

## Minimising Cumulative Load Risks 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.	<b>Isolation</b> 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>
<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.		
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.		
<b>Consequence Scale:</b>								
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			
						Always document <b>why</b> 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	poor posture, incorrect lifting techniques	3H	<ul style="list-style-type: none"> <li>- Provide training in correct manual handling techniques</li> <li>- Conduct ergonomic assessments regularly</li> <li>- Ensure work areas are adequately lit and organised</li> <li>- Develop a work-rest schedule to prevent fatigue</li> <li>- Use visual aids and posters for posture reminders</li> <li>- Implement a buddy system for overweight loads</li> <li>- Ensure proper footwear is worn to maintain balance</li> <li>- Regularly review manual tasks and adjust as necessary</li> <li>- Encourage regular stretching exercises</li> <li>- Supervise high-risk manual tasks</li> </ul>	2M
2. Risk Assessment	failure to identify all hazards, incomplete documentation	3H	<ul style="list-style-type: none"> <li>- Implement a thorough risk assessment protocol</li> <li>- Use checklists to ensure all potential hazards are identified</li> <li>- Review past incidents for additional data</li> <li>- Consult with employees for their insights</li> <li>- Provide training on hazard identification</li> <li>- Regularly update risk assessment forms and procedures</li> <li>- Conduct peer reviews of completed assessments</li> <li>- Ensure open communication channels for reporting</li> <li>- Document all findings comprehensively</li> <li>- Monitor the ongoing effectiveness of risk management processes</li> </ul>	1L
3. Task Sequence Planning	unrealistic task durations, conflicting tasks	3H	<ul style="list-style-type: none"> <li>- Develop detailed task plans with realistic timeframes</li> <li>- Coordinate tasks to avoid scheduling conflicts</li> <li>- Assess manpower requirements to ensure coverage</li> <li>- Allow for flexibility in task scheduling</li> <li>- Use project management tools for coordination</li> <li>- Engage team members during planning sessions</li> <li>- Validate plans with supervisors before implementation</li> <li>- Adjust schedules based on ongoing feedback</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Prioritise tasks by risk level and importance</li> <li>- Provide resources for unexpected delays</li> </ul>	
4. Equipment Use	inadequate maintenance, operator error	3H	<ul style="list-style-type: none"> <li>- Ensure equipment is maintained and inspected regularly</li> <li>- Provide training for operators on safe use of equipment</li> <li>- Implement safety protocols for equipment use</li> <li>- Use personal protective equipment (PPE) when operating equipment</li> <li>- Establish clear communication and coordination between operators</li> <li>- Conduct regular safety audits and inspections</li> <li>- Implement a system for reporting and investigating incidents</li> <li>- Ensure adequate lighting and visibility in the work area</li> <li>- Use clear signage and markings to indicate hazards and safe zones</li> <li>- Establish a safe working distance from equipment</li> <li>- Implement a system for monitoring equipment status and performance</li> <li>- Use backup systems or fail-safes to prevent accidents</li> <li>- Establish a clear chain of command and responsibility</li> <li>- Implement a system for managing changeovers and transitions</li> <li>- Use clear communication and coordination between operators</li> <li>- Conduct regular safety audits and inspections</li> <li>- Implement a system for reporting and investigating incidents</li> <li>- Ensure adequate lighting and visibility in the work area</li> <li>- Use clear signage and markings to indicate hazards and safe zones</li> <li>- Establish a safe working distance from equipment</li> <li>- Implement a system for monitoring equipment status and performance</li> <li>- Use backup systems or fail-safes to prevent accidents</li> <li>- Establish a clear chain of command and responsibility</li> <li>- Implement a system for managing changeovers and transitions</li> </ul>	1L
5. Moving Loads	over-exertion, improper load distribution	4A	<ul style="list-style-type: none"> <li>- Use proper lifting techniques and posture</li> <li>- Distribute loads evenly and avoid overloading</li> <li>- Use mechanical aids or equipment to assist with moving loads</li> <li>- Establish clear communication and coordination between operators</li> <li>- Conduct regular safety audits and inspections</li> <li>- Implement a system for reporting and investigating incidents</li> <li>- Ensure adequate lighting and visibility in the work area</li> <li>- Use clear signage and markings to indicate hazards and safe zones</li> <li>- Establish a safe working distance from equipment</li> <li>- Implement a system for monitoring equipment status and performance</li> <li>- Use backup systems or fail-safes to prevent accidents</li> <li>- Establish a clear chain of command and responsibility</li> <li>- Implement a system for managing changeovers and transitions</li> <li>- Use clear communication and coordination between operators</li> <li>- Conduct regular safety audits and inspections</li> <li>- Implement a system for reporting and investigating incidents</li> <li>- Ensure adequate lighting and visibility in the work area</li> <li>- Use clear signage and markings to indicate hazards and safe zones</li> <li>- Establish a safe working distance from equipment</li> <li>- Implement a system for monitoring equipment status and performance</li> <li>- Use backup systems or fail-safes to prevent accidents</li> <li>- Establish a clear chain of command and responsibility</li> <li>- Implement a system for managing changeovers and transitions</li> </ul>	2M
6. Monitoring and Feedback	lack of accountability, delayed hazard response	3H	<ul style="list-style-type: none"> <li>- Establish clear roles and responsibilities for monitoring and feedback</li> <li>- Implement a system for reporting and investigating incidents</li> <li>- Ensure adequate lighting and visibility in the work area</li> <li>- Use clear signage and markings to indicate hazards and safe zones</li> <li>- Establish a safe working distance from equipment</li> <li>- Implement a system for monitoring equipment status and performance</li> <li>- Use backup systems or fail-safes to prevent accidents</li> <li>- Establish a clear chain of command and responsibility</li> <li>- Implement a system for managing changeovers and transitions</li> <li>- Use clear communication and coordination between operators</li> <li>- Conduct regular safety audits and inspections</li> <li>- Implement a system for reporting and investigating incidents</li> <li>- Ensure adequate lighting and visibility in the work area</li> <li>- Use clear signage and markings to indicate hazards and safe zones</li> <li>- Establish a safe working distance from equipment</li> <li>- Implement a system for monitoring equipment status and performance</li> <li>- Use backup systems or fail-safes to prevent accidents</li> <li>- Establish a clear chain of command and responsibility</li> <li>- Implement a system for managing changeovers and transitions</li> <li>- Use clear communication and coordination between operators</li> <li>- Conduct regular safety audits and inspections</li> <li>- Implement a system for reporting and investigating incidents</li> </ul>	1L

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7. Training and Competency	inadequate skills, knowledge gap	4A		2M
8. Emergency Procedures	panic response, inadequate emergency access	3H		2M
9. Reporting and Documentation	incomplete reporting, inaccurate data capture	3H		1L

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10. Review and Improvement	stagnation in safety practices, resistance to change	3H		1L
11. Hazardous Materials Handling	chemical spills, inhalation risks	4A		2M
12. Worker Health Surveillance	undetected health conditions, work-related stress	4A		2M

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13. Job Task Automation	over-reliance on automation, software malfunctions	3H		1L
14. Worker Engagement and Safety Culture	low morale, non-compliance	3H		1L
15. Incident Response and Investigation	poor incident analysis, delayed response	4A		2M

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16. Shift Work and Fatigue Management	fatigue, poor communication	4A		2M
17. Workspace Ergonomics	repetitive strain injuries, inadequate workstation setup	4A		1L
18. Task Prioritisation and Load Management	excessive workload, poor task prioritisation	4A		1L

on, unsynchronized  
es

3H

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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>

### 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