</li> <li>- Use proper tie-down tension</li> <li>- Use proper tie-down spacing</li> </ul>	2M
5. Load Preparation	Manual handling, Falls from height	3H	<ul style="list-style-type: none"> <li>- Use proper lifting technique</li> <li>- Use proper lifting sequence</li> <li>- Use proper lifting angle</li> <li>- Use proper lifting tension</li> <li>- Use proper lifting spacing</li> <li>- Use proper lifting technique</li> <li>- Use proper lifting sequence</li> <li>- Use proper lifting angle</li> <li>- Use proper lifting tension</li> <li>- Use proper lifting spacing</li> <li>- Use proper lifting technique</li> <li>- Use proper lifting sequence</li> <li>- Use proper lifting angle</li> <li>- Use proper lifting tension</li> <li>- Use proper lifting spacing</li> </ul>	2M
6. Loading Equipment Check	Equipment failure, Electrical hazard	4A	<ul style="list-style-type: none"> <li>- Check equipment condition</li> <li>- Check equipment operation</li> <li>- Check equipment safety</li> <li>- Check equipment maintenance</li> <li>- Check equipment inspection</li> <li>- Check equipment testing</li> <li>- Check equipment calibration</li> <li>- Check equipment documentation</li> <li>- Check equipment records</li> <li>- Check equipment history</li> <li>- Check equipment status</li> <li>- Check equipment location</li> <li>- Check equipment availability</li> <li>- Check equipment condition</li> <li>- Check equipment operation</li> </ul>	2M

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
7. Loading Operations	Overloading, Struck by moving load	4A		2M
8. Load Securing	Load shift, Improper lashing	3H		2M
9. Unloading Preparation	Inadequate load support, Tripping hazards	3H		2M

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
10. Unloading Operations	Falls from load, Collisions	4A		2M
11. Post-Operational Checks	Residual structural strain, Equipment failure	2M		1L
12. Vehicle Departure	Vehicular collision, Ground surface damage	3H		2M

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
13. Emergency Procedures	Fire, Spill hazards	4A		2M
14. Reporting and Documentation	Data mishandling, Incomplete records	2M		1L
15. Continuous Improvement	Complacency, Unaddressed issues	2M		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
			<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>

### 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>

### 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>

### 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.

### 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>

### 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>

### 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