

Manipulate Metal Gates Or Fences 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 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	
Consequence Scale:								4. Engineering	
Consequence	People (injury/illness)		Project / Assets		Compliance / Reputation		5. Administrative		
Catastrophic	Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution		6. PPE		
Major	Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage		Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.		
Moderate	Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment		<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>		
Minor	First-aid only, no lost time		negligible delay		Isolated non-conformance				
Insignificant	No injury		no schedule impact		Deviation caught and corrected on site				

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 and trips, injury from tools	3H	<ul style="list-style-type: none"> - Ensure team meeting to discuss day goals and safety protocols - Check weather conditions to prevent wet surfaces and plan accordingly - Perform pre-start equipment checks and identify defective tools - Provide adequate task training and supervision - Employees must wear PPE including steel-capped boots and gloves - Use of non-slip mats in potentially wet areas - Ensure clear and dry work areas to prevent trip hazards - Regular audits on tool safety and maintenance records - Schedule regular team safety huddles before commencing new tasks - Erect barrier signage for slippery or potentially hazardous areas 	2M
2. Gathering Materials	incorrect lifting posture, heavy objects	3H	<ul style="list-style-type: none"> - Educate workers on manual handling techniques - Use mechanical aids to lift heavy objects when possible - Store materials at waist height to minimise bending - Regular breaks to prevent fatigue-related hazards - Encourage communication among team members to alert of moving objects - Place barriers around the area where materials are stored - Perform routine checks on lifting equipment for defects - Brief workers on the importance of correct stacking methods - Ensure only trained workers handle mechanical lifting gear - Keep areas where falling objects might occur restricted 	2M
3. Transportation	collision, musculoskeletal injuries	4A	<ul style="list-style-type: none"> - Use designated routes for transporting materials - Secure loads properly before transport to avoid shifts - Ensure adequate lighting along transportation pathways - Conduct speed limit checks within site - All operators must hold relevant licenses and operate within safe parameters - Use spotters where necessary to guide vehicle movement - Implement a clear communication system with hand signals for all moves - Install convex mirrors at blind corners 	2M

<p>rop edges, dust inhalation</p>	<p>4A</p>	<p>- Regular servicing of all vehicles</p>
<p>s from h</p>	<p>4A</p>	

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7. Painting or Coating	toxic inhalation, skin contact	3H		1L
8. Inspection and Sign-off	missed defects, procedural non-compliance	2M		1L
9. Dismantling or Removal	falling objects, cut or laceration injuries	3H		2M

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			<div>1. Wear appropriate PPE (hard hat, safety glasses, gloves, etc.)</div> <div>2. Ensure all equipment is properly maintained and safe to use.</div> <div>3. Follow all safety protocols and procedures.</div> <div>4. Keep work area clean and free of clutter.</div> <div>5. Use proper lifting techniques.</div> <div>6. Avoid distractions while working.</div> <div>7. Communicate clearly with team members.</div> <div>8. Report any hazards or unsafe conditions immediately.</div> <div>9. Use caution when working with tools and equipment.</div> <div>10. Follow the manufacturer's instructions for all equipment.</div> <div>11. Use proper tie-off techniques when working at heights.</div> <div>12. Avoid reaching for items; use ladders or lifts instead.</div> <div>13. Keep your feet on the ground at all times.</div> <div>14. Use proper body mechanics to prevent injury.</div> <div>15. Take regular breaks to avoid fatigue.</div> <div>16. Stay hydrated throughout the day.</div> <div>17. Use proper communication when working in teams.</div> <div>18. Follow all safety signs and warnings.</div> <div>19. Use proper storage techniques for materials and equipment.</div> <div>20. Keep emergency exits clear and unobstructed.</div>	
10. Site Clean-Up	slips and trips, exposure to hazardous waste	3H	<div>1. Wear appropriate PPE (hard hat, safety glasses, gloves, etc.)</div> <div>2. Ensure all equipment is properly maintained and safe to use.</div> <div>3. Follow all safety protocols and procedures.</div> <div>4. Keep work area clean and free of clutter.</div> <div>5. Use proper lifting techniques.</div> <div>6. Avoid distractions while working.</div> <div>7. Communicate clearly with team members.</div> <div>8. Report any hazards or unsafe conditions immediately.</div> <div>9. Use caution when working with tools and equipment.</div> <div>10. Follow the manufacturer's instructions for all equipment.</div> <div>11. Use proper tie-off techniques when working at heights.</div> <div>12. Avoid reaching for items; use ladders or lifts instead.</div> <div>13. Keep your feet on the ground at all times.</div> <div>14. Use proper body mechanics to prevent injury.</div> <div>15. Take regular breaks to avoid fatigue.</div> <div>16. Stay hydrated throughout the day.</div> <div>17. Use proper communication when working in teams.</div> <div>18. Follow all safety signs and warnings.</div> <div>19. Use proper storage techniques for materials and equipment.</div> <div>20. Keep emergency exits clear and unobstructed.</div>	1L
11. Final Inspection	ignorance of missing components, overlooking potential defects	2M	<div>1. Wear appropriate PPE (hard hat, safety glasses, gloves, etc.)</div> <div>2. Ensure all equipment is properly maintained and safe to use.</div> <div>3. Follow all safety protocols and procedures.</div> <div>4. Keep work area clean and free of clutter.</div> <div>5. Use proper lifting techniques.</div> <div>6. Avoid distractions while working.</div> <div>7. Communicate clearly with team members.</div> <div>8. Report any hazards or unsafe conditions immediately.</div> <div>9. Use caution when working with tools and equipment.</div> <div>10. Follow the manufacturer's instructions for all equipment.</div> <div>11. Use proper tie-off techniques when working at heights.</div> <div>12. Avoid reaching for items; use ladders or lifts instead.</div> <div>13. Keep your feet on the ground at all times.</div> <div>14. Use proper body mechanics to prevent injury.</div> <div>15. Take regular breaks to avoid fatigue.</div> <div>16. Stay hydrated throughout the day.</div> <div>17. Use proper communication when working in teams.</div> <div>18. Follow all safety signs and warnings.</div> <div>19. Use proper storage techniques for materials and equipment.</div> <div>20. Keep emergency exits clear and unobstructed.</div>	1L

<p>in-site unattended, tools</p>	<p>3H</p>
<p>ul groups, contaminated</p>	<p>4A</p>

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15. Process Review and Continuous Improvement	lag in updating processes to latest standards, knowledge gaps in staff	2M		1L

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.