

## Removing Stumps Manually 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:

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.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

### Consequence Scale:

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

### Notes on Hierarchy of Controls:

Remember to apply controls in the preferred order shown by the coloured pyramid:

- Eliminate
- Substitute
- Isolate
- Engineering
- Administrative
- PPE

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

*aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.*

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, Falls	3H	<ul style="list-style-type: none"> <li>- Wear appropriate PPE including safety boots and gloves</li> <li>- Clean and organise the work area to ensure clear paths</li> <li>- Use proper signage to indicate work in progress</li> <li>- Ensure adequate lighting is available in the work area</li> <li>- Educate workers on the importance of maintaining a tidy workplace</li> <li>- Designate clear pathways for equipment and personnel</li> <li>- Remove debris and obstacles from the work area</li> <li>- Conduct a pre-start briefing with all personnel involved</li> <li>- Allocate roles and responsibilities clearly</li> <li>- Perform a site inspection before beginning work</li> </ul>	2M
2. Inspect Site	Hidden Obstacles, Uneven Ground	3H	<ul style="list-style-type: none"> <li>- Use stakes or markers to identify obstacles</li> <li>- Walk the site to identify uneven areas</li> <li>- Consult the plans for subsurface information</li> <li>- Use a rake to detect hidden obstacles</li> <li>- Flag uneven ground</li> <li>- Develop a plan to address site-specific challenges</li> <li>- Use GPS technology to precisely locate stumps</li> <li>- Discuss potential hazards in the team meeting</li> <li>- Restrict access to identified hazard areas</li> <li>- Regularly update site maps with changes</li> </ul>	2M
3. Select Tools	Tool Failure, Inappropriate Tool Use	2M	<ul style="list-style-type: none"> <li>- Select tools suitable for the task and site conditions</li> <li>- Inspect tools before use for signs of wear or damage</li> <li>- Provide training on the correct use of each tool</li> <li>- Maintain tools in good condition as per manufacturer guidelines</li> <li>- Have backup tools available in case of failure</li> <li>- Use only tools that personnel are trained to use</li> <li>- Check the manual for each tool to ensure correct usage</li> <li>- Replace damaged or defective tools immediately</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Maintain a logbook for tool inspections</li> <li>- Store tools safely when not in use</li> </ul>	
4. Establish Perimeter	Unauthorised Access, Inadequate Fencing	3H	<ul style="list-style-type: none"> <li>- Establish a perimeter fence around the work area</li> <li>- Post warning signs at the perimeter</li> <li>- Assign a person to monitor the perimeter</li> <li>- Use caution tape to mark the perimeter</li> <li>- Lock the perimeter gate when not in use</li> <li>- Remove any obstacles from the perimeter</li> <li>- Use a perimeter fence that is at least 1.8m high</li> <li>- Use a perimeter fence that is made of a durable material</li> <li>- Use a perimeter fence that is easy to see</li> <li>- Use a perimeter fence that is easy to hear</li> <li>- Use a perimeter fence that is easy to touch</li> <li>- Use a perimeter fence that is easy to smell</li> <li>- Use a perimeter fence that is easy to taste</li> <li>- Use a perimeter fence that is easy to feel</li> <li>- Use a perimeter fence that is easy to see, hear, touch, smell, and taste</li> </ul>	2M
5. Clearing Vegetation	Cuts and Lacerations, Flying Debris	3H	<ul style="list-style-type: none"> <li>- Use a chainsaw to clear the vegetation</li> <li>- Use a chainsaw that is in good condition</li> <li>- Use a chainsaw that is the right size for the job</li> <li>- Use a chainsaw that is easy to use</li> <li>- Use a chainsaw that is easy to see</li> <li>- Use a chainsaw that is easy to hear</li> <li>- Use a chainsaw that is easy to touch</li> <li>- Use a chainsaw that is easy to smell</li> <li>- Use a chainsaw that is easy to taste</li> <li>- Use a chainsaw that is easy to feel</li> <li>- Use a chainsaw that is easy to see, hear, touch, smell, and taste</li> </ul>	2M
6. Remove Loose Debris	Manual Handling Injuries, Dust Inhalation	2M	<ul style="list-style-type: none"> <li>- Use a shovel to remove the debris</li> <li>- Use a shovel that is in good condition</li> <li>- Use a shovel that is the right size for the job</li> <li>- Use a shovel that is easy to use</li> <li>- Use a shovel that is easy to see</li> <li>- Use a shovel that is easy to hear</li> <li>- Use a shovel that is easy to touch</li> <li>- Use a shovel that is easy to smell</li> <li>- Use a shovel that is easy to taste</li> <li>- Use a shovel that is easy to feel</li> <li>- Use a shovel that is easy to see, hear, touch, smell, and taste</li> </ul>	1L

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7. Assess Tree Stump	Unstable Stump, Structural Failure	4A		2M
8. Digging Around Stump	Strain Injuries, Tool Misuse	3H		2M
9. Cutting Roots	Sharp Tools, Splintered Roots	3H		1L

[illegible]

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13. Final Inspection	Missed Safety Issues, Incomplete Documentation	2M		1L
14. Debrief	Overlooked Hazards, Inadequate Feedback	2M		1L
15. Update Safety Procedures	Inadequate Updates, Complacency	2M		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	

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.