

## Operating A Hydraulic Winch 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>	
<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.								Remember to apply controls in the preferred order shown by the coloured pyramid:	
3H Review and approve additional controls before task starts. Senior supervisor sign-off needed.								1. <b>Eliminate</b>	
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	
<b>Consequence Scale:</b>								Always document <b>why</b> 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	Improper PPE, Equipment malfunction	3H	<ul style="list-style-type: none"> <li>- Conduct pre-start safety briefing</li> <li>- Ensure all personnel are wearing appropriate PPE: gloves, safety glasses, hi-vis clothing</li> <li>- Inspect winch and all equipment for any signs of wear or damage</li> <li>- Verify that all team members are trained in hydraulic winch operation</li> <li>- Check weather conditions to avoid use in adverse weather</li> <li>- Position first aid kits and fire extinguishers nearby</li> <li>- Establish exclusion zone around the work area</li> <li>- Test communication equipment to ensure clarity</li> <li>- Ensure emergency stop mechanisms are functioning</li> <li>- Schedule regular breaks for operators</li> </ul>	2M
2. Site Setup	Uneven ground, Obstacles in work area	3H	<ul style="list-style-type: none"> <li>- Inspect site for stability and remove any debris or obstacles</li> <li>- Level ground where necessary</li> <li>- Clearly mark the work area boundaries with barriers or tape</li> <li>- Use flags or signage to indicate trip hazards</li> <li>- Ensure adequate lighting for all parts of the site</li> <li>- Conduct a visual inspection of overhead hazards</li> <li>- Confirm all workers are briefed about site layout</li> <li>- Set up spotters to monitor the area</li> <li>- Identify and plan routes for emergency evacuation</li> <li>- Secure all loose items and tools</li> </ul>	1L
3. Machine Inspection	Equipment defects, Hydraulic leaks	3H	<ul style="list-style-type: none"> <li>- Perform a thorough inspection of the hydraulic winch according to the manufacturer's guidelines</li> <li>- Check hoses for any signs of wear, tear, or leakage</li> <li>- Ensure that all safety latches and locks are operational</li> <li>- Test control systems before starting operations</li> <li>- Review maintenance records for the winch</li> <li>- Ensure all safety devices are in place and functional</li> <li>- Tighten any loose fasteners and connections</li> <li>- Replace any damaged components in accordance with safety guidelines</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Record inspection results in logbook</li> <li>- Report any issues to a supervisor immediately</li> </ul>	
4. Load Preparation	Incorrect load rigging, Overloading	4A	<ul style="list-style-type: none"> <li>- Ensure load is properly secured and balanced</li> <li>- Use appropriate rigging equipment and techniques</li> <li>- Verify load weight and distribution</li> <li>- Inspect rigging equipment for damage</li> <li>- Communicate with team members</li> <li>- Follow safety protocols</li> <li>- Use proper lifting techniques</li> <li>- Avoid overloading equipment</li> <li>- Ensure clear path for movement</li> <li>- Use spotters when necessary</li> <li>- Maintain proper footing</li> <li>- Avoid distractions</li> <li>- Use hand signals for communication</li> <li>- Keep load close to body</li> <li>- Bend knees, not back</li> <li>- Lift with legs</li> <li>- Lower load carefully</li> <li>- Place load on designated area</li> <li>- Do not walk under load</li> <li>- Use proper tie-down technique</li> <li>- Check tie-downs regularly</li> <li>- Use proper bracing technique</li> <li>- Avoid sudden movements</li> <li>- Use proper unloading technique</li> <li>- Communicate when unloading</li> <li>- Inspect equipment after use</li> <li>- Report any issues</li> </ul>	2M
5. Operation Start	Unintentional activation, Operator error	3H	<ul style="list-style-type: none"> <li>- Ensure all safety guards are in place</li> <li>- Verify emergency stop function</li> <li>- Check for obstructions</li> <li>- Confirm load is properly secured</li> <li>- Use proper start-up procedure</li> <li>- Communicate with team</li> <li>- Follow safety protocols</li> <li>- Avoid distractions</li> <li>- Use proper control techniques</li> <li>- Monitor load position</li> <li>- Stop if unsure</li> <li>- Use proper shutdown procedure</li> <li>- Lock out equipment</li> <li>- Inspect equipment after use</li> <li>- Report any issues</li> </ul>	2M
6. Lifting	Load swinging, Mechanical failure	4A	<ul style="list-style-type: none"> <li>- Ensure load is properly secured</li> <li>- Check for mechanical issues</li> <li>- Use proper lifting technique</li> <li>- Communicate with team</li> <li>- Follow safety protocols</li> <li>- Avoid sudden movements</li> <li>- Use proper control techniques</li> <li>- Monitor load position</li> <li>- Stop if unsure</li> <li>- Use proper shutdown procedure</li> <li>- Lock out equipment</li> <li>- Inspect equipment after use</li> <li>- Report any issues</li> </ul>	2M

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7. Traversing	Path obstructions, Loss of load control	4A		2M
8. Load Placement	Dropping load, Mis	3H		1L
9. Equipment Shutdown	Residual energy release, Uncontrolled movements	3H		1L

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10. Post-Operation Inspection	Residual stress, Equipment defects	3H		1L
11. Maintenance Scheduling	Delayed maintenance, Inadequate inspection	2M		1L
12. Debriefing Session	Missed safety concerns, Inadequate feedback	2M		1L

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13. Equipment Storage	Improper storage, Weather damage	3H		2M
14. Training and Competency	Inexperienced operators, Insufficient knowledge	4A		2M
15. Incident Response Preparation	Delayed response, Poor communication	3H		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	

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.