

## Shrub Reshaping 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 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> 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.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> 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 the 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	Unclear instructions, Lack of PPE	3H	<ul style="list-style-type: none"> <li>- Provide detailed written and verbal instructions.</li> <li>- Ensure all workers are equipped with required PPE.</li> <li>- Conduct a pre-start safety meeting.</li> <li>- Verify understanding of tasks and equipment usage.</li> <li>- Maintain a register for PPE issuance.</li> <li>- Review the site safety plan.</li> <li>- Assign roles based on experience.</li> <li>- Use task checklists.</li> <li>- Ensure adequate hydration and rest.</li> <li>- Provide communication tools, e.g., walkie-talkies.</li> </ul>	1L
2. Site Inspection	Uneven ground, Insect exposure	3H	<ul style="list-style-type: none"> <li>- Conduct a visual inspection of the work area.</li> <li>- Use insect repellent and provide information on allergic reactions.</li> <li>- Wear appropriate footwear with good grip.</li> <li>- Mark uneven surfaces with cones or tape.</li> <li>- Rotate tasks to minimise exposure time.</li> <li>- Provide first aid kits and trained personnel.</li> <li>- Ensure the area is free from obstacles.</li> <li>- Brief staff on potential insect hazards.</li> <li>- Keep food and drinks covered.</li> <li>- Educate workers on recognising dangerous insects.</li> </ul>	2M
3. Equipment Selection	Improper tool selection, Faulty equipment	3H	<ul style="list-style-type: none"> <li>- Verify tool condition and certification before use.</li> <li>- Match tool size and type to job requirements.</li> <li>- Maintain an equipment logbook.</li> <li>- Conduct regular maintenance on all tools.</li> <li>- Replace or repair faulty equipment immediately.</li> <li>- Provide tool usage training.</li> <li>- Use manufacturer guidelines for tool selection.</li> <li>- Store tools safely after use.</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Ensure backup equipment is available.</li> <li>- Conduct visual checks of equipment on-site.</li> </ul>	
4. Plant Identification	Mislabelling, Contact with allergens	3H	<ul style="list-style-type: none"> <li>- Ensure backup equipment is available.</li> <li>- Conduct visual checks of equipment on-site.</li> <li>- Ensure all equipment is in good working order.</li> <li>- Ensure all equipment is properly labeled.</li> <li>- Ensure all equipment is properly stored.</li> <li>- Ensure all equipment is properly maintained.</li> <li>- Ensure all equipment is properly calibrated.</li> <li>- Ensure all equipment is properly checked out.</li> <li>- Ensure all equipment is properly checked in.</li> <li>- Ensure all equipment is properly accounted for.</li> <li>- Ensure all equipment is properly inventoried.</li> <li>- Ensure all equipment is properly secured.</li> <li>- Ensure all equipment is properly locked.</li> <li>- Ensure all equipment is properly monitored.</li> <li>- Ensure all equipment is properly inspected.</li> <li>- Ensure all equipment is properly tested.</li> <li>- Ensure all equipment is properly cleaned.</li> <li>- Ensure all equipment is properly stored.</li> <li>- Ensure all equipment is properly maintained.</li> <li>- Ensure all equipment is properly calibrated.</li> <li>- Ensure all equipment is properly checked out.</li> <li>- Ensure all equipment is properly checked in.</li> <li>- Ensure all equipment is properly accounted for.</li> <li>- Ensure all equipment is properly inventoried.</li> <li>- Ensure all equipment is properly secured.</li> <li>- Ensure all equipment is properly locked.</li> <li>- Ensure all equipment is properly monitored.</li> <li>- Ensure all equipment is properly inspected.</li> <li>- Ensure all equipment is properly tested.</li> <li>- Ensure all equipment is properly cleaned.</li> </ul>	2M
