

## Manipulate Steel Trusses 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.	Isolation 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:

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:

- Eliminate**
- Substitute
- Isolate
- Engineering
- Administrative
- 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 and trips, incorrect lifting techniques	3H	<ul style="list-style-type: none"> <li>- Ensure work area is clear of obstructions</li> <li>- Conduct manual handling training</li> <li>- Use appropriate manual handling aids</li> <li>- Wear anti-slip footwear</li> <li>- Monitor environmental conditions like rain or oil spills on surfaces</li> <li>- Provide detailed work plan</li> <li>- Use safety signs in preparation area</li> <li>- Implement housekeeping protocols</li> <li>- Schedule pre-risk briefing</li> <li>- Use buddy system for heavy lifting</li> </ul>	2M
2. Site Inspection	uneven surface, unsecured tools	3H	<ul style="list-style-type: none"> <li>- Conduct site inspection prior to work</li> <li>- Mark out and barricade uneven surfaces</li> <li>- Secure tools and materials</li> <li>- Use clearly visible warning signs</li> <li>- Allocate spotter for dangerous areas</li> <li>- Implement protocols for dynamic risk assessment</li> <li>- Use appropriate PPE like steel-capped boots</li> <li>- Establish housekeeping routine</li> <li>- Document and rectify hazards immediately</li> <li>- Include site inspection in safety audits</li> </ul>	1L
3. Delivery of Materials	manual handling injuries, traffic accidents	4A	<ul style="list-style-type: none"> <li>- Train workers in manual handling techniques</li> <li>- Schedule deliveries during off-peak hours</li> <li>- Use clearly marked delivery zones</li> <li>- Employ designated personnel for unloading</li> <li>- Mechanically assist in material handling where possible</li> <li>- Conduct routine vehicle maintenance</li> <li>- Implement site-specific traffic management plan</li> <li>- Use high-visibility clothing</li> </ul>	2M

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			- Communicate clearly with delivery drivers - Use of communication devices for co-ordination	
4. Lifting Preparation	crane failure, miscommunication	4A	1. Verify crane capacity and configuration before use. 2. Ensure all personnel are trained and certified for crane operation. 3. Establish clear communication protocols and use of designated signals. 4. Conduct pre-lift safety meeting with all involved personnel. 5. Inspect crane and lifting equipment for defects before use. 6. Ensure proper bracing and support for the crane. 7. Use spotters to maintain clear communication and visibility. 8. Establish exclusion zones around the crane and load. 9. Perform a trial lift to verify stability and balance. 10. Monitor crane operation continuously during the lift.	2M
5. Rigging Steel Trusses	equipment failure, falls from height	4A	1. Use proper rigging techniques and equipment rated for the load. 2. Ensure all rigging personnel are trained and certified. 3. Implement fall protection systems for all workers at height. 4. Use safety harnesses and lifelines. 5. Establish safe work zones and exclusion areas. 6. Perform regular inspections of rigging equipment. 7. Use proper tie-off techniques for steel trusses. 8. Communicate clearly between riggers and crane operator. 9. Monitor the load and rigging system throughout the process. 10. Stop work immediately if any unsafe conditions are observed.	2M
6. Lifting Steel Trusses	truss dropping, unqualified operators	4A	1. Only qualified and trained personnel should operate the crane. 2. Ensure the crane is properly set up and stable. 3. Use proper lifting techniques to avoid sudden drops or jerks. 4. Maintain clear communication between the operator and ground crew. 5. Establish a safe lifting path and avoid obstacles. 6. Monitor the load and crane operation closely. 7. Use spotters to assist with positioning and clearance. 8. Stop the lift if there are any signs of instability or imbalance. 9. Ensure the landing area is clear and prepared for the truss. 10. Secure the truss properly once it is in place.	2M

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7. Positioning Trusses	struck by truss, incorrect alignment	3H		2M
8. Securing Trusses	from poor securing use of tools	3H		1L
9. Dismantling Cranes	pinch points, equipment rollover	3H		2M

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10. Completion and Clean-up	residual debris, musculoskeletal injuries	2M		1L
11. Documentation and Reporting	incomplete records, miscommunication	2M		1L
12. Review and Feedback	data loss, misinterpretation of feedback	2M		1L

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13. Personnel De-brief	emotional stress, inadequate follow-up	2M		1L
14. Training Updates	knowledge gaps, outdated procedures	3H		2M
15. Equipment Maintenance	equipment failure, inefficient operation	3H		1L

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16. Incident Response	delayed medical assistance, inaccurate reports	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	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>

### 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