

## Pick, Pack And Organise Large-Scale Metal Products 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.	<b>Isolation</b> 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:

1. **Eliminate**
2. **Substitute**
3. **Isolate**
4. **Engineering**
5. **Administrative**
6. **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. Planning and Organising	Failure to allocate resources, Inefficient workflow	3H	<ul style="list-style-type: none"> <li>- Allocate sufficient resources to handle metal products safely.</li> <li>- Develop a workflow that reduces unnecessary handling and movement of products.</li> <li>- Involve experienced personnel in planning stages to anticipate challenges.</li> <li>- Ensure that all team members are briefed on the workflow plan.</li> <li>- Implement a communication plan for all involved parties.</li> <li>- Schedule regular progress meetings to address issues as they arise.</li> <li>- Provide training on organizational skills for efficiency.</li> <li>- Verify all equipment is available and in good working order.</li> <li>- Conduct risk assessments regularly during the project.</li> <li>- Ensure all safety documentation is up-to-date.</li> </ul>	2M
2. Equipment Inspection	Faulty equipment, Improperly maintained tools	4H	<ul style="list-style-type: none"> <li>- Conduct thorough inspections of all equipment prior to use.</li> <li>- Implement a maintenance schedule for regular equipment servicing.</li> <li>- Replace damaged or outdated equipment immediately.</li> <li>- Ensure all inspections are documented and accessible.</li> <li>- Train workers in identifying signs of wear and tear in equipment.</li> <li>- Establish a reporting system for faults or issues observed.</li> <li>- Use only certified tools for handling metal products.</li> <li>- Instruct on the correct use of each tool through formal training.</li> <li>- Ensure all lifting equipment complies with safety standards.</li> <li>- Assign responsibility for inspection tasks to qualified staff.</li> </ul>	2M
3. Receiving Metal Products	Incorrect weight distribution, Inadequate unloading space	4A	<ul style="list-style-type: none"> <li>- Confirm that metal products are received as per specifications and order.</li> <li>- Use forklifts and cranes that are certified for the weight being handled.</li> <li>- Establish a clear unloading area free from obstructions.</li> <li>- Train employees in safe unloading techniques.</li> <li>- Use physical guides to aid in accurate unloading.</li> <li>- Confirm weight and distribution balance before moving products.</li> <li>- Implement a spotter system for guiding operators.</li> <li>- Ensure all receiving checks are documented.</li> </ul>	2M

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			- Provide sufficient lighting in the unloading area. - Equip unloading personnel with appropriate PPE.	
4. Sorting and Inspecting Products	Sharp edges, Inadequate inspection methods	3H	1. Use safety gloves when handling products. 2. Implement a standardized inspection checklist. 3. Provide training on safe handling procedures. 4. Use safety glasses when inspecting products. 5. Establish a safe distance when inspecting products. 6. Use proper lifting techniques. 7. Report any damaged or defective products immediately. 8. Use appropriate tools for inspection. 9. Maintain a clean and organized workspace. 10. Use proper communication when handling products.	1L
5. Inventory Management	Inaccurate stock levels, Metal corrosion	3H	1. Implement a regular inventory audit system. 2. Use barcode tracking for inventory. 3. Inspect metal parts for corrosion regularly. 4. Apply protective coatings to metal parts. 5. Store metal parts in a dry, well-ventilated area. 6. Use proper storage techniques for inventory. 7. Implement a first-in, first-out (FIFO) system. 8. Use proper labeling for inventory. 9. Maintain accurate records of inventory levels. 10. Report any discrepancies immediately.	2M
6. Packing	Incorrect packaging, Product damage	3H	1. Use appropriate packaging materials. 2. Follow proper packing techniques. 3. Inspect packaging for damage before use. 4. Use proper sealing methods. 5. Label packages correctly. 6. Use proper handling techniques. 7. Report any damaged or defective packages immediately. 8. Use proper storage for packaging materials. 9. Maintain accurate records of packaging materials. 10. Use proper communication when handling packages.	2M

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7. Labelling	Mislabelled products, Labels failure to adhere	2M		1L
8. Transportation to Shipping Area	Uneven floor surfaces, Transport-related accidents	4A		2M
9. Shipping Preparation	Incorrect shipment tracking, Failure to meet regulatory requirements	3H		2M

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10. Loading for Dispatch	Load shifting, Improper load securing	4A		2M
11. Health and Safety Meetings	Lack of communication, Inadequate action on reported issues	2M		1L
12. Emergency Preparedness	Inadequate emergency procedures, Unprepared personnel	3H		1L

[illegible]

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15. Continuous Improvement	Stagnation of processes, Ignoring incident feedback	2M	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	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