

Order Picking Ladder 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 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	Slip hazards on floor, Inadequate training	3H	<ul style="list-style-type: none"> - Ensure floors are dry and cleaned regularly - Provide comprehensive training for all employees before involving in order picking tasks - Conduct regular refresher training sessions - Display instructional signage around work areas to remind workers of best practices - Clear any obstacles from work areas before commencing tasks - Implement a buddy system for new employees to ensure proper guidance - Conduct workplace inspections to identify additional hazards and rectify them promptly - Regularly review and update training materials based on latest practices and technologies - Schedule preparation time before work shifts to address potential hazards - Ensure adequate lighting for clear visibility 	2M
2. Assess The Ladder	Faulty hinges, Unstable ladder placement	4H	<ul style="list-style-type: none"> - Inspect ladders for any visible damage before use - Ensure safety locking mechanisms are functioning properly - Reject and remove any faulty ladders from service immediately - Ensure ladder is placed on a flat, stable surface - Use only ladders suited for order picking tasks - Implement a tagging system to indicate ladders which are safe to use - Provide training on proper ladder use techniques - Equip ladders with non-slip rubber feet - Conduct regular maintenance checks - Encourage reporting of any ladder defects immediately 	2M
3. Ladder Setup	Inappropriate ladder angle, Proximity to moving machinery	3H	<ul style="list-style-type: none"> - Set ladder at the manufacturer's recommended angle - Position ladders away from high traffic areas - Use barricades and warning signs near ladder setup areas - Inform all workers of ladder locations prior to commencement of tasks - Reposition any nearby machinery to maintain a safe distance - Equip ladders with stabilising mechanisms if available - Supervise new workers during ladder setup - Provide radio communication devices for team coordination 	2M

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			<ul style="list-style-type: none"> - Implement a work permit system for ladder setup tasks - Regularly audit ladder setup areas for compliance 	
4. Climbing The Ladder	Loss of balance, Objects falling from height	4A	<ul style="list-style-type: none"> - Ensure ladders are fully extended and opened before climbing. - Verify ladders are free of oil, grease, or other contaminants. - Check for damaged rungs or structural issues before use. - Maintain three points of contact while climbing. - Avoid overreaching; keep your body centered on the ladder. - Use proper foot placement on rungs. - Secure tools and materials before climbing. - Establish a spotter if working at significant heights. - Follow manufacturer's instructions for ladder use. - Perform a final safety check before ascending. 	2M
5. Retrieving Items	Repetitive strain injury, Overreaching	3H	<ul style="list-style-type: none"> - Plan retrieval route to minimize unnecessary movements. - Use appropriate lifting techniques (lift with knees, not back). - Avoid twisting the torso while reaching for items. - Take frequent breaks to stretch muscles. - Consider using long-handled tools to reach higher safely. - Keep feet firmly planted on the ground. - Communicate with the spotter about item locations. - Limit time spent in awkward postures. - Rotate tasks to avoid repetitive motions. - Use proper grip and handle technique. 	2M
6. Descending The Ladder	Foot slippage, Collision with stationary structures	3H	<ul style="list-style-type: none"> - Descend slowly and deliberately. - Maintain three points of contact during descent. - Watch for wet or slippery surfaces. - Be aware of overhead obstacles and power lines. - Keep hands free until both feet are securely on the ground. - Turn around carefully to avoid collisions. - Signal the spotter when you are ready to descend. - Use handrails if available. - Stay alert throughout the entire process. - Clear the area of debris before stepping down. 	2M

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7. Order Picking From Ground Level	Back injury from improper lifting, Obstruction-related trips	3H		1L
8. Handling Hazardous Items	Chemical spills, Leaking containers	4A		2M
9. Loading Items Onto Transport Equipment	Item falling from height, Crushing hazards from equipment	4A		2M

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			<div></div> <div></div> <div></div> <div></div> <div></div>	
10. Communication and Coordination	Miscommunication during task transitions, Uncoordinated movements leading to accidents	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
11. Equipment Maintenance	Unexpected equipment failure, Poor maintenance practices	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
12. Emergency Situations	Inadequate emergency response, Delayed evacuation	4A	<div></div> <div></div>	2M

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13. Manual Handling	Musculoskeletal injuries, Strains and sprains	4A		1L
14. Post-Operational Safety Check	Inadequate checking procedures, Unidentified hazards left unaddressed	2M		1L

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15. Continuous Improvement	Complacency over time, Resistance to change	2M	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	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.