

## Shrub Layer Management Operations 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<br>HIGH     | 3<br>HIGH     | 4<br>ACUTE    | 4<br>ACUTE | 4<br>ACUTE   |                |                                   | <b>Elimination</b><br>Remove the hazard.    |  |
| LIKELY         | 2<br>MODERATE | 3<br>HIGH     | 3<br>HIGH     | 4<br>ACUTE | 4<br>ACUTE   | 4A<br>ACUTE    | DO NOT PROCEED                    | <b>Substitution</b><br>Replace the hazard.  |  |
| POSSIBLE       | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH     | 4<br>ACUTE | 4<br>ACUTE   | 3H<br>HIGH     | Review before work starts.        | Isolation<br>Isolate People from the hazard |  |
| UNLIKELY       | 1<br>LOW      | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH  | 4<br>ACUTE   | 2M<br>MODERATE | Ensure control measures in place. | <b>Engineering</b><br>Isolate the hazard    |  |
| RARE           | 1<br>LOW      | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH  | 3<br>HIGH    | 1L<br>LOW      | Monitor and keep records.         | <b>Administrative</b><br>Change             |  |
|                |               |               |               |            |              |                |                                   | <b>PPE</b>                                  |  |

### 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, poor visibility          | 3H           | <ul style="list-style-type: none"> <li>- Conduct a site inspection to assess surface conditions.</li> <li>- Use high-visibility vests for workers.</li> <li>- Schedule work during daylight hours to ensure proper visibility.</li> <li>- Implement barriers around slippery areas.</li> <li>- Provide non-slip footwear to all workers.</li> <li>- Ensure adequate signage is in place.</li> <li>- Conduct pre-work checks regarding hazards.</li> <li>- Equip workers with headlamps if necessary.</li> <li>- Designate a safety officer on site.</li> <li>- Update risk assessment regularly based on real-time conditions.</li> </ul> | 2M            |
| 2. Transportation of Equipment | accident during transit, equipment falling  | 3H           | <ul style="list-style-type: none"> <li>- Secure equipment using tie-down straps.</li> <li>- Conduct a driver's check for proper licensing.</li> <li>- Plan routes to avoid high traffic areas.</li> <li>- Inspect vehicles for roadworthiness.</li> <li>- Train workers on safe loading practices.</li> <li>- Use warning signs on transporting vehicles.</li> <li>- Monitor weather conditions for safe travel.</li> <li>- Conduct regular vehicle maintenance checks.</li> <li>- Limit speed of vehicles carrying heavy equipment.</li> <li>- Ensure communication devices are charged and functioning.</li> </ul>                      | 2M            |
| 3. Unloading Equipment         | manual handling injuries, falls from height | 4A           | <ul style="list-style-type: none"> <li>- Use mechanical aids for lifting heavy equipment.</li> <li>- Train workers in proper manual handling techniques.</li> <li>- Provide step ladders for access to higher areas.</li> <li>- Ensure ground is stable and level before unloading.</li> <li>- Assign a spotter to guide equipment offloading.</li> <li>- Use personal protective equipment such as gloves and harnesses.</li> <li>- Conduct a brief meeting to assign tasks and safety reminders.</li> <li>- Restrict access to unloading area to trained personnel.</li> </ul>  | 2M            |

| 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 |
|                     |  |              | <ul style="list-style-type: none"> <li>- Communicate clear hand signals between workers.</li> <li>- Install temporary safety barriers.</li> </ul>   |               |
| 4. Clearing Debris  | sharp objects, inhalation of dust              | 4A           | <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            |
| 5. Pruning Shrubs   | cuts from tools, musculoskeletal strains       | 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>                   | 1L            |
| 6. Removal of Waste | potential contamination, injuries from lifting | 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>   | 2M            |

| 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 |
|                          |  |              |  |               |
| 7. Equipment Maintenance | mechanical failures, chemical exposure | 4A           |  | 2M            |
| 8. Watering Shrubs       | slips from wet surface, exertion       | 2M           |  | 1L            |
| 9. Use of Chemicals      | chemical burns, inhalation of fumes    | 4A           |  | 2M            |

| 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 |
|                         |  |              |  |               |
| 10. Final Inspection    | missed hazards, non-compliance with standards            | 3H           |  | 1L            |
| 11. Shutdown Procedures | improper equipment shutdown, unauthorised access to site | 3H           |  | 1L            |
| 12. Site Egress         | traffic hazards, trip hazards                            | 2M           |  | 1L            |

| 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 |
|                                  |                                       |              |  |               |
| 13. Training and Induction       | knowledge gaps, improper training     | 3H           |  | 1L            |
| 14. Emergency Management         | response delays, inadequate resources | 4A           |  | 2M            |
| 15. Reporting and Record Keeping | incomplete records, data loss         | 3H           |  | 1L            |

| 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 |
|                     |                        |              | <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.