

Loading and Unloading of Containers 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:

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

Consequence Scale:

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

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	Trip hazards, Incorrect PPE usage	3H	<ul style="list-style-type: none"> - Conduct site walkthrough to identify and remove trip hazards - Ensure all workers are wearing appropriate PPE specific to the tasks - Brief workers on the importance of keeping the area tidy - Verify first aid kits are available on site - Conduct a toolbox talk to discuss potential hazards - Ensure clear communication regarding work scope and expected outcomes - Confirm that all workers have received necessary training - Inspect all tools and equipment for defects - Designate a safety officer for oversight - Ensure emergency contact numbers are prominently displayed 	2M
2. Inspection of Container External	Container crushing risk, Sharp edges	3H	<ul style="list-style-type: none"> - Use signage and barriers to control access to container inspection areas - Ensure all staff maintain a safe distance from moving containers - Use appropriate tools to inspect the container if there are sharp edges - Wear appropriate gloves to handle containers - Assign a spotter to assist with the inspection - Conduct inspection during daylight or ensure adequate lighting - Undertake manual handling training prior to task - Never stand between the container and another immovable object - Document all defects and communicate to relevant personnel - Utilize mirror devices to check difficult angles 	1L
3. Inspection of Container Internal	Hazardous gases, Poor visibility	4A	<ul style="list-style-type: none"> - Conduct air quality monitoring before entry - Use portable lighting to improve visibility - Ensure a competent person supervises the inspection process - Wear gas detection equipment while inspecting - Ensure proper ventilation of the container prior to entry - Provide audible and visual communication equipment - Limit number of personnel inside the container - Use buddy system to ensure safety 	2M

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			<ul style="list-style-type: none"> - Ensure thorough communication of procedures - Develop and practice emergency response plans 	
4. Preparation of Loading/ Unloading Site	Unauthorized access, Inadequate space	3H	<ul style="list-style-type: none"> - Establish a safety perimeter around the work area - Use safety tape or barriers to restrict access - Assign a dedicated safety officer to monitor the perimeter - Ensure all personnel are aware of the work area boundaries - Use clear signage to indicate restricted areas - Establish a communication system for the safety officer - Conduct a pre-work safety briefing - Perform regular safety checks throughout the process - Stop work immediately if a safety breach occurs - Review and document the safety measures taken 	2M
5. Equipment Inspection and Setup	Equipment failure, Improper setup	3H	<ul style="list-style-type: none"> - Conduct a thorough inspection of all equipment before use - Verify that all equipment is properly calibrated and maintained - Follow the manufacturer's instructions for setup and operation - Use proper lifting techniques to avoid injury - Ensure all equipment is securely fastened and stable - Perform a test run before the main operation - Monitor equipment for any signs of wear or malfunction - Stop work immediately if any equipment failure is detected - Document the inspection and setup process 	1L
6. Vehicle Arrival and Positioning	Vehicle collision, Fall from height	4A	<ul style="list-style-type: none"> - Establish a clear path for vehicle arrival and positioning - Use spotters to assist with vehicle positioning - Ensure all personnel are clear of the vehicle's path - Use proper tie-off techniques for fall protection - Ensure all fall protection equipment is properly inspected and maintained - Perform a pre-work safety briefing - Monitor the vehicle and personnel for any safety concerns - Stop work immediately if a safety breach occurs - Review and document the vehicle arrival and positioning process 	1L

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7. Loading Process	Lifting injuries, Load instability	4A		2M
8. Unloading Process	Crushing hazards, ...	4A		2M
9. Securing the Site Post-Loading/Unloading	Stored energy release, Incorrect securing methods	3H		1L

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10. Documentation and Reporting	Data recording errors, Non-compliance with procedures	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
11. Review and Feedback	Overlooked issues, Lack of feedback incorporation	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
12. Maintenance Checks	Equipment deterioration, Maintenance oversight	3H	<div></div> <div></div> <div></div> <div></div> <div></div>	1L

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13. Emergency Response Planning	Inadequate response, Incomplete training	4A		2M
14. Containment of Hazardous Materials	Spillage, Exposure to harmful substances	4A		2M
15. Clean-Up and Waste Disposal	Improper waste segregation, Environmental pollution	3H		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.