

Tractors 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:

- 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. Planning	Improper planning leading to unsafe tractor operations, Lack of communication with team	3H	<ul style="list-style-type: none"> - Develop a comprehensive work plan outlining all tasks involved - Conduct a pre-start team meeting to discuss tasks - Ensure correct communication tools are in place - Conduct a job safety analysis to identify potential risks - Schedule work during optimal daylight conditions - Ensure all planning documents are easily accessible by team members - Implement a buddy system for communications - Allocate roles according to the skill level of each team member - Use GPS tracking for location awareness - Schedule regular intervals for rest breaks 	2M
2. Pre-Operation Inspection	Mechanical failure due to lack of maintenance, Faulty or miscalibrated equipment	4H	<ul style="list-style-type: none"> - Perform daily vehicle inspection checklist - Check fluid levels and tyre pressures before operation - Ensure brakes and steering controls are functioning - Examine tyres for wear and damage - Verify all safety guards and shields are in place - Replace or repair faulty equipment immediately - Keep a maintenance logbook for the tractor - Confirm calibration of instruments is current - Use appropriate Personal Protective Equipment (PPE) - Inspect electrical systems for faults 	2M
3. Mounting and Dismounting	Slips and falls while getting on or off the tractor, Contact with moving parts	3H	<ul style="list-style-type: none"> - Use three points of contact while mounting and dismounting - Ensure footholds and handholds are clean and maintained - Do not jump on or off the tractor - Turn off the engine before dismounting - Ensure the tractor is on stable ground before mounting - Provide training on proper mounting techniques - Wear suitable footwear to prevent slips - Familiarise workers with safety procedures 	1L

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			- Use anti-slip tape on footholds - Ensure adequate lighting is available at all times	
4. Starting the Tractor	Exposure to engine fumes, Uncontrolled movements if brakes are not set	3H	[REDACTED]	2M
5. Operation	Overturns on uneven ground, Collisions with obstacles	4A	[REDACTED]	2M
6. Towing Implements	Detachment of implements, Strain injuries from improper handling	3H	[REDACTED]	1L

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7. Refueling	Fire or explosion during refueling, Spill leading to environmental contamination	4A		2M
8. Transporting Tractors	Accidents during loading or unloading Securement failure during transportation	4A		2M
9. Maintenance	Exposure to hazardous materials, Injury from moving parts	4A		1L

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10. Emergency Situations	Delay in emergency response, Injury from improper evacuation	4A		2M
11. Cleaning and Storage	Strain from improper handling of cleaning equipment, Environmental exposure from improper storage	3H		1L
12. Documentation	Inadequate record keeping leading to missed maintenance, Miscommunication due to lack of operation logs	3H		1L

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13. Training	Lack of knowledge leading to improper handling, Mistakes due to insufficient training	4A		1L
14. Decommissioning	Injury from improper dismantling, Release of hazardous material during disposal	4A		2M
15. Night Operations	Reduced visibility leading to accidents, Fatigue affecting concentration	4A		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>

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.