

Personnel Transfer Using Cranes 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 | | | 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. | | |
| 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. | | |
| Consequence Scale: | | | | | | Remember to apply controls in the preferred order shown by the coloured pyramid: | | |
| 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 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 | Inadequate training, Improper PPE | 3H | <ul style="list-style-type: none"> - Ensure all personnel involved in the operation have completed crane safety training. - Verify that personnel are familiar with the personnel transfer procedure. - Conduct a toolbox meeting to discuss the operation and potential risks. - Ensure all workers have and use appropriate personal protective equipment (PPE) such as helmets and harnesses. - Review weather conditions and have contingency plans in place for adverse conditions. - Establish communication protocols among crane operators and personnel. - Secure the work area to prevent unauthorized entry. - Inspect the crane, personnel basket, and equipment for defects. - Have a standby emergency response team ready. - Ensure compliance with relevant WHS legislation and codes of practice. | 2M |
| 2. Lift Planning | Load miscalculation, Improper load alignment | 3H | <ul style="list-style-type: none"> - Perform detailed lift planning and include weight calculations of personnel and basket. - Use a certified load chart specific to the crane being used. - Hire a competent person to oversee the lift planning process. - Ensure the lifting equipment is designed for personnel use. - Align the load properly to the crane's hook to avoid imbalance. - Verify that the working load limit (WLL) is not exceeded. - Develop and implement a lift plan and share it with all team members. - Execute a test lift without personnel to ensure stability and control. - Review environmental conditions such as wind and ground stability. - Familiarize the crane operator with the site's specific lifting plan and parameters. | 2M |
| 3. Equipment Inspection | Faulty equipment, Mechanical failure | 3H | <ul style="list-style-type: none"> - Conduct daily pre-operation inspections of the crane and personnel transfer equipment. - Inspect all safety systems, including brakes and emergency stops. - Verify that the personnel basket is appropriately rated for the intended use. - Inspect the condition of the suspension wire ropes or chains for wear and tear. - Document all inspections and have them signed off by a competent person. - Immediately tag and remove from service any equipment found to be defective. - Use only equipment that has a valid test certificate or service record. - Engage a qualified professional to perform regular maintenance checks. | 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 |
| | | | <ul style="list-style-type: none"> - Ensure compliance with the manufacturer's guidelines for maintenance and inspections. - Keep a record of all maintenance activities for reference. | |
| 4. Personnel Safety Checks | Unsecured personnel, Improper use of safety equipment | 3H | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 2M |
| 5. Site Preparation | Poor site conditions, Site condition | 3H | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 2M |
| 6. Weather Assessment | High winds, Rain or lightning | 3H | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 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 |
| | | | | |
| 7. Crane Operation | Overloading, Operator error | 4A | | 2M |
| 8. Emergency Preparedness | Inadequate emergency response, Delayed rescue operations | 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 |
| | | | | |
| 9. Communication Protocol | Miscommunication, Signal loss | 3H | | 2M |
| 10. Load Attachment and Detachment | Incorrect attachment, Dropped load | 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 |
| 11. Personnel Boarding and Deboarding | Slips and trips, Improper boarding procedures | 3H | <div>SAMPLE</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> | 1L |
| 12. Stability and Balance Control | Load imbalance, Swaying of the basket | 4A | <div>SAMPLE</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> | 2M |
| 13. Load Path Monitoring | Unexpected obstacles, Insufficient clearances | 4A | <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> | 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 |
| | | | | |
| 14. Completion and Equipment Shutdown | Equipment reactivation, Unsecured load post-operation | 3H | | 1L |
| 15. Post-Operation Review | Incomplete reporting, Missed safety improvements | 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 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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.