

Scraping Tasks 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	Tripping hazards, Inadequate lighting conditions, Unsuitable footwear for task conditions, Miscommunication of task requirements, Incorrect PPE usage, Inadequate hydration and rest, Lack of emergency plan, Incorrect tool selection, Unstable work platforms, Weather conditions affecting safety, Manual handling risks, Lack of site induction, Environmental conditions, Temperature extremes, Overexertion, Unsafe access pathways, Electrical hazards, Lack of supervision, Language barriers, Inadequate first aid provision, Noise exposure, Sharp objects, Lack of signage, Confined spaces, Overhead risks, Wildlife interference, Inappropriate weather conditions, Chemical exposure, Poor housekeeping practices, Lack of hand sanitizing facilities, Equipment failure, Uneven surfaces, Dust generation, Storage of scrap material, Cumulative fatigue, Nightwork conditions, Stress and mental health issues, Vibrating machinery, Inefficient task planning, Unauthorized access by non-workers, Fatigue related to mental health, Musculoskeletal disorders, Poor visibility, Interaction with infrastructure, plant, Repetitive strain injuries, Remote both geographic and social impact, Limitations stemming from communication technology, Inadequate, Inappropriate weather conditions, Miscommunication of task requirements	3H	<ul style="list-style-type: none"> - Conduct a pre-task briefing with all personnel involved, ensuring clear communication of task requirements. - Review job safety and ensure adherence before proceeding with tasks. - Conduct a walk-through to identify tripping hazards, and mark or remove hazards as identified. - Ensure all workers are wearing task-specific PPE including proper footwear. - Adequate task planning must be verified through pre-job inspection. - Check weather forecasts and plan tasks accordingly to mitigate weather impact. - Provide adequate training for effective use of communication devices among workers. - Verify that suitable work platforms are in place and stable. - Air quality and temperature should be monitored, and appropriate hydration and rest breaks scheduled. - Ensure emergency response plans and contact numbers are well communicated to all workers. - Conduct a safety inspection to verify the elimination of electrical hazards. - Verify the suitability of tools and equipment through a pre-task inspection. - Review manual handling risks and provide training on safe techniques. 	1L
2. Task Coordination	Miscommunication of task requirements, Personnel overloading	3H	<ul style="list-style-type: none"> - Establish clear communication channels and protocols. - Conduct a meeting to allocate tasks and clarify each worker's role and responsibility. - Engage all personnel in discussing potential risks and hazards while ensuring understanding through feedback loops. - Develop and disseminate a task schedule ensuring adequate spacing of task allocation to manage workloads. - Implement a buddy system to ensure constant safety checks and mutual assistance during tasks. - Continuously monitor team workload to prevent overload and recommend task reallocation as required. 	2M

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			<ul style="list-style-type: none"> - Effectively use visual boards and digital tools to communicate tasks and manage workflows efficiently. - Arrange for ongoing breaks and roster transitions to avoid fatigue. - Assign additional personnel if observed overwork appears to affect team performance. - Establish guidelines for workload distribution accounting for task complexity and worker experience. 	
3. Material Gathering	Manual handling injuries, Traffic hazards	3H	<ul style="list-style-type: none"> - Conduct manual handling training and provide appropriate lifting equipment. - Ensure workers are aware of safe routes to and from material locations, especially where road traffic is present. - Schedule material delivery during low traffic periods to minimize interaction. - Use proper signage to divert oncoming traffic away from material gathering areas. - Assign a traffic controller if necessary to manage traffic flow near work areas. - Enforce mandatory use of high-visibility clothing. - Provide trolleys or other mechanical aids to assist with the transportation of heavy materials. - Establish designated walkways within which material gathering activities must occur. - Install convex mirrors and warning alarms on moving equipment to improve sensitization to unseen hazards. - Provide communication devices for remote gatherings to report any immediate hazards or issues. 	2M
4. Safety Briefing	Lack of understanding, Limited engagement	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

alls, Unidentified

3H

SAMPLE

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9. Self-Assessment and Evaluation	Complacency, Inaccurate risk identification	3H	<div>SAMPLE</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div>	1L
10. Finalisation and Clearance	Inadequate task completion, Residue or leftover hazards	2M	<div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div>	1L

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11. Report and Feedback	Inaccurate reporting, Lost learnings	2M		1L
12. Tool and Equipment Maintenance	Improper storage, Neglected maintenance	3H		1L

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13. Worksite Cleanup	Environmental contamination, Injury during cleanup	2M		1L
14. Continuous Improvement Process	Resistance to change, Missed improvement opportunities	3H		1L

development. Non-mandatory training

[illegible]

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