

Stowing Away Equipment 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 | 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: | | | | | | | | Notes on Hierarchy of Controls: | |
| 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. | | | | | | Remember to apply controls in the preferred order shown by the coloured pyramid: | |
| 3H | | Review and approve additional controls before task starts. Senior supervisor sign-off needed. | | | | | | 1. Eliminate | |
| 2M | | Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions. | | | | | | 2. Substitute | |
| 1L | | Proceed, following standard operating procedures. Monitor and keep records. | | | | | | 3. Isolate | |
| Consequence Scale: | | | | | | | | 4. Engineering | |
| Consequence | People (injury/illness) | | Project / Assets | | Compliance / Reputation | | 5. Administrative | | |
| Catastrophic | Fatality or permanent total disability | | project shutdown | | Significant regulator intervention; criminal prosecution | | 6. PPE | | |
| Major | Serious injury/illness (hospital > 5 days) | | critical delay | | Improvement notice; major media coverage | | Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable. | | |
| Moderate | Medical-treatment injury; lost-time > 1 day | | moderate delay | | Minor breach; adverse client comment | | aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8. | | |
| Minor | First-aid only, no lost time | | negligible delay | | Isolated non-conformance | | | | |
| Insignificant | No injury | | no schedule impact | | Deviation caught and corrected on site | | | | |

| 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 | Tripping on clutter, Back strain from lifting | 3H | <ul style="list-style-type: none"> - Ensure the work area is tidy before starting - Provide training on proper lifting techniques - Use trolleys or other moving equipment for heavy items - Clearly mark hazardous areas - Maintain adequate lighting in all areas - Conduct regular inspections to identify potential trip hazards - Ensure floors are dry and clear of debris - Encourage staff to report hazards immediately - Provide adequate storage facilities - Maintain communication with team members | 2M |
| 2. Assembling Packing Materials | Cuts from sharp edges, Strains from repetitive actions | 3H | <ul style="list-style-type: none"> - Use PPE such as gloves when handling sharp objects - Implement proper ergonomics techniques - Rotate tasks regularly to avoid repetitive strain - Provide adjustable workstations - Inspect tools and equipment regularly - Implement a stretching program for staff - Ensure easy access to tools to reduce awkward postures - Dispose of sharp items such as box cutters safely - Train staff in correct cutting techniques - Limit the weight of packs to manageable levels | 2M |
| 3. Identifying Storage Location | Falls from height, Struck by moving objects | 4A | <ul style="list-style-type: none"> - Use proper access equipment for height work - Ensure shelves are stable and well-maintained - Implement safety barriers where necessary - Provide whistleblower procedures for reporting unsafe practices - Schedule regular maintenance of storage equipment - Train staff in the correct stacking methods - Implement a 'no lone work' policy for high-risk jobs - Use high-visibility clothing where necessary | 3H |

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| | | | <ul style="list-style-type: none"> - Ensure proper communication tools are available - Use signage to indicate restricted access areas | |
| 4. Transporting Equipment | Manual handling injuries, Traffic accidents | 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. Loading Equipment | Crushing injuries, Equipment rolling or sliding | 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> <p>[REDACTED]</p> | 2M |
| 6. Securing Equipment | Load shifting, Pinch points | 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. Conducting Safety Checks | Undetected faults, Incomplete documentation | 2M | | 1L |
| 8. Demonstrating Equipment Use | Improper use, Failure to follow procedure | 3H | | 2M |
| 9. Monitoring Equipment in Use | Fatigue, Mechanical failure | 4A | | 3H |

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| | | | | |
| 10. Conducting Post-Use Inspection | Overlooked wear and tear, Defective equipment remains in use | 3H | | 2M |
| 11. Reporting Incidents | Delays in communication, Incomplete reports | 3H | | 2M |
| 12. Reviewing Risk Assessment Process | Outdated information, Non-compliance with updated standards | 3H | | 2M |

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| | | | | |
| 13. Decontaminating Tools | Chemical exposure, Skin allergies | 3H | | 2M |
| 14. Stowing Equipment Securely | Potential collapse, Blocked emergency exits | 4A | | 3H |
| 15. Conducting Debriefing Sessions | Overlooked improvements, Knowledge gaps | 3H | | 2M |

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| | | | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> | |
| 16. Maintaining Records | Data loss, Inaccessible records | 2M | <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 |
| | | | | |
| | | | | |

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.