

Material Handler 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			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	Incorrect lifting technique, Inadequate PPE	3H	<ul style="list-style-type: none"> - Conduct manual handling training for all workers - Ensure appropriate PPE is available and worn - Use team lifting practices for heavy items - Place equipment within easy reach - Conduct a pre-task briefing before starting work - Perform regular safety drills - Ensure workers review safe lifting techniques regularly - Monitor compliance with safety protocols - Update risk assessments annually - Install safety signage at strategic locations 	2M
2. Inspection of Materials	Sharp edges, Contaminated materials	3H	<ul style="list-style-type: none"> - Ensure all handlers wear cut-resistant gloves - Inspect materials for any contamination prior to handling - Use barriers to segregate contaminated materials - Implement proper waste disposal protocols - Train staff in hazard identification - Label contaminated materials clearly - Schedule regular inspection intervals - Provide suitable cleaning facilities - Maintain records of inspections - Liaise with suppliers for material safety data 	1L
3. Loading Materials	Falling objects, Pinch points	3H	<ul style="list-style-type: none"> - Utilize mechanical aids to assist with loading - Secure loads with appropriate restraints - Inspect lifting equipment regularly - Conduct site supervision during loading - Enforce a safe exclusion zone around loading areas - Train staff in pinch point awareness - Maintain communication with all handling staff - Operational procedures to be reviewed quarterly 	2M

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			<ul style="list-style-type: none"> - Wear steel-toed boots - Use protective barriers 	
4. Transport of Materials	Vehicle collision, Shifting loads	4A	<ul style="list-style-type: none"> - Use designated transport vehicles - Load materials properly - Use proper tie-down techniques - Avoid overloading - Maintain safe following distance - Use proper lane positioning - Avoid distractions - Use proper signaling - Use proper braking techniques - Use proper turning techniques - Use proper stopping techniques - Use proper backing techniques - Use proper coupling techniques - Use proper uncoupling techniques - Use proper parking techniques - Use proper exit techniques 	2M
5. Unloading Materials	Trapped limbs, Heavy lifting	3H	<ul style="list-style-type: none"> - Use proper lifting techniques - Use proper stacking techniques - Use proper tie-down techniques - Use proper unloading techniques - Use proper coupling techniques - Use proper uncoupling techniques - Use proper parking techniques - Use proper exit techniques 	2M
6. Storage of Materials	Material collapse, Poor stacking	3H	<ul style="list-style-type: none"> - Use proper stacking techniques - Use proper tie-down techniques - Use proper storage techniques - Use proper unloading techniques - Use proper coupling techniques - Use proper uncoupling techniques - Use proper parking techniques - Use proper exit techniques 	1L

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7. Dispatch	Spillage, Unsecured loads	3H		2M
8. Use of Equipment	Malfunctioning machinery, Noise exposure	4A		2M
9. Cleaning and Tidying	Slip hazards, Exposure to hazardous chemicals	3H		1L

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			<div></div> <div></div> <div></div> <div></div>	
10. Waste Management	Infection from biohazard waste, Sharp object injuries	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <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. Emergency Response	Inadequate knowledge of procedure Delayed response time	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> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
12. Use of Lifting Machines	Overloading, Mechanical failure	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M

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13. Temperature Controls	Heat stress, Cold exposure	3H		2M
14. Supervision and Monitoring	Non-compliance, Lack of supervision	3H		1L
15. Training and Development	Skill gaps, Outdated procedures	3H		1L

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16. Reporting and Documentation	Inaccurate records, Lack of follow-up actions	3H		1L
17. Community and Stakeholder Liaison	Miscommunication, Delayed response to concerns	2M		1L
18. Incident Investigation	Reoccurrence of incidents, Incomplete investigations	3H		1L

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19. Compliance with Legislation	Non-compliance fines, Legal action	4A		2M
20. Continuous Improvement	Complacency, Slow adaptation to new risks	3H		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.