

## Move Boats On Trailers 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			<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:

<b>4A</b>	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.
<b>3H</b>	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.

### Consequence Scale:

Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance
<b>Insignificant</b>	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	Incorrect equipment selection, Inadequate planning	3H	<ul style="list-style-type: none"> <li>- Ensure all personnel involved are trained in boat moving procedures</li> <li>- Select appropriate trailers for boat size and weight</li> <li>- Conduct a planning meeting before the operation</li> <li>- Establish clear communication channels amongst team members</li> <li>- Review weather conditions for the day</li> <li>- Confirm the availability of necessary safety gear</li> <li>- Prepare a checklist of required equipment</li> <li>- Ensure the work area is well-illuminated</li> <li>- Mark out designated pathways for movement</li> <li>- Check availability of first aid kit on-site</li> </ul>	2M
2. Inspect Equipment	Equipment malfunction, Structural damage	4H	<ul style="list-style-type: none"> <li>- Conduct a visual inspection of the trailer and towing vehicle</li> <li>- Check for any signs of wear and tear on the hitch</li> <li>- Ensure tyres are properly inflated and have no visible damage</li> <li>- Test all lights and signals on the trailer are functional</li> <li>- Verify brakes of the trailer are working effectively</li> <li>- Inspect winch mechanism for smooth operation</li> <li>- Confirm that safety chains are intact and securely fastened</li> <li>- Conduct a brake and function test before proceeding</li> <li>- Remove any debris or obstructions from trailer</li> <li>- Ensure the load capacity of the trailer is not exceeded</li> </ul>	2M
3. Load Boat Onto Trailer	Boat slippage, Load imbalance	4A	<ul style="list-style-type: none"> <li>- Use a winch to securely pull the boat onto the trailer</li> <li>- Position the boat centrally on the trailer</li> <li>- Check that trailer bunks or rollers are aligned with the boat hull</li> <li>- Utilise spotters to guide the procedure safely</li> <li>- Ensure all personnel are clear from the immediate area during loading</li> <li>- Apply a bow chain or strap to secure the boat</li> <li>- Inspect the load for stability once the boat is positioned</li> <li>- Ensure the boat engine is turned off during the process</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Verify all securing straps are in place and tensioned</li> <li>- Double-check that all personal protective equipment is used</li> </ul>	
4. Secure Boat on Trailer	Improper securing, Strap failure	3H	<ul style="list-style-type: none"> <li>- Use proper tie-down technique (corner tie-down)</li> <li>- Use rated ratchet straps (minimum 2x the weight of the load)</li> <li>- Distribute weight evenly across the trailer</li> <li>- Check for proper tensioning (straps should be tight but not over-tightened)</li> <li>- Use chocks and wheel blocks to prevent movement</li> <li>- Inspect straps for wear and damage before use</li> <li>- Secure the boat to the trailer frame, not just the hull</li> <li>- Use additional straps for the stern and bow if necessary</li> <li>- Double-check all straps are properly secured and tensioned</li> <li>- Use proper tie-down technique (corner tie-down)</li> <li>- Use rated ratchet straps (minimum 2x the weight of the load)</li> <li>- Distribute weight evenly across the trailer</li> <li>- Check for proper tensioning (straps should be tight but not over-tightened)</li> <li>- Use chocks and wheel blocks to prevent movement</li> <li>- Inspect straps for wear and damage before use</li> <li>- Secure the boat to the trailer frame, not just the hull</li> <li>- Use additional straps for the stern and bow if necessary</li> <li>- Double-check all straps are properly secured and tensioned</li> </ul>	1L
5. Pre-Transport Check	Overlooked mechanical issues, Regulatory non-compliance	3H	<ul style="list-style-type: none"> <li>- Conduct a thorough visual inspection of the boat and trailer</li> <li>- Check for proper tie-down technique (corner tie-down)</li> <li>- Use rated ratchet straps (minimum 2x the weight of the load)</li> <li>- Distribute weight evenly across the trailer</li> <li>- Check for proper tensioning (straps should be tight but not over-tightened)</li> <li>- Use chocks and wheel blocks to prevent movement</li> <li>- Inspect straps for wear and damage before use</li> <li>- Secure the boat to the trailer frame, not just the hull</li> <li>- Use additional straps for the stern and bow if necessary</li> <li>- Double-check all straps are properly secured and tensioned</li> <li>- Use proper tie-down technique (corner tie-down)</li> <li>- Use rated ratchet straps (minimum 2x the weight of the load)</li> <li>- Distribute weight evenly across the trailer</li> <li>- Check for proper tensioning (straps should be tight but not over-tightened)</li> <li>- Use chocks and wheel blocks to prevent movement</li> <li>- Inspect straps for wear and damage before use</li> <li>- Secure the boat to the trailer frame, not just the hull</li> <li>- Use additional straps for the stern and bow if necessary</li> <li>- Double-check all straps are properly secured and tensioned</li> </ul>	2M
6. Trailer and Boat Transport	Loss of control, Improper towing technique	4A	<ul style="list-style-type: none"> <li>- Drive slowly and cautiously, especially in turns and on uneven roads</li> <li>- Avoid sudden braking or acceleration</li> <li>- Maintain proper following distance</li> <li>- Use proper towing technique (corner tie-down)</li> <li>- Use rated ratchet straps (minimum 2x the weight of the load)</li> <li>- Distribute weight evenly across the trailer</li> <li>- Check for proper tensioning (straps should be tight but not over-tightened)</li> <li>- Use chocks and wheel blocks to prevent movement</li> <li>- Inspect straps for wear and damage before use</li> <li>- Secure the boat to the trailer frame, not just the hull</li> <li>- Use additional straps for the stern and bow if necessary</li> <li>- Double-check all straps are properly secured and tensioned</li> <li>- Use proper tie-down technique (corner tie-down)</li> <li>- Use rated ratchet straps (minimum 2x the weight of the load)</li> <li>- Distribute weight evenly across the trailer</li> <li>- Check for proper tensioning (straps should be tight but not over-tightened)</li> <li>- Use chocks and wheel blocks to prevent movement</li> <li>- Inspect straps for wear and damage before use</li> <li>- Secure the boat to the trailer frame, not just the hull</li> <li>- Use additional straps for the stern and bow if necessary</li> <li>- Double-check all straps are properly secured and tensioned</li> </ul>	2M

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7. Arrival at Destination	Collision risk, Unclear site protocols	3H		2M
8. Unload Boat from Trailer	Uncontrolled descent, Personnel injury	4A		2M
9. Final Inspection	Missed injuries, Legal non-compliance	3H		1L

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10. Maintenance of Equipment	Maintenance neglect, Wear and tear	3H		1L
11. Personnel Training	Skill inadequacy, Procedure miscommunication	2M		1L
12. Record Keeping	Data loss, Incomplete records	2M		1L

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13. Emergency Procedures	Delayed response, Inadequate preparedness	3H		2M
14. Communication Systems	Miscommunication, Equipment failure	2M		1L
15. Continuous Improvement	Complacency, Ineffective processes	2M		1L

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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