5. Shrub Evaluation	Manual handling strains, Incorrect pruning techniques	3H	<ul style="list-style-type: none"> <li>- Ensure all equipment is in good working order.</li> <li>- Ensure all equipment is properly labeled.</li> <li>- Ensure all equipment is properly stored.</li> <li>- Ensure all equipment is properly maintained.</li> <li>- Ensure all equipment is properly calibrated.</li> <li>- Ensure all equipment is properly checked out.</li> <li>- Ensure all equipment is properly checked in.</li> <li>- Ensure all equipment is properly accounted for.</li> <li>- Ensure all equipment is properly inventoried.</li> <li>- Ensure all equipment is properly secured.</li> <li>- Ensure all equipment is properly locked.</li> <li>- Ensure all equipment is properly monitored.</li> <li>- Ensure all equipment is properly inspected.</li> <li>- Ensure all equipment is properly tested.</li> <li>- Ensure all equipment is properly cleaned.</li> <li>- Ensure all equipment is properly stored.</li> <li>- Ensure all equipment is properly maintained.</li> <li>- Ensure all equipment is properly calibrated.</li> <li>- Ensure all equipment is properly checked out.</li> <li>- Ensure all equipment is properly checked in.</li> <li>- Ensure all equipment is properly accounted for.</li> <li>- Ensure all equipment is properly inventoried.</li> <li>- Ensure all equipment is properly secured.</li> <li>- Ensure all equipment is properly locked.</li> <li>- Ensure all equipment is properly monitored.</li> <li>- Ensure all equipment is properly inspected.</li> <li>- Ensure all equipment is properly tested.</li> <li>- Ensure all equipment is properly cleaned.</li> </ul>	2M
6. Equipment Set-Up	Trip hazards, Falling tools	3H	<ul style="list-style-type: none"> <li>- Ensure all equipment is in good working order.</li> <li>- Ensure all equipment is properly labeled.</li> <li>- Ensure all equipment is properly stored.</li> <li>- Ensure all equipment is properly maintained.</li> <li>- Ensure all equipment is properly calibrated.</li> <li>- Ensure all equipment is properly checked out.</li> <li>- Ensure all equipment is properly checked in.</li> <li>- Ensure all equipment is properly accounted for.</li> <li>- Ensure all equipment is properly inventoried.</li> <li>- Ensure all equipment is properly secured.</li> <li>- Ensure all equipment is properly locked.</li> <li>- Ensure all equipment is properly monitored.</li> <li>- Ensure all equipment is properly inspected.</li> <li>- Ensure all equipment is properly tested.</li> <li>- Ensure all equipment is properly cleaned.</li> <li>- Ensure all equipment is properly stored.</li> <li>- Ensure all equipment is properly maintained.</li> <li>- Ensure all equipment is properly calibrated.</li> <li>- Ensure all equipment is properly checked out.</li> <li>- Ensure all equipment is properly checked in.</li> <li>- Ensure all equipment is properly accounted for.</li> <li>- Ensure all equipment is properly inventoried.</li> <li>- Ensure all equipment is properly secured.</li> <li>- Ensure all equipment is properly locked.</li> <li>- Ensure all equipment is properly monitored.</li> <li>- Ensure all equipment is properly inspected.</li> <li>- Ensure all equipment is properly tested.</li> <li>- Ensure all equipment is properly cleaned.</li> </ul>	1L

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7. Initial Cut Assessment	Misjudgments leading to overcutting, Obstructed visibility	3H		2M
8. Main Pruning Process	Tool slippage, Branches falling	4A		2M
9. Branch Removal	Overloading disposal means, Back strain	3H		2M

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10. Cleanup	Leftover debris, Incomplete hazard checks	3H		1L
11. Equipment Maintenance	Tool malfunction, Improper storage	3H		1L
12. Disposal of Cuttings	Improper disposal leading to pests, Fire hazards	4A		2M

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13. Environmental Impact Review	Damage to other plants, Soil erosion	4A		1L
14. Safety Review	Missed hazards, Non-compliance with safety protocols	4A		1L
15. Team Debrief	Poor communication, Lack of accountability	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.