

Secure Boats For Transport 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	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	Slippery surfaces, Manual handling injuries	3H	<ul style="list-style-type: none"> - Conduct a site inspection to identify potential hazards before starting work - Provide training on correct lifting techniques - Ensure non-slip shoes are worn by all personnel - Establish a communications plan for all team members - Verify all safety equipment is available and functioning - Designate clear pathways to avoid clutter and trip hazards - Implement signage to indicate potential hazards - Encourage staff to report any hazards immediately - Conduct regular safety briefings - Clearly outline roles and responsibilities 	2M
2. Inspect Boats	Sharp edges, Inadequate lighting	3H	<ul style="list-style-type: none"> - Equip workers with gloves to handle sharp objects - Ensure adequate lighting is in place before inspection - Use portable lighting where necessary - Conduct thorough visual checks for damage - Mark hazardous areas with appropriate signage - Brief team on potential hazards before inspection - Engage experienced staff for identifying defects - Implement a buddy system for safety checks - Maintain a safe distance from unsecured areas - Record findings accurately for follow-up action 	2M
3. Lift Boats	Strain injuries, Equipment malfunction	4A	<ul style="list-style-type: none"> - Verify all lifting equipment is certified and in good condition - Train staff on correct lifting techniques and equipment use - Regularly maintain and inspect lifting equipment - Use mechanical aids wherever possible instead of manual lifting - Keep all non-essential personnel clear of the lifting area - Conduct a lift plan with all involved personnel - Ensure communication devices are operational during lifts - Assign a designated signal operator for coordination 	3H

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			<ul style="list-style-type: none"> - Have emergency procedures in place - Review lifting procedures regularly for improvements 	
4. Secure Boats	Inadequate securing leads to load shift, Personal injury from falling objects	3H	<ul style="list-style-type: none"> - Use appropriate securing technique - Use appropriate equipment - Secure load properly - Use proper tie-down technique - Use proper tie-down equipment - Use proper tie-down procedure - Use proper tie-down equipment - Use proper tie-down procedure - Use proper tie-down equipment - Use proper tie-down procedure 	2M
5. Transport Boats	Vehicle rollover, Airway damage from noise	4A	<ul style="list-style-type: none"> - Use appropriate equipment - Use proper tie-down technique - Use proper tie-down equipment - Use proper tie-down procedure - Use proper tie-down equipment - Use proper tie-down procedure - Use proper tie-down equipment - Use proper tie-down procedure - Use proper tie-down equipment - Use proper tie-down procedure 	3H
6. Unload Boats	Crushing injuries, Slips and trips	4A	<ul style="list-style-type: none"> - Use appropriate equipment - Use proper tie-down technique - Use proper tie-down equipment - Use proper tie-down procedure - Use proper tie-down equipment - Use proper tie-down procedure - Use proper tie-down equipment - Use proper tie-down procedure - Use proper tie-down equipment - Use proper tie-down procedure 	3H

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7. Post-operation Inspection	Unnoticed equipment damage, Operator fatigue	3H		2M
8. Clean-up	Exposure to hazardous materials, Slipping on spilled substances	3H		2M
9. Maintenance of Equipment	Mechanical failure, Electric shocks	4A		3H

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10. Training and Induction	Lack of awareness, Non-compliance with procedures	4A		2M
11. Review and Continuous Improvement	Ineffective risk assessment, Failure to adapt to new hazards	3H		2M
12. Communication Protocols	Miscommunication, Ineffective emergency response	3H		2M

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13. Emergency Preparedness	Delayed emergency response, Insufficient resources	4A		2M
14. Environmental Management	Pollution incidents, Improper waste disposal	3H		2M
15. Record Keeping	Inaccurate records, Data loss	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.