

Ramp Deploying Procedures 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			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	Slippery surfaces, Unsecure equipment	3H	<ul style="list-style-type: none"> - Conduct a toolbox talk before starting. - Ensure all staff are wearing appropriate PPE. - Check all equipment is secured and in good condition. - Allocate tasks based on staff competence. - Ensure the area is well lit. - Provide training on the specific equipment in use. - Keep walkways free of obstructions. - Limit the number of personnel in the immediate area. - Conduct a hazard assessment specific to the site. - Post warning signs for slippery surfaces. 	2M
2. Conduct Pre-operational Checks	Mechanical failure, Power issues	3H	<ul style="list-style-type: none"> - Use a pre-operational checklist to verify equipment functionality. - Ensure the power source is properly grounded. - Engage in regular equipment maintenance. - Have a trained technician conduct the inspection. - Use visual aids for checklist tasks. - Ensure inspection forms are completed and logged. - Conduct regular mock drills for handling failures. - Develop and communicate emergency procedures. - Ensure circuit breakers are in place. - Keep a fire extinguisher accessible. 	1L
3. Position Equipment	Incorrect alignment, Falls from height	3H	<ul style="list-style-type: none"> - Use alignment markers and guides. - Engage a spotter to confirm correct positioning. - Secure the equipment with locks or stabilisers. - Use safety rails and harnesses for height work. - Conduct training on correct manual handling techniques. - Ensure the area is free of obstructions. - Regularly inspect all safety equipment. - Post reminders about ladder safety. 	2M

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			<ul style="list-style-type: none"> - Assign a supervisor to oversee operations. - Maintain communication via radio headsets. 	
4. Engage Safety Locks	Lock failure, Improper use	3H	<ul style="list-style-type: none"> - Verify lock engagement procedure. - Use proper technique to engage locks. - Ensure all personnel are clear of the locking mechanism. - Perform visual inspection of lock status. - Communicate lock status to all team members. - Use designated personnel for lock engagement. - Follow manufacturer's instructions for lock operation. - Conduct pre-operation check of locking system. - Ensure proper alignment of locking components. - Verify lock is fully engaged before proceeding. 	1L
5. Initiate Deployment Sequence	Unexpected movement, Equipment jamming	3H	<ul style="list-style-type: none"> - Perform pre-deployment inspection. - Verify all safety interlocks are disengaged. - Communicate deployment intent to all team members. - Use controlled movement techniques. - Monitor equipment status during deployment. - Have a designated person ready to stop the sequence. - Follow emergency stop procedures if jamming occurs. - Ensure clear path for deployment. - Use proper tensioning techniques. - Verify deployment area is clear of obstacles. 	2M
6. Monitor Deployment	Overloading, Environmental conditions	3H	<ul style="list-style-type: none"> - Monitor load capacity continuously. - Watch for environmental hazards (wind, rain, etc.). - Maintain communication with ground crew. - Be prepared to stop deployment if conditions worsen. - Verify equipment is within weight limits. - Monitor for unusual sounds or vibrations. - Have a contingency plan for adverse conditions. - Ensure proper bracing and support. - Monitor personnel safety during deployment. - Report any issues immediately. 	2M

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7. Complete Deployment	Tripping hazards, Operational complacency	3H		1L
8. Secure Ramp	Improper securing, ...	3H		2M
9. Conduct Post-operation Checks	Failure to identify faults, Ignoring minor issues	2M		1L

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10. Report and Record Findings	Inaccurate reporting, Omission of details	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
11. Conduct Review Meeting	Incomplete assessments, Non-participation	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
12. Equipment Maintenance	Inadequate servicing, Unauthorized repairs	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M

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13. Continuous Training	Skill degradation, Training gaps	2M		1L
14. Evaluation and Feedback	Biased evaluations, Feedback suppression	2M		1L
15. Emergency Preparedness Review	Inadequate emergency planning, Unfamiliarity with procedures	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.