

Transporting Fencing Panels 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			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	tripping on uneven ground, back strain from lifting	3H	<ul style="list-style-type: none"> - Conduct a site inspection to identify and mark any uneven ground - Provide training on proper lifting techniques - Ensure all workers wear appropriate footwear with good grip - Use cones or tape to cordon off any hazardous areas - Encourage a warm-up session for workers before physical tasks - Assign tasks according to individual capability to avoid injury - Ensure a first-aid kit is readily available on site - Provide mechanical aids like trolley or dolly for moving panels - Brief the team on identified risks before starting work - Ensure adequate lighting in work areas 	2M
2. Loading panels onto vehicle	falls from height, crushing injuries, muscle strain	4H	<ul style="list-style-type: none"> - Use a loading dock or ensure the vehicle is on even ground - Employ a buddy system for loading to ensure team assistance - Install handrails or barriers where possible to prevent falls - Make use of mechanical aids like forklifts or cranes - Ensure workers have fall protection equipment - Supervise the loading process carefully to avoid hazards - Provide proper PPE such as gloves and helmets - Use tie-down straps to stabilize panels during loading - Maintain clear communication among loaders - Conduct regular checks on vehicle load limit compliance 	3H
3. Securing panels	falling objects, trips and falls	3H	<ul style="list-style-type: none"> - Use appropriate securing equipment such as ropes or straps - Check all fastenings for wear and tear before use - Conduct training on proper securing techniques for loads - Carry out visual inspections of secured loads for stability - Ensure panels are evenly distributed and balanced - Develop guidelines for the weight limits of loads - Mitigate load shifts by using rubber mats or friction enhancing materials - Provide a checklist for load securing to ensure thoroughness 	2M

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			<ul style="list-style-type: none"> - Use high-visibility markers to outline routes - Monitor driving conditions and alter plans as needed 	
4. Vehicle inspection	equipment malfunction, back injury, collision	3H	<ul style="list-style-type: none"> - Conduct pre-trip inspection of vehicle and equipment - Ensure proper tie-down technique - Use proper body mechanics when lifting or moving equipment - Maintain safe following distance - Avoid distractions while driving - Use hand signals when changing lanes or turning - Communicate with other crew members - Perform regular maintenance on vehicle - Use proper braking techniques - Avoid sudden stops or starts - Use proper steering techniques - Avoid aggressive driving - Use proper lane positioning - Communicate with other crew members - Perform regular maintenance on vehicle - Use proper braking techniques - Avoid sudden stops or starts - Use proper steering techniques - Avoid aggressive driving - Use proper lane positioning 	1L
5. Transport to site	traffic accidents, road hazards, fatigue	4A	<ul style="list-style-type: none"> - Plan route in advance - Check weather and road conditions - Avoid driving during peak traffic hours - Take regular breaks to avoid fatigue - Use proper lane positioning - Communicate with other crew members - Perform regular maintenance on vehicle - Use proper braking techniques - Avoid sudden stops or starts - Use proper steering techniques - Avoid aggressive driving - Use proper lane positioning - Communicate with other crew members - Perform regular maintenance on vehicle - Use proper braking techniques - Avoid sudden stops or starts - Use proper steering techniques - Avoid aggressive driving - Use proper lane positioning 	2M
6. Arrival at site	lack of communication, struck by moving vehicle	3H	<ul style="list-style-type: none"> - Establish clear communication with other crew members - Use proper lane positioning - Communicate with other crew members - Perform regular maintenance on vehicle - Use proper braking techniques - Avoid sudden stops or starts - Use proper steering techniques - Avoid aggressive driving - Use proper lane positioning - Communicate with other crew members - Perform regular maintenance on vehicle - Use proper braking techniques - Avoid sudden stops or starts - Use proper steering techniques - Avoid aggressive driving - Use proper lane positioning 	1L

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7. Offloading panels	overexertion, falling panels	4A		2M
8. Storage on site	collapse of stacked panels, falling hazards	3H		2M
9. Documentation	incomplete records, miscommunication	2M		1L

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10. Site departure	vehicular accidents, uneven terrain	3H		1L
11. Debrief	lack of feedback, unresolved issues	2M		1L
12. Review and update risk assessment	outdated procedures, new hazards	3H		2M

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13. Training and competency checks	skill gaps, incorrect handling	3H		1L
14. Emergency response planning	unanticipated incidents, response	4A		2M
15. Environmental considerations	dust and debris, noise pollution	3H		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.