

Planting Nursery Plants 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	Poor planning leading to inadequate equipment, Unfamiliarity with plant species	2M	<ul style="list-style-type: none"> - Conduct a pre-work briefing to outline tasks and expectations - Review plant species and handling requirements - Ensure all equipment is available and functional - Assign tasks based on individual expertise - Provide training for new or unfamiliar plants - Verify weather conditions suitable for planting - Develop a step-by-step action plan - Confirm health and safety protocols with team - Check communication devices are operational - Prepare first-aid kit and emergency contact list 	1L
2. Transportation of Plants	Injury from lifting heavy pots, Damage to plants during transit	3M	<ul style="list-style-type: none"> - Use trolleys or mechanical aids for lifting heavy pots - Ensure all personnel use proper lifting techniques - Secure pots with straps during transportation - Use appropriate vehicles for plant transportation - Employ padding or cushioning for plants - Mark fragile items for careful handling - Train staff in correct handling procedures - Inspect plants for damage before loading - Avoid overloading vehicles to prevent accidents - Plan safe travel routes avoiding rough terrain 	2M
3. Site Inspection	Uneven terrain causing trips and falls, Environmental hazards such as insects	2M	<ul style="list-style-type: none"> - Carry out a thorough inspection of the site - Identify and mark hazardous areas - Use protective footwear to prevent slips - Clear paths of debris and obstacles - Regularly update site hazard maps - Instruct personnel on environment-specific safety - Deploy insect repellent and protective clothing - Set clear paths for navigation 	1L

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			<ul style="list-style-type: none"> - Utilize ground markers for uneven steps - Schedule regular field inspections to manage risks 	
4. Soil Preparation	Injury from tools like shovels and hoes, Allergic reactions to garden chemicals	3H	<ul style="list-style-type: none"> - Use proper technique when using tools - Wear protective clothing - Read and follow instructions on all products - Avoid using tools in wet or slippery conditions - Take regular breaks to rest and hydrate - Use ground markers to avoid uneven terrain - Schedule regular field inspections to manage risks 	2M
5. Planting	Back strain from bending, Improper plant positioning leading to plant damage	2M	<ul style="list-style-type: none"> - Use proper lifting technique - Avoid bending over for long periods - Use plant positioning guides - Take regular breaks to rest and hydrate - Use ground markers to avoid uneven terrain - Schedule regular field inspections to manage risks 	1L
6. Watering	Slips from water spillages, Overexposure to water contaminants	2M	<ul style="list-style-type: none"> - Use proper watering technique - Avoid walking on wet surfaces - Read and follow instructions on all products - Avoid using water in wet or slippery conditions - Take regular breaks to rest and hydrate - Use ground markers to avoid uneven terrain - Schedule regular field inspections to manage risks 	1L

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7. Fertilising	Chemical exposure, Inhalation of dust	3H		2M
8. Pest Control	Exposure to pesticides, Acute poisoning, Ingestion	3H		2M
9. Pruning and Trimming	Cuts from sharp tools, Injury from falling branches	3H		2M

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			<div></div> <div></div> <div></div> <div></div>	
10. Clean Up	Muscle strain from lifting debris, Trip hazards from unnoticed debris	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
11. Tool Maintenance	Injury from defective tools, Electric shock from improperly maintained equipment	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
12. Record Keeping	Loss of critical data, Misdirected communication leading to errors	2M	<div></div> <div></div> <div></div> <div></div> <div></div>	1L

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13. Emergency Drills	Delayed response to emergency situations, Confusion about emergency procedures	2M		1L
14. Staff Training	Inadequate skill leading to mistakes Lack of awareness of site specific hazards	3H		2M
15. Communication	Misunderstandings leading to unsafe actions, Failure to report critical issues	3H		2M

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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.