

## Quick Hitching 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			<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	
								4. Engineering	
								5. Administrative	
								6. PPE	
<b>Consequence Scale:</b>								Always document <b>why</b> 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	Slips, Trips	3H	<ul style="list-style-type: none"> <li>- Ensure clear pathway for equipment movement</li> <li>- Conduct pre-work briefing</li> <li>- Wear appropriate PPE with anti-slip soles</li> <li>- Remove any obstructions from work area</li> <li>- Ensure adequate lighting</li> <li>- Carry out a site inspection</li> <li>- Verify all equipment is in working order</li> <li>- Secure all loose items</li> <li>- Use caution tapes for wet areas</li> <li>- Assign safety officer for supervision</li> </ul>	2M
2. Equipment Inspection	Faulty equipment, Improper locking	4H	<ul style="list-style-type: none"> <li>- Inspect equipment before use</li> <li>- Train workers in hitch inspection</li> <li>- Document equipment checks</li> <li>- Tag out faulty equipment immediately</li> <li>- Use manufacturer's checklist for inspection</li> <li>- Ensure equipment certifications are current</li> <li>- Use locking pins where required</li> <li>- Follow manufacturer's hitch inspection procedures</li> <li>- Regular maintenance scheduling</li> <li>- Install equipment use logbooks</li> </ul>	2M
3. Attaching Quick Hitch	Pin misalignment, Crushing	4A	<ul style="list-style-type: none"> <li>- Conduct a test lift without load</li> <li>- Use guided spotters during hitching</li> <li>- Ensure operator visibility is not obstructed</li> <li>- Use controlled communication protocols</li> <li>- Implement hydraulic release precautions</li> <li>- Train operators on proper attachment techniques</li> <li>- Provide safety barriers</li> <li>- Regularly upgrade attachment systems</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Allow only certified operators to attach equipment</li> <li>- Conduct random safety audits</li> </ul>	
4. Function Test	Equipment failure, Incorrect attachment	4A	<ul style="list-style-type: none"> <li>- Verify equipment is in good working order before use</li> <li>- Ensure operator is trained and certified to use equipment</li> <li>- Check for proper attachment and secure fastening</li> <li>- Perform test runs at low speed before full operation</li> <li>- Monitor equipment for unusual sounds or vibrations</li> <li>- Stop operation immediately if any issues arise</li> <li>- Maintain clear communication with all personnel</li> <li>- Use proper hand signals or verbal commands</li> <li>- Ensure adequate lighting and visibility</li> <li>- Avoid distractions while operating equipment</li> <li>- Follow manufacturer's instructions and safety warnings</li> <li>- Conduct regular maintenance and inspections</li> <li>- Keep work area clean and free of obstacles</li> <li>- Use proper tie-off techniques when working at heights</li> <li>- Establish and maintain safe work zones</li> <li>- Use fall protection equipment when required</li> <li>- Avoid overloading equipment</li> <li>- Use proper lifting techniques</li> <li>- Communicate with spotter or observer</li> <li>- Stop work if weather conditions deteriorate</li> <li>- Use proper signaling methods</li> <li>- Ensure all personnel are accounted for</li> <li>- Follow established safety protocols</li> <li>- Use proper communication methods</li> <li>- Maintain proper distance from equipment</li> <li>- Avoid reaching for equipment while in motion</li> <li>- Use proper footing and balance</li> <li>- Avoid sudden movements</li> <li>- Keep hands and feet clear of moving parts</li> <li>- Use proper body mechanics</li> <li>- Avoid overexertion</li> <li>- Take regular breaks</li> <li>- Stay hydrated</li> <li>- Wear appropriate clothing and footwear</li> <li>- Use proper tie-off techniques</li> <li>- Establish and maintain safe work zones</li> <li>- Use fall protection equipment when required</li> <li>- Avoid overloading equipment</li> <li>- Use proper lifting techniques</li> <li>- Communicate with spotter or observer</li> <li>- Stop work if weather conditions deteriorate</li> <li>- Use proper signaling methods</li> <li>- Ensure all personnel are accounted for</li> <li>- Follow established safety protocols</li> <li>- Use proper communication methods</li> <li>- Maintain proper distance from equipment</li> <li>- Avoid reaching for equipment while in motion</li> <li>- Use proper footing and balance</li> <li>- Avoid sudden movements</li> <li>- Keep hands and feet clear of moving parts</li> <li>- Use proper body mechanics</li> <li>- Avoid overexertion</li> <li>- Take regular breaks</li> <li>- Stay hydrated</li> <li>- Wear appropriate clothing and footwear</li> </ul>	2M
