

## Removal And Cleanup Of Tree Roots Post-Grinding. 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<br>HIGH                                   | 3<br>HIGH     | 4<br>ACUTE         | 4<br>ACUTE | 4<br>ACUTE   |                |                                   | <b>Elimination</b><br>Remove the hazard.   |  |
| LIKELY   | 2<br>MODERATE                               | 3<br>HIGH     | 3<br>HIGH          | 4<br>ACUTE | 4<br>ACUTE   | 4A<br>ACUTE    | DO NOT PROCEED                    | <b>Substitution</b><br>Replace the hazard.   |  |
| POSSIBLE   | 1<br>LOW                                    | 2<br>MODERATE | 3<br>HIGH          | 4<br>ACUTE | 4<br>ACUTE   | 3H<br>HIGH     | Review before work starts.        | Isolation<br>Isolate People from the hazard  |  |
| UNLIKELY   | 1<br>LOW                                    | 1<br>LOW      | 2<br>MODERATE      | 3<br>HIGH  | 4<br>ACUTE   | 2M<br>MODERATE | Ensure control measures in place. | <b>Engineering</b><br>Isolate the hazard   |  |
| RARE   | 1<br>LOW                                    | 1<br>LOW      | 2<br>MODERATE      | 3<br>HIGH  | 3<br>HIGH  | 1L<br>LOW      | Monitor and keep records.         | <b>Administrative</b><br>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          | Inadequate planning, Environment not assessed | 3H           | <ul style="list-style-type: none"> <li>- Conduct a site walk-through to identify potential hazards</li> <li>- Ensure all necessary equipment and PPE is available</li> <li>- Review the job scope and responsibilities with the team</li> <li>- Secure necessary approvals and permits</li> <li>- Confirm weather conditions and plan activities accordingly</li> <li>- Identify all underground utility locations before work commences</li> <li>- Allocate roles and responsibilities to qualified personnel</li> <li>- Plan for possible emergencies and have contingencies in place</li> <li>- Conduct a toolbox talk and encourage team participation</li> <li>- Ensure participants are aware of hazards and control measures</li> </ul> | 2M            |
| 2. Equipment Inspection | Faulty equipment, Improper maintenance        | 3H           | <ul style="list-style-type: none"> <li>- Inspect equipment for defects or malfunctions before use</li> <li>- Verify that all equipment is serviced and maintained regularly</li> <li>- Use a checklist to ensure all parts are accounted for and intact</li> <li>- Test equipment to ensure proper functionality</li> <li>- Replace or repair faulty equipment before commencing work</li> <li>- Keep maintenance records for all equipment</li> <li>- Ensure operators are trained and competent</li> <li>- Confirm that all safety features are operational</li> <li>- Calibrate equipment to manufacturer specifications where applicable</li> <li>- Remove any defective equipment from service immediately</li> </ul>                     | 2M            |
| 3. Site Setup           | Improper signage placement, Restricted access | 3H           | <ul style="list-style-type: none"> <li>- Set up barriers and signs to delineate work areas clearly</li> <li>- Ensure clear entry and exit points for authorised personnel only</li> <li>- Post warning signs to caution about potential hazards</li> <li>- Confirm all adjacent areas are free from obstructions</li> <li>- Establish a safe zone for equipment and materials storage</li> <li>- Constantly monitor and adjust signage as the job progresses</li> <li>- Use high-visibility tape to mark hazardous zones</li> <li>- Ensure access points comply with emergency protocols</li> </ul>  | 2M            |

| JOB STEP            | POTENTIAL HAZARDS                          | IR           | CONTROL MEASURES  | RR            |
|---------------------|--|--------------|---|---------------|
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|                     |  |              | - Consult with surrounding businesses or landowners as needed<br>- Maintain clear communication lines with all stakeholders |               |
| 4. PPE Utilisation  | Inadequate protection, Improper PPE use    | 3H           | [REDACTED]  | 1L            |
| 5. Root Grinding    | Flying debris, Equipment operation hazards | 4A           | [REDACTED]  | 2M            |
| 6. Root Removal     | Back strain, Improper lifting techniques   | 3H           | [REDACTED]  | 1L            |

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|------------------------------------|--|--------------|--|---------------|
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|                                    |  |              |  |               |
| 7. Debris Disposal                 | Improper waste management, Environmental hazards | 3H           |  | 1L            |
| 8. Environmental Impact Assessment | Soil erosion, Water contamination                | 3H           |  | 2M            |
| 9. Tool Handling                   | Unsafe tool use, Tool malfunction                | 3H           |  | 1L            |

| JOB STEP                    | POTENTIAL HAZARDS                              | IR           | CONTROL MEASURES   | RR            |
|-----------------------------|--|--------------|--|---------------|
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|                             |  |              |  |               |
| 10. Communication Protocols | Miscommunication, Emergency response delays    | 3H           |  | 1L            |
| 11. Post-Operation Review   | Unaddressed deficiencies, Documentation errors | 3H           |  | 1L            |
| 12. Area Restoration        | Trip hazards from debris, Environmental impact | 3H           |  | 1L            |

| JOB STEP                     | POTENTIAL HAZARDS                          | IR           | CONTROL MEASURES   | RR            |
|------------------------------|--|--------------|--|---------------|
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|                              |  |              |  |               |
| 13. Worker Health Monitoring | Occupational stress, Injury or illness     | 3H           |  | 1L            |
| 14. Emergency Procedures     | Lack of preparedness, Ineffective response | 4A           |  | 2M            |
| 15. Traffic Management       | Vehicle collision, Pedestrian safety       | 4A           |  | 2M            |

| 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 |
|                                 |  |              |  |               |
| 16. Incident Reporting          | Unreported hazards, Inadequate investigation           | 3H           |  | 1L            |
| 17. Tool and Equipment Storage  | Improper storage, Tool damage                          | 3H           |  | 1L            |
| 18. Project Review and Feedback | Ineffective review process, Insufficient team feedback | 3H           |  | 1L            |



3H

, Non-compliance

| JOB STEP            | POTENTIAL HAZARDS      | IR           | CONTROL MEASURES   | RR            |
|---------------------|------------------------|--------------|--|---------------|
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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>

### 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