

Risk Of Falls From Tripping Over Materials On The Ground 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			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	Scattered tools, Unattended materials	3H	<ul style="list-style-type: none"> - Perform a site walk-through to identify scattered tools and materials. - Train all workers on the importance of organization in the workspace. - Designate specific areas for tool storage. - Ensure all workers have access to proper storage methods. - Use clearly marked pathways for safe transit. - Limit the number of materials taken out of storage at one time. - Schedule regular housekeeping reviews. - Encourage "clean-as-you-go" practices. - Implement a check-in/check-out system for tools. - Conduct periodic safety audits focusing on orderliness. 	2M
2. Material Delivery	Obstructive pallets, Unattended materials	4H	<ul style="list-style-type: none"> - Schedule deliveries during off-peak hours. - Define designated delivery zones. - Train workers on correct material stacking techniques. - Clearly mark pallet drop zones. - Use straps or ties to secure items on pallets. - Limit pallet height to manageable levels. - Use mechanical aids for moving heavy items. - Conduct regular safety audits during delivery. - Implement spot checks for delivery compliance. - Ensure adequate staffing during deliveries. 	2M
3. Material Handling	Unstable loads, Poor lifting techniques	3H	<ul style="list-style-type: none"> - Provide training on proper lifting techniques. - Encourage team lifting for heavy objects. - Use suitable lifting aids and machinery. - Clearly label all heavy items. - Provide PPE like gloves to enhance grip. - Regularly inspect mechanical aids for faults. - Use trolleys or dollies for moving large items. - Conduct regular tracking of manual handling incidents. 	2M

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			<ul style="list-style-type: none"> - Implement a manual handling policy. - Encourage reporting of hazards by staff. 	
4. Construction Activities	Scattered debris, Unmarked holes	4A	<ul style="list-style-type: none"> - Clear work area of debris and mark holes. - Use caution when walking or working in the area. - Wear slip-resistant shoes. - Use proper footing and balance at all times. - Keep walkways clear of debris. - Mark and guard all holes, pits, or excavations. - Use caution when working near edges. - Do not overreach. - Use proper lifting techniques. - Keep hands and feet dry. - Use handrails or ladders when available. - Do not drink or use alcohol while working. - Get adequate rest. - Use proper body mechanics. - Avoid rushing. - Use proper communication. - Follow all safety rules and regulations. - Report any hazards or incidents immediately. 	2M
5. Equipment Use	Disconnected cables, Falling tools	3H	<ul style="list-style-type: none"> - Lock out/tag out equipment before working on it. - Use proper tie-off technique when working at heights. - Use caution when working near equipment. - Do not touch energized equipment. - Use proper lifting techniques. - Keep hands and feet dry. - Use handrails or ladders when available. - Do not drink or use alcohol while working. - Get adequate rest. - Use proper body mechanics. - Avoid rushing. - Use proper communication. - Follow all safety rules and regulations. - Report any hazards or incidents immediately. 	2M
6. Ladder Use	Incorrect ladder setup, Overreaching	3H	<ul style="list-style-type: none"> - Use proper ladder setup technique. - Do not overreach. - Use proper footing and balance at all times. - Do not drink or use alcohol while working. - Get adequate rest. - Use proper body mechanics. - Avoid rushing. - Use proper communication. - Follow all safety rules and regulations. - Report any hazards or incidents immediately. 	1L

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7. Clean-Up	Uncleared debris, Tools left on the ground	3H		1L
8. Storage	Overloaded shelves, Obstruction of access ways	4A		2M
9. Temporary Structures	Weak scaffolding, Improper use of platforms	4A		2M

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10. Maintenance	Loose fixtures, Maintenance debris	3H		2M
11. Emergency Response	Blocked exits, Slippery evacuation routes	4A		1L
12. Weather Conditions	Wet surfaces, Poor visibility	3H		2M

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13. Personal Conduct	Horseplay, Distraction	3H		2M
14. Waste Disposal	Improper waste management, Overflowing waste bins	3H		1L
15. End-of-Shift Activities	Haste-induced errors, Incomplete reports	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.