

## Managing Loose Materials In Wind 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	4A ACUTE	DO NOT PROCEED	Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE			Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE			Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE			Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH			Administrative Change	
						1L LOW	Monitor and keep records.	PPE	
<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. 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	
<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				
								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	Inadequate training, Lack of PPE	3H	<ul style="list-style-type: none"> <li>- Conduct training session on material handling</li> <li>- Provide PPE such as gloves and goggles</li> <li>- Ensure all workers understand wind-related hazards</li> <li>- Document briefings and attendance</li> <li>- Identify local weather conditions</li> <li>- Develop a communication plan</li> <li>- Ensure all staff are aware of emergency procedures</li> <li>- Distribute contact details to supervisors</li> <li>- Review past incidents</li> <li>- Schedule routine checks</li> </ul>	2M
2. Site Inspection	Falling debris, Unstable structures	3H	<ul style="list-style-type: none"> <li>- Perform daily site checks</li> <li>- Use checklists to ensure thorough inspections</li> <li>- Designate a safety officer for inspections</li> <li>- Secure loose objects</li> <li>- Implement exclusion zones</li> <li>- Confirm stability of high structures</li> <li>- Schedule inspections during low wind periods</li> <li>- Train staff in basic inspection techniques</li> <li>- Record inspection findings</li> <li>- Report deficiencies immediately</li> </ul>	2M
3. Material Storage	Improper stacking, Exposed materials	3H	<ul style="list-style-type: none"> <li>- Use proper stacking techniques</li> <li>- Store materials below wind barriers</li> <li>- Secure tarpaulins with weights or ties</li> <li>- Label storage areas clearly</li> <li>- Conduct regular storage inspections</li> <li>- Train workers in safe storage procedures</li> <li>- Limit material storage to safe zones</li> <li>- Implement sign-offs for each storage event</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Ensure all materials are well packaged</li> <li>- Report storage issues immediately</li> </ul>	
4. Material Handling	Manual handling injuries, Material spillage	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
5. Transportation Onsite	Vehicle movement accidents, Load instability	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	3H
6. Securing Loose Materials	Inadequate securing, Material shifting	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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7. Weather Monitoring	Sudden wind gusts, Inaccurate forecasts	3H		2M
8. Emergency Preparedness	Delays in response, Poor communication	3H		2M
9. Communication	Misinformation, Communication breakdowns	3H		2M

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10. Debrief and Review	Lack of continuous improvement, Incomplete documentation	2M		1L
11. Training and Competency	Inadequate skills, Poor understanding of procedures	3H		2M
12. Task Allocation	Unclear task roles, Overloading workers	3H		2M

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13. Equipment Inspection	Faulty equipment, Unchecked degradation	4A		3H
14. Incident Reporting	Non-reporting of incidents, Delayed reporting	3H		2M
15. Continuous Improvement	Stagnant processes, Unaddressed patterns	2M		1L

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			<div>1. Use proper lifting techniques: bend at knees, not back.</div> <div>2. Use mechanical aids (dollies, pallet jacks) to move heavy loads.</div> <div>3. Maintain clear walkways free of clutter and debris.</div> <div>4. Wear proper footwear (steel-toe shoes).</div> <div>5. Avoid carrying heavy loads up or down stairs.</div> <div>6. Use caution when operating machinery or equipment.</div> <div>7. Receive proper training for all tasks.</div> <div>8. Perform regular safety checks on equipment.</div> <div>9. Use handrails on ladders and scaffolding.</div> <div>10. Communicate with coworkers when working in close proximity.</div>	
16. Personal Protective Equipment Maintenance	PPE degradation, Inconsistent use	3H	<div>1. Inspect PPE before each use for damage or wear.</div> <div>2. Replace damaged or worn PPE immediately.</div> <div>3. Clean and maintain PPE according to manufacturer instructions.</div> <div>4. Store PPE properly to prevent damage.</div> <div>5. Ensure PPE fits correctly and is worn properly.</div> <div>6. Train workers on the correct use and maintenance of PPE.</div> <div>7. Establish a PPE inspection and replacement schedule.</div> <div>8. Encourage workers to report damaged or missing PPE.</div> <div>9. Provide PPE for all workers, regardless of job title.</div> <div>10. Monitor PPE usage and compliance.</div>	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.