

Stock Stacking And Storing 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:

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:

1. **Eliminate**
2. Substitute
3. Isolate
4. Engineering
5. Administrative
6. 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	Incorrect weight labelling, Unmarked hazardous chemicals	3H	<ul style="list-style-type: none"> - Validate all product weight labels before stocking. - Ensure all hazardous chemicals are marked according to GHS standards. - Conduct training sessions for staff on recognising hazardous symbols. - Regular audits to verify compliance with labelling standards. - Maintain a database for tracking chemical products and their hazards. - Provide access to Safety Data Sheets (SDS) for all chemicals. - Use pictograms or shelves to mark stored chemicals. - Implement a buddy-check system for chemical handling. - Schedule regular refreshers on chemical safety. - Limit access to chemical storage areas to trained personnel. 	2M
2. Receiving Goods	Manual handling injuries, Spills during unloading	3H	<ul style="list-style-type: none"> - Use mechanical aids for moving heavy loads. - Train staff in proper manual handling techniques. - Employ spill kits and ensure they're easily accessible. - Implement an automatic receiving equipment system. - Clearly mark areas for unloading. - Assign only trained personnel for unloading roles. - Conduct regular maintenance on receiving equipment. - Utilise loading docks with safety barriers. - Use radio communication for coordination. - Clearly label consumables prone to spillage. 	2M
3. Transporting Goods to Storage	Collisions with equipment, Falling objects	3H	<ul style="list-style-type: none"> - Designate specific paths for equipment movement. - Use warning signage for equipment pathways. - Implement a no-walk zone during transport operations. - Train staff on safe transport techniques. - Adopt a stop-check-go protocol in busy areas. - Apply speed limits for mobile equipment. - Provide high-visibility vests for workers. - Regularly inspect trolleys and forklifts for damage. 	2M

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			<ul style="list-style-type: none"> - Equip storage areas with proper shelving stops. - Conduct daily checks before using transportation equipment. 	
4. Stacking Goods	Stack collapse, Overreaching during stacking	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. Storing Goods	Improper item placement, Blocked aisles	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. Retrieving Goods	Falling objects, Injuries during reaching	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

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7. Inventory Checks	Ladder falls, Miscount leading to shortages	2M		1L
8. Handling Hazardous Materials	Chemical exposure, Reaction with other chemicals	4A		2M
9. Disposal of Waste	Inappropriate waste segregation, Contamination risks	3H		1L

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10. Emergency Procedures	Delayed response, Insufficient awareness	4A		2M
11. Use of Lifting Equipment	Equipment failure, Slip during operations	3H		1L
12. Cleaning and Maintenance	Chemical exposure, Slips due to wet floors	3H		1L

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13. Staff Training	Incomplete training, Overlooking updates	4A		2M
14. Reporting Hazards	Missed hazard identification, Delayed reporting	3H		1L
15. Security Measures	Unauthorised access, Theft	3H		1L

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			<div>Control Measure 1</div> <div>Control Measure 2</div> <div>Control Measure 3</div> <div>Control Measure 4</div> <div>Control Measure 5</div> <div>Control Measure 6</div> <div>Control Measure 7</div> <div>Control Measure 8</div>	
16. Monitoring and Review	Inconsistent reviews, Lack of follow-up	3H	<div>Control Measure 9</div> <div>Control Measure 10</div> <div>Control Measure 11</div> <div>Control Measure 12</div> <div>Control Measure 13</div> <div>Control Measure 14</div> <div>Control Measure 15</div> <div>Control Measure 16</div> <div>Control Measure 17</div> <div>Control Measure 18</div>	2M
17. Equipment Inspection	Degraded performance, Missed inspection schedules	3H	<div>Control Measure 19</div> <div>Control Measure 20</div> <div>Control Measure 21</div> <div>Control Measure 22</div> <div>Control Measure 23</div> <div>Control Measure 24</div> <div>Control Measure 25</div> <div>Control Measure 26</div> <div>Control Measure 27</div> <div>Control Measure 28</div>	1L

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18. Communication	Miscommunication, Lack of information transfer	3H	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	1L
19. Managing Contractors	Non-compliance with safety procedures, Safety breaches		<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	2M
20. Health and Wellbeing Programs	Stress, Fatigue	3H	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	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>

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) Regulation 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