5. Load Management	Overloading, Falling loads	4A	<ul style="list-style-type: none"> <li>- Verify load capacity and weight distribution</li> <li>- Use proper tie-off techniques</li> <li>- Ensure load is secure and balanced</li> <li>- Perform test lifts before full operation</li> <li>- Monitor load for shifting or movement</li> <li>- Stop operation immediately if any issues arise</li> <li>- Maintain clear communication with all personnel</li> <li>- Use proper hand signals or verbal commands</li> <li>- Ensure adequate lighting and visibility</li> <li>- Avoid distractions while operating equipment</li> <li>- Follow manufacturer's instructions and safety warnings</li> <li>- Conduct regular maintenance and inspections</li> <li>- Keep work area clean and free of obstacles</li> <li>- Use proper tie-off techniques when working at heights</li> <li>- Establish and maintain safe work zones</li> <li>- Use fall protection equipment when required</li> <li>- Avoid overloading equipment</li> <li>- Use proper lifting techniques</li> <li>- Communicate with spotter or observer</li> <li>- Stop work if weather conditions deteriorate</li> <li>- Use proper signaling methods</li> <li>- Ensure all personnel are accounted for</li> <li>- Follow established safety protocols</li> <li>- Use proper communication methods</li> <li>- Maintain proper distance from equipment</li> <li>- Avoid reaching for equipment while in motion</li> <li>- Use proper footing and balance</li> <li>- Avoid sudden movements</li> <li>- Keep hands and feet clear of moving parts</li> <li>- Use proper body mechanics</li> <li>- Avoid overexertion</li> <li>- Take regular breaks</li> <li>- Stay hydrated</li> <li>- Wear appropriate clothing and footwear</li> </ul>	2M
6. Operator Training	Lack of skill, Improper techniques	4A	<ul style="list-style-type: none"> <li>- Provide comprehensive training for all operators</li> <li>- Ensure training covers all aspects of equipment use</li> <li>- Conduct regular refresher training</li> <li>- Monitor operator performance during training</li> <li>- Provide feedback and guidance as needed</li> <li>- Ensure training is documented and signed off</li> <li>- Maintain clear communication with all personnel</li> <li>- Use proper hand signals or verbal commands</li> <li>- Ensure adequate lighting and visibility</li> <li>- Avoid distractions while operating equipment</li> <li>- Follow manufacturer's instructions and safety warnings</li> <li>- Conduct regular maintenance and inspections</li> <li>- Keep work area clean and free of obstacles</li> <li>- Use proper tie-off techniques when working at heights</li> <li>- Establish and maintain safe work zones</li> <li>- Use fall protection equipment when required</li> <li>- Avoid overloading equipment</li> <li>- Use proper lifting techniques</li> <li>- Communicate with spotter or observer</li> <li>- Stop work if weather conditions deteriorate</li> <li>- Use proper signaling methods</li> <li>- Ensure all personnel are accounted for</li> <li>- Follow established safety protocols</li> <li>- Use proper communication methods</li> <li>- Maintain proper distance from equipment</li> <li>- Avoid reaching for equipment while in motion</li> <li>- Use proper footing and balance</li> <li>- Avoid sudden movements</li> <li>- Keep hands and feet clear of moving parts</li> <li>- Use proper body mechanics</li> <li>- Avoid overexertion</li> <li>- Take regular breaks</li> <li>- Stay hydrated</li> <li>- Wear appropriate clothing and footwear</li> </ul>	1L

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7. Communication	Miscommunication, Signal failure	4A		1L
8. Work Area Safety	Unauthorized access, Poor environmental controls	3H		1L
9. Maintenance	Sudden equipment failure, Faulty components	4A		2M

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			<div></div> <div></div> <div></div> <div></div>	
10. Emergency Procedures	Inadequate response, Injury escalation	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
11. Personal Protective Equipment	Inadequate protection, Incorrect PPE use	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
12. Incident Reporting	Unreported incidents, Delay in addressing hazards	3H	<div></div> <div></div> <div></div> <div></div> <div></div>	1L

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13. Environmental Controls	Hazardous emissions, Spillages	4A		2M
14. Work Scheduling	Fatigue, Reduced concentration	3H		2M
15. Contractor Management	Untrained contractors, Unfamiliarity with site	4A		2M

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16. Performance Evaluation	Non-compliance, Poor safety implementation	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>

### 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) Regulation 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.