

## Storage and Stacking of Materials 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			<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:

<b>4A</b>	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.
<b>3H</b>	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.

### Consequence Scale:

Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance
<b>Insignificant</b>	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	Musculoskeletal injuries, Falling objects	3H	<ul style="list-style-type: none"> <li>- Conduct a job safety analysis before starting</li> <li>- Assess the weight and mobility of all material</li> <li>- Use suitable personal protective equipment (PPE)</li> <li>- Train workers in proper lifting techniques</li> <li>- Limit manual handling tasks to safe weight limits</li> <li>- Ensure good housekeeping practices to avoid tripping</li> <li>- Evaluate nearby activities for potential risks</li> <li>- Use mechanical aids where possible</li> <li>- Ensure adequate supervision during operations</li> <li>- Maintain clear communication among all workers</li> </ul>	2M
2. Receiving Materials	Vehicle collisions, Manual handling injuries	3H	<ul style="list-style-type: none"> <li>- Designate specific receiving zones</li> <li>- Use signage for clear directional control</li> <li>- Utilise traffic management plans</li> <li>- Employ trained spotters during heavy vehicle activity</li> <li>- Use proper lifting techniques when unloading</li> <li>- Implement safe unloading procedures</li> <li>- Ensure adequate lighting in receiving areas</li> <li>- Conduct regular safety briefing on procedures</li> <li>- Utilise pallet jacks or forklifts</li> <li>- Monitor workers for fatigue</li> </ul>	2M
3. Organising Materials for Storage	Slips and trips, Incorrect stacking	3H	<ul style="list-style-type: none"> <li>- Ensure flooring is level and free of hazards</li> <li>- Use anti-slip flooring and signage</li> <li>- Implement systematic storage methods</li> <li>- Employ shelving systems where applicable</li> <li>- Train workers in proper stacking techniques</li> <li>- Avoid overloading shelves</li> <li>- Use pallets consistently</li> <li>- Identify and mark safe stacking heights</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Implement a regular inspection schedule</li> <li>- Develop a clear and organised storage map</li> </ul>	
4. Transfer to Storage Areas	Inadequate equipment, Overexertion	3H	<ul style="list-style-type: none"> <li>- Use appropriate equipment for lifting and moving materials</li> <li>- Avoid overexertion by using proper lifting techniques</li> <li>- Ensure equipment is in good working order</li> <li>- Use team lifting techniques when necessary</li> <li>- Take regular breaks to avoid fatigue</li> <li>- Ensure clear and unobstructed paths for movement</li> <li>- Use proper body mechanics</li> <li>- Avoid carrying heavy loads</li> <li>- Use proper stacking techniques</li> <li>- Ensure adequate lighting in storage areas</li> <li>- Use proper tie-off techniques</li> <li>- Avoid working at heights without proper fall protection</li> <li>- Use proper communication techniques</li> <li>- Ensure proper ventilation in storage areas</li> <li>- Use proper storage methods</li> <li>- Avoid working in confined spaces without proper ventilation</li> <li>- Use proper tie-off techniques</li> <li>- Avoid working at heights without proper fall protection</li> <li>- Use proper communication techniques</li> <li>- Ensure proper ventilation in storage areas</li> <li>- Use proper storage methods</li> </ul>	2M
5. Stacking Materials	Collapse of stacks, incorrect placement	3H	<ul style="list-style-type: none"> <li>- Stack materials in a stable and secure manner</li> <li>- Avoid stacking materials too high</li> <li>- Ensure materials are properly secured</li> <li>- Use proper stacking techniques</li> <li>- Avoid stacking materials in high-traffic areas</li> <li>- Ensure materials are properly labeled</li> <li>- Use proper stacking techniques</li> <li>- Avoid stacking materials in high-traffic areas</li> <li>- Ensure materials are properly labeled</li> <li>- Use proper stacking techniques</li> <li>- Avoid stacking materials in high-traffic areas</li> <li>- Ensure materials are properly labeled</li> <li>- Use proper stacking techniques</li> <li>- Avoid stacking materials in high-traffic areas</li> <li>- Ensure materials are properly labeled</li> <li>- Use proper stacking techniques</li> <li>- Avoid stacking materials in high-traffic areas</li> <li>- Ensure materials are properly labeled</li> <li>- Use proper stacking techniques</li> <li>- Avoid stacking materials in high-traffic areas</li> <li>- Ensure materials are properly labeled</li> <li>- Use proper stacking techniques</li> </ul>	1L
6. Handling Hazardous Materials	Chemical exposure, Fire risk	4A	<ul style="list-style-type: none"> <li>- Use proper PPE (goggles, gloves, respirator)</li> <li>- Avoid contact with skin or eyes</li> <li>- Use proper ventilation</li> <li>- Avoid open flames or sparks</li> <li>- Use proper storage methods</li> <li>- Avoid mixing chemicals</li> <li>- Use proper tie-off techniques</li> <li>- Avoid working at heights without proper fall protection</li> <li>- Use proper communication techniques</li> <li>- Ensure proper ventilation in storage areas</li> <li>- Use proper storage methods</li> <li>- Avoid working in confined spaces without proper ventilation</li> <li>- Use proper tie-off techniques</li> <li>- Avoid working at heights without proper fall protection</li> <li>- Use proper communication techniques</li> <li>- Ensure proper ventilation in storage areas</li> <li>- Use proper storage methods</li> <li>- Avoid working in confined spaces without proper ventilation</li> <li>- Use proper tie-off techniques</li> <li>- Avoid working at heights without proper fall protection</li> <li>- Use proper communication techniques</li> </ul>	2M

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7. Inventory Management	Inaccurate records, Overstocking	2M		1L
8. Accessing Storage Items	Falls from ladders, Overstocking and sprays	3H		2M
9. Monitoring Environmental Conditions	Temperature extremes, Humidity and moisture	3H		2M

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			<div></div> <div></div> <div></div> <div></div>	
10. Emergency Preparedness	Evacuation issues, Inadequate emergency response	4A	<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
11. Quality Control Inspections	Missed defects, Accidents during inspection	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
12. Documentation and Records Management	Loss of records, Incorrect documentation	2M	<div></div> <div></div> <div></div> <div></div> <div></div>	1L

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13. Regular Maintenance of Storage Equipment	Equipment failure, Unsafe repairs	3H		2M
14. Training and Education	Inadequate training, Outdated procedures	3H		1L
15. Review and Continuous Improvement	Ineffective control measures, Complacency	2M		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.