

Recovering Broken Down Buses 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 | 4A ACUTE | DO NOT PROCEED | Elimination Remove the hazard. | |
| LIKELY | 2 MODERATE | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | | | Substitution Replace the hazard. | |
| POSSIBLE | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 4 ACUTE | | | Isolation Isolate People from the hazard | |
| UNLIKELY | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | | | Engineering Isolate the hazard | |
| RARE | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 3 HIGH | | | Administrative Change | |
| | | | | | | 1L LOW | Monitor and keep records. | 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 | |
| Consequence Scale: | | | | | | | | 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 why 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 | | <i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i> | |
| 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 | Poor lighting, Slippery surface, Unauthorised access to site , , | 3H | <ul style="list-style-type: none"> - Conduct a hazard assessment prior to commencement - Ensure adequate lighting is placed around site - Provide appropriate signage and barriers - Implement site access control - Provide personal protective equipment (PPE) such as high visibility clothing - Conduct safety briefing with all involved personnel - Regularly review the safety conditions - Develop and communicate safe work procedures - Schedule work in daylight hours when possible - Consider alternative methods or technology to reduce risk | 2M |
| 2. Arriving at Site | Traffic collision, Poor communication, Unstable ground , , | 3H | <ul style="list-style-type: none"> - Use hazard lights to alert other road users - Wear high visibility clothing at all times - Establish clear communication protocols with team - Assess ground stability before moving equipment - Implement traffic control measures - Park the recovery vehicle in a safe, visible location - Ensure effective communication via radio or phone - Consult with local authorities for traffic management - Use wheel chocks when parked on a slope - Designate a spotter to guide vehicle movements safely | 2M |
| 3. Securing the Area | Unauthorised entry, Insufficient barriers, Inadequate warning signs , , | 2M | <ul style="list-style-type: none"> - Use physical barriers to block off the area - Place adequate warning signs around the site - Brief all personnel on site-specific security measures - Implement a security zone with restricted access - Use cones and tape to demarcate the area - Regularly inspect barriers for stability and effectiveness - Assign personnel to monitor site access - Use cameras or spotters for additional security | 1L |

| Category | Sub-category | Description |
|------------------------|--------------|-------------|
| Sharp edges, Hazardous | 3H | ... |
| | 4A | ... |

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| | | | | |
| 7. Securing the Bus for Transport | Inadequate securing, Equipment failure, Vehicle movement , , | 3H | | 2M |
| 8. Transporting the Bus | Traffic hazards, Mechanical failure, Road shift , , | 3H | | 2M |
| 9. Unloading the Bus | Improper unloading, Equipment malfunction, Slips and trips , , | 3H | | 2M |

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| | | | | |
| 10. Post-Operation Inspection | Equipment damage, Unreported hazards, Poor debriefing , , | 2M | | 1L |
| 11. Reporting and Record Keeping | Loss of records, Incorrect reporting, Data security breach , , | 2M | | 1L |
| 12. Equipment Maintenance | Equipment failure, Inadequate servicing, Safety system failures , , | 3H | | 2M |

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| | | | | |
| 13. Staff Training and Competency | Inadequate training, Skill deterioration, Unawareness of updates , , | 3H | | 2M |
| 14. Emergency Preparedness | Lack of evacuation plan, Insufficient emergency equipment, , , communication during emergencies , , | 3H | | 1L |
| 15. Environment Protection | Fuel spill, Uncontrolled emissions, Waste material , , | 3H | | 1L |

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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.