

Schedule Movement Of Heavy Loads 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. Planning	Inadequate equipment selection, Insufficient personnel	3H	<ul style="list-style-type: none"> - Conduct a site assessment to determine load weight and dimensions - Select suitable lifting equipment based on load specifications - Ensure availability of skilled personnel for the task - Schedule activities to avoid time pressure and overworking - Prepare a comprehensive risk management plan for load movement - Consult with engineers for complex load movement - Coordinate with departments involved in the scheduled movement - Ensure all personnel are aware of emergency procedures - Identify and mark pathways for load transport - Review similar past projects for learnings and improvements. 	2M
2. Site Preparation	Obstructions in pathways, Unsuitable ground conditions	3H	<ul style="list-style-type: none"> - Clear the site of non-essential materials and debris - Conduct ground stability testing for load-bearing capability - Create a detailed map indicating potential hazards - Ensure pathways are level and constructed to support load weight - Install safety barriers and signage - Verify that weather conditions are suitable and stable for the movement - Arrange for spill control measures if handling hazardous loads - Prepare communication channels for real-time updates - Ensure all safety equipment is available onsite - Assign spotters to monitor the load movement. 	2M
3. Equipment Inspection	Faulty machinery, Worn rigging	3H	<ul style="list-style-type: none"> - Perform pre-operation check on all lifting machinery - Inspect rigging equipment for wear, tear, and load capacity compliance - Replace any worn or damaged equipment before commencing operations - Verify current certifications and maintenance records for all machinery - Conduct load tests for lifting equipment under site conditions - Establish continuous monitoring procedures for equipment during the operation - Arrange for immediate on-site repairs if required - Ensure equipment operators are trained and competent 	1L

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			<ul style="list-style-type: none"> - Document inspection results for future reference - Verify compliance with manufacturers' guidelines and WHS standards. 	
4. Personnel Briefing	Uninformed team members, Role confusion	2M	<ul style="list-style-type: none"> - Conduct a thorough briefing of all team members before starting work. - Assign specific roles and responsibilities to each team member. - Ensure all team members understand the task and the hazards involved. - Provide a clear understanding of the work area and any potential hazards. - Establish a communication system (e.g., hand signals, radio) to ensure coordination. - Conduct a pre-work inspection of the area and equipment. - Ensure all team members are wearing appropriate PPE. - Establish a safe work area and clear any obstructions. - Ensure all team members are familiar with the location of first aid kits and fire extinguishers. - Establish a clear exit route from the work area. - Conduct a post-work debriefing to discuss any issues and lessons learned. 	1L
5. Load Securing	Improper securing, Load shift during movement	3H	<ul style="list-style-type: none"> - Use proper tie-down techniques to secure the load. - Use appropriate tie-down equipment (e.g., ratchet straps, chains). - Ensure the load is evenly distributed and secured from all sides. - Check the load after movement to ensure it remains secure. - Avoid sudden stops or turns that could cause the load to shift. - Use proper driving techniques to maintain control of the vehicle. - Avoid overloading the vehicle. - Ensure the vehicle is properly loaded and balanced. - Check the load after movement to ensure it remains secure. - Avoid sudden stops or turns that could cause the load to shift. - Use proper driving techniques to maintain control of the vehicle. - Avoid overloading the vehicle. - Ensure the vehicle is properly loaded and balanced. 	2M
6. Route Verification	Route congestion, Low clearances	3H	<ul style="list-style-type: none"> - Verify the route in advance and check for any potential hazards. - Check for any route changes or closures. - Check for any low clearances or obstacles along the route. - Check for any route congestion or delays. - Check for any route changes or closures. - Check for any low clearances or obstacles along the route. - Check for any route congestion or delays. - Check for any route changes or closures. - Check for any low clearances or obstacles along the route. - Check for any route congestion or delays. 	1L

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7. Load Lifting	Crane malfunction, Load imbalance	4A		2M
8. Load Transport	Equipment failure, Obstructions	3H		2M
9. Load Lowering	Uncontrolled lowering, Inadequate ground clearance	3H		1L

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10. Equipment Withdrawal	Obstructed exit routes, Equipment damage	2M		1L
11. Site Clean-up	Debris hazards, Environmental contamination	3H		1L
12. Debriefing	Lack of incident reporting, Ineffective communication	2M		1L

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13. Documentation	Incomplete records, Data loss	2M		1L
14. Process Review	Complacency leading to future risk Unchecked procedural error	2M		1L
15. Training Assessment	Training gaps, Inadequate skill application	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.