

## Pallet Racking 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<br>HIGH                                   | 3<br>HIGH     | 4<br>ACUTE         | 4<br>ACUTE | 4<br>ACUTE   |                |                                   | <b>Elimination</b><br>Remove the hazard.   |  |
| LIKELY   | 2<br>MODERATE                               | 3<br>HIGH     | 3<br>HIGH          | 4<br>ACUTE | 4<br>ACUTE   | 4A<br>ACUTE    | DO NOT PROCEED                    | <b>Substitution</b><br>Replace the hazard.   |  |
| POSSIBLE   | 1<br>LOW                                    | 2<br>MODERATE | 3<br>HIGH          | 4<br>ACUTE | 4<br>ACUTE   | 3H<br>HIGH     | Review before work starts.        | Isolation<br>Isolate People from the hazard  |  |
| UNLIKELY   | 1<br>LOW                                    | 1<br>LOW      | 2<br>MODERATE      | 3<br>HIGH  | 4<br>ACUTE   | 2M<br>MODERATE | Ensure control measures in place. | <b>Engineering</b><br>Isolate the hazard   |  |
| RARE   | 1<br>LOW                                    | 1<br>LOW      | 2<br>MODERATE      | 3<br>HIGH  | 3<br>HIGH  | 1L<br>LOW      | Monitor and keep records.         | <b>Administrative</b><br>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            | Tripping over debris, Inadequate lighting                        | 3H           | <p>Conduct a site walkthrough to identify and remove any debris or obstructions</p> <p>Ensure adequate lighting is installed and functioning in the work area</p> <p>Mark out clearly delineated walkways</p> <p>Provide staff with training on site awareness and safety procedures</p> <p>Install warning signs around potential hazard areas</p> <p>Regularly inspect and maintain the cleanliness of the work space</p> <p>Ensure proper waste disposal methods are followed</p> <p>Assign a supervisor to oversee preparation activities</p> <p>Encourage reporting of hazards immediately</p> <p>Verify that equipment is properly tested and operational prior to use</p>          | 1L            |
| 2. Transporting Materials | Manual handling injuries, Materials falling during transit       | 3M           | <p>Utilise appropriate lifting equipment such as forklifts or trolleys</p> <p>Train workers on proper manual handling techniques</p> <p>Load materials securely to prevent movement during transport</p> <p>Use spotters when manoeuvring in tight areas</p> <p>Ensure all staff wear appropriate personal protective equipment</p> <p>Establish clear communication methods among workers while transporting materials</p> <p>Conduct regular equipment inspections</p> <p>Restrict access to transport paths during material movement</p> <p>Post clear signage indicating transport routes</p> <p>Ensure walkways are clear of obstructions before commencing transport activities</p> | 2M            |
| 3. Assembling Racking     | Pinching during assembly, Incorrect assembly leading to collapse | 4A           | <p>Ensure all team members receive training on the assembly process</p> <p>Provide protective gloves to reduce the risk of pinching</p> <p>Conduct pre-assembly checks on all racking components</p> <p>Use mechanical aids for lifting heavy components</p> <p>Have a supervisor verify correct assembly at each stage</p> <p>Create a checklist for all assembly steps</p> <p>Limit the number of workers in the assembly area to prevent crowding</p> <p>Instruct workers to communicate any issues immediately</p>  | 2M            |

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|----------------------------------|--|--------------|---|---------------|
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|                                  |  |              | Refer to manufacturer instructions for assembly guidance<br>Schedule regular breaks to maintain attention to detail |               |
| 4. Securing Racking              | Racking collapsing, Injury from unsecured components                                       | 4A           | [REDACTED]  | 2M            |
| 5. Loading Materials             | Overloading, Material spills   | 3H           | [REDACTED]  | 2M            |
| 6. Conducting Safety Inspections | Missing defects due to inadequate inspection, Unqualified personnel conducting inspections | 3H           | [REDACTED]  | 1L            |

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|---------------------------|---|--------------|--|---------------|
| SPECIFIC WORK STEPS       | HAZARDS THAT MAY ARISE  | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
|                           |   |              |  |               |
| 7. Housekeeping           | Clutter causing tripping hazards,<br>Accumulation of debris                     | 3H           |  | 1L            |
| 8. Training and Induction | Lack of understanding of safety protocols, Inadequate supervision for new staff | 3H           |  | 1L            |
| 9. Emergency Procedures   | Delayed response to emergencies, Panic during an emergency                      | 4A           |  | 2M            |

| 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 |
|   |  |              |  |               |
| 10. Equipment Maintenance               | Equipment failure, Injuries from using faulty equipment    | 4A           |  | 2M            |
| 11. Personal Protective Equipment (PPE) | Inadequate PPE leading to exposure<br>Improper use of PPE  | 3H           |  | 1L            |
| 12. Communication of Risks              | Unaware of site risks, Incorrect information dissemination | 3H           |  | 1L            |

| 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 |
|                        |  |              |  |               |
| 13. Traffic Management | Vehicle collisions, Pedestrian injuries                                      | 4A           |  | 2M            |
| 14. Incident Reporting | Unreported incidents, Delayed response to incidents                          | 3H           |  | 1L            |
| 15. Audits and Reviews | Non-compliance with safety standards, Inadequate follow-up on audit findings | 4A           |  | 2M            |

| 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 |
|                        |   |              | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>   |               |
| 16. Visitor Management | Unsupervised access to restricted areas, Lack of visitor awareness of hazards | 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> | 1L            |
| 17. Waste Management   | Waste accumulation creating fire hazards, Exposure to hazardous waste         | 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> | 1L            |
| 18. Data Management    | Data loss or breaches, Non-compliance with data regulations                   | 3H           | <div></div> <div></div> <div></div>   | 1L            |



| 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 |
|                            |   |              |  |               |
| 19. Continuous Improvement | Stagnation of safety practices, Resistance to change  | 3H           |  | 1L            |
| 20. Record Keeping         | Loss of historical records, Inaccurate record keeping | 2M           |  | 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>

### 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