

## Manually Push Or Pull Heavy Vehicles 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	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	

### 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	Improper planning, Inadequate communication	3H	<ul style="list-style-type: none"> <li>- Ensure detailed risk assessment and job safety analysis are conducted.</li> <li>- Designate a team leader to oversee communication.</li> <li>- Ensure all workers have received training for the specific task.</li> <li>- Review emergency procedures with all team members.</li> <li>- Conduct a toolbox talk to address potential hazards.</li> <li>- Arrange for safety gear and communication devices to be available.</li> <li>- Ensure site permissions and traffic management plans are in place.</li> <li>- Verify that involved personnel are fit for the task.</li> <li>- Check availability of required PPE.</li> <li>- Confirm the availability of first aid equipment.</li> </ul>	2M
2. Vehicle Inspection	Mechanical failure, Structural damage	3H	<ul style="list-style-type: none"> <li>- Conduct a comprehensive inspection of the vehicle for mechanical issues.</li> <li>- Verify integrity of vehicle structure and undercarriage.</li> <li>- Ensure that vehicle is free from fluid leaks.</li> <li>- Use a checklist to ensure all checks are completed.</li> <li>- Report and resolve any identified issues before proceeding.</li> <li>- Engage specialist if mechanical or structural concerns are identified.</li> <li>- Ensure any necessary repairs are carried out by a qualified mechanic.</li> <li>- Test functionality of vehicular brakes and steering.</li> <li>- Verify that all lights and signals are operational.</li> <li>- Ensure that tyres are properly inflated and roadworthy.</li> </ul>	1L
3. Site Assessment	Uneven surfaces, Obstructions	3H	<ul style="list-style-type: none"> <li>- Survey the area for potential hazards such as debris or loose gravel.</li> <li>- Ensure site surface is stable and level where possible.</li> <li>- Remove any obstructions that could interfere with vehicle movement.</li> <li>- Mark and avoid potholes or uneven terrain.</li> <li>- Use spotters to guide vehicles through problematic areas.</li> <li>- Install temporary barriers to manage other traffic.</li> <li>- Highlight danger zones with appropriate signage.</li> <li>- Provide additional lighting if visibility is poor.</li> </ul>	2M

Understanding, Language	2M	<ul style="list-style-type: none"> <li>- Conduct a final walk-through before commencing activities.</li> </ul>
Improper usage	3H	

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7. Safety Barriers Setup	Insufficient barriers, Barrier collapse	3H		2M
8. Team Coordination	Miscommunication, Wrong action	3H		2M
9. Push/Pull Execution	Overexertion, Poor technique	3H		2M

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			<div></div> <div></div> <div></div> <div></div>	
10. Monitoring Execution	Inattention, Environmental changes	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
11. Post-Operation Checks	Residual risk, Overlooked damage	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
12. Documentation	Incomplete records, Data loss	2M	<div></div> <div></div> <div></div> <div></div> <div></div>	1L

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13. Learn and Improve	Recurrent mistakes, Lack of feedback	2M		1L
14. Communicate Outcomes	Misinformation, Omission	2M		1L
15. Maintain Equipment	Equipment degradation, Lack of maintenance	3H		1L

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16. Continuous Monitoring	Unidentified risks, Safety complacency	3H		1L
17. Debrief and Review	Lack of closure, Unresolved issues	2M		1L
18. Review Findings	Biased analysis, Overlooked information	2M		1L



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19. Update Procedures	Outdated procedures, Resistance to change	2M		1L
20. Reinforce Safety Culture	Complacency, Resistance to change	2M		1L

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.