

Placement Of Soil Windrows 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. Site Inspection	uneven terrain, obstacles	3H	<ul style="list-style-type: none"> - Conduct thorough inspection of site. - Ensure adequate signage is in place to highlight hazards. - Wear appropriate PPE for site conditions. - Use spotters to guide vehicles. - Establish a clear pathway free from obstacles. - Perform a site-specific risk assessment. - Brief all personnel on identified hazards. - Implement temporary fencing around hazardous areas. - Regularly review site conditions. - Ensure communications equipment is available and in working order. 	2M
2. Delivery of Soil	vehicular movement, dust	4H	<ul style="list-style-type: none"> - Designate delivery times to avoid peak work hours. - Ensure drivers are competent and licensed. - Enforce speed limits. - Use water sprays to control dust. - Ensure vehicle loads are secure. - Use banksmen to guide vehicles. - Implement traffic management plans. - Maintain vehicles to reduce emission. - Conduct pre-start checks of vehicles. - Use dust masks where necessary. 	3H
3. Excavation	collapse of excavation, striking underground services	4A	<ul style="list-style-type: none"> - Ensure excavation work is supervised by competent persons. - Conduct a Dial Before You Dig check. - Use appropriate shoring for holes deeper than 1.5 meters. - Maintain a safe distance from excavation edge. - Regularly inspect excavation supports. - Establish and maintain exclusion zones. - Plan for dewatering if necessary. - Provide emergency procedures for any potential collapse. 	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"> - Regularly train workers on excavation safety. - Ensure appropriate PPE is being used at all times. 	
4. Placement of Windrows	slips and trips, ergonomic strain	3H	<ul style="list-style-type: none"> - Use appropriate PPE (hard hat, safety glasses, gloves, steel toe boots, high-visibility vest). - Ensure workers are trained in safe lifting techniques. - Use proper lifting posture (bend knees, lift with legs). - Avoid overexertion and take regular breaks. - Keep work area clean and free of debris. - Use proper footing and balance. - Avoid carrying heavy loads. - Use proper body mechanics. - Avoid twisting the body. - Use proper lifting techniques. - Avoid overexertion. - Use proper footing and balance. - Avoid carrying heavy loads. - Use proper body mechanics. - Avoid twisting the body. 	1L
5. Compacting Soil	equipment malfunction, noise	3H	<ul style="list-style-type: none"> - Inspect equipment before use. - Use proper operating techniques. - Avoid overexertion. - Use proper footing and balance. - Avoid carrying heavy loads. - Use proper body mechanics. - Avoid twisting the body. - Use proper lifting techniques. - Avoid overexertion. - Use proper footing and balance. - Avoid carrying heavy loads. - Use proper body mechanics. - Avoid twisting the body. 	2M
6. Watering Windrows	slips and falls, over-watering	3H	<ul style="list-style-type: none"> - Use proper operating techniques. - Avoid overexertion. - Use proper footing and balance. - Avoid carrying heavy loads. - Use proper body mechanics. - Avoid twisting the body. - Use proper lifting techniques. - Avoid overexertion. - Use proper footing and balance. - Avoid carrying heavy loads. - Use proper body mechanics. - Avoid twisting the body. 	2M

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7. Monitoring and Inspection	failure to detect hazards, unreported damage	3H		1L
8. Maintenance of Equipment	mechanical failure,	4A		2M
9. Traffic Management	vehicle collision, pedestrian injury	4A		2M

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10. Communication Procedures	miscommunication, signal errors	3H		1L
11. Environmental Controls	dust emissions, water runoff	3H		2M
12. Emergency Response Preparation	inadequate preparedness, delayed response	4A		2M

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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
13. Worker Training	knowledge gaps, lack of skills	3H		1L
14. Health Monitoring	heat stress, musculoskeletal disorders	3H		1L
15. Work Scheduling	fatigue, mental stress	3H		1L

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16. PPE Use	incorrect use, inadequate protection	3H		1L
17. Storage of Materials	spills, incorrect labelling	3H		1L
18. Waste Management	environmental contamination, injury from waste handling	3H		1L

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19. Stakeholder Engagement	community complaints, miscommunication	3H		2M
20. Security Measures	unauthorised access, vandalism	4A		2M

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.