

## Pruning High Branches 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.	Isolation 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>	
<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	
<b>Consequence Scale:</b>								4. Engineering	
Consequence	People (injury/illness)		Project / Assets		Compliance / Reputation		5. Administrative		
Catastrophic	Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution		6. PPE		
Major	Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage		Always document <b>why</b> a lower-order control is accepted if elimination or substitution is not reasonably practicable.		
Moderate	Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment		aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.		
Minor	First-aid only, no lost time		negligible delay		Isolated non-conformance				
Insignificant	No injury		no schedule impact		Deviation caught and corrected on site				

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 planning, Lack of equipment check	3H	<ul style="list-style-type: none"> <li>- Conduct a site-specific risk assessment</li> <li>- Ensure all personnel are trained and competent</li> <li>- Review weather conditions to determine optimal time for work</li> <li>- Inspect all tools and equipment before use</li> <li>- Confirm communication protocols with team</li> <li>- Obtain necessary permits for work</li> <li>- Ensure first aid facilities are available</li> <li>- Identify potential environmental hazards</li> <li>- Verify emergency response plan</li> <li>- Schedule work during appropriate light conditions</li> </ul>	2M
2. Site Setup	Trip hazards, Unstable ground	3H	<ul style="list-style-type: none"> <li>- Mark and cordon off work area to prevent unauthorized access</li> <li>- Inspect ground for stability and remove potential trip hazards</li> <li>- Use temporary flooring or platform if ground is uneven</li> <li>- Ensure adequate signage and warnings are in place around site</li> <li>- Position equipment and tools in a way that minimizes movement</li> <li>- Plan and maintain clear escape routes</li> <li>- Brief all personnel on site-specific hazards</li> <li>- Allocate roles and responsibilities for monitoring site safety</li> <li>- Designate a site safety officer for oversight</li> <li>- Ensure all personnel are wearing high-visibility clothing</li> </ul>	2M
3. Tool Preparation	Tool malfunction, Injury from improper handling	3H	<ul style="list-style-type: none"> <li>- Inspect tools for defects and serviceability before use</li> <li>- Follow manufacturers' guidelines for tool operation</li> <li>- Ensure safe and secure storage when tools are not in use</li> <li>- Provide training on correct tool handling techniques</li> <li>- Equip tools with safety features and guards</li> <li>- Follow established protocols for tool cleaning and maintenance</li> <li>- Implement tag-out procedures for faulty equipment</li> <li>- Confirm appropriate tool selection for task</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Use personal protective equipment suitable for tool use</li> <li>- Regularly maintain tools to ensure reliability</li> </ul>	
4. Access and Positioning	Falls from height, Incorrect ladder placement	4A	[REDACTED]	2M
5. Personal Protective Equipment (PPE)	Inadequate PPE, Failure to wear PPE	3H	[REDACTED]	1L
6. Worker Fatigue Management	Fatigue-induced errors, Reduced alertness	3H	[REDACTED]	2M

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7. Use of Trees and Branches as Access Points	Branch failure, Overloading branches	4A		2M
8. Cutting and Pruning Techniques	Improper cutting technique, Falling branches	4A		2M
9. Equipment Handling	Equipment dropping, Strain injuries	3H		1L

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10. Emergency Preparedness	Delayed emergency response, Inadequate first aid	3H		1L
11. Traffic Management	Vehicle collision, Pedestrian injury	3H		2M
12. Communication	Miscommunication, Signal failure	3H		1L

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13. Environmental Considerations	Environmental damage, Wildlife disturbance	3H		2M
14. Post-Operation Clean Up	Residual equipment, Debris causing trip hazards	2M		1L
15. Incident Reporting	Unreported incidents, Incomplete records	3H		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Review and Feedback	Missed improvement opportunities, Slow adaption to new risks	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
17. Training and Competency	Incompetent workers, Outdated knowledge	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
18. Tool and Equipment Maintenance	Unexpected equipment failure, Improper tool use	3H	<div></div> <div></div> <div></div>	1L



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19. Quality Control	Non-compliance with standards, Defective work	3H		1L
20. Worker Dehydration and Heat Stress	Heat exhaustion, Dehydration	3H		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