

Lowering And Raising The Landing Gear On Semi-Trailers 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:								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 the 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	Poor lighting, Improper footwear	3H	<ul style="list-style-type: none"> - Conduct pre-task meeting to identify hazards - Ensure adequate lighting is available at the worksite - Require wearing of high-visibility clothing # Match footwear with the task to enhance stability - Confirm all tools are ready and functional for use # Define proper communication processes among team - Ensure workers comply with PPE standards # Setup barriers in high traffic areas to prevent interference - Maintain cleanliness and order around the workspace - Conduct pre-work safety inspection of the area 	2M
2. Identify the semi-trailer	Misidentification of the trailer, Incorrect information	3H	<ul style="list-style-type: none"> - Verify trailer against work orders - Communicate with team members to validate ID - Document the identification of the semi-trailer clearly - Cross-check identification with another team member - Ensure satellite data and records match trailer ID - Confirm marker lights to ensure the right trailer # Confirm matching logos and decals on trailer - Have a process for questioning in case of discrepancies # Train workers on identification techniques - Look for unique identifiers on the trailer 	2M
3. Inspect the handle equipment	Equipment failure, Incorrect handle position	4A	<ul style="list-style-type: none"> - Examine handles for wear and damage before use - Follow manufacturer guidelines for equipment operation - Perform operational checks on handle efficacy - Ensure all safety locks and pins are present and engaged # Verify handle's alignment with operational protocol - Provide training to staff on proper handling procedure - Ensure regular maintenance schedule is adhered to - Report and replace malfunctioning equipment immediately 	2M

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			<ul style="list-style-type: none"> - Use calibrated tools for inspection and testing - Document all inspections and findings 	
4. Position yourself correctly	Poor ergonomics, Strains from awkward posture	3H	<ul style="list-style-type: none"> - Use proper body mechanics and maintain neutral spine - Adjust work area to fit the worker - Take regular breaks and stretch - Use ergonomic tools and equipment - Avoid repetitive motions - Maintain proper footing and balance - Use assistive devices when lifting or moving heavy loads - Communicate with team members - Follow safety protocols - Report any injuries or concerns 	1L
5. Operate the landing gear	Physical strain, Gear malfunction	3H	<ul style="list-style-type: none"> - Follow manufacturer's instructions - Inspect gear components before operation - Use proper technique to operate the gear - Avoid overloading the gear - Monitor gear operation closely - Stop operation if any abnormalities are detected - Report any issues immediately - Use safety barriers and warning systems - Maintain clear communication with ground crew - Follow emergency procedures 	2M
6. Confirm the gear position	Incorrect positioning, Gear shift during operation	4A	<ul style="list-style-type: none"> - Double-check gear position - Use visual aids or sensors - Communicate with ground crew - Follow standard operating procedures - Report any discrepancies - Use proper communication protocols - Maintain situational awareness - Follow safety protocols - Report any injuries or concerns 	2M

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7. Check for stability	Unstable trailer, Improper levelling	4A		1L
8. Communicate status	Miscommunication, Incorrect instructions	3H		1L
9. Monitor environmental conditions	Adverse weather, Dust and visibility issues	3H		2M

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10. Ensure procedural compliance	Non-compliance, Lack of awareness	2M		1L
11. Secure all equipment post-operation	Loose equipment, Misplacement	2M		1L
12. Confirm task completion	Overlooking task aspects, Missed confirmation	2M		1L

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13. Review and report incidents	Unforeseen incidents, Delayed reporting	3H		1L
14. Provide training and feedback	Skill discrepancies, Knowledge gaps	3H		1L
15. Continuous improvement	Stagnation in practices, Outdated methods	2M		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.