

## Transporting Large Assembled Fixtures 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	
<b>Risk Rating &amp; Required Action:</b>								<b>Notes on Hierarchy of Controls:</b>	
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	
<b>Consequence Scale:</b>								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 <b>why</b> 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	lack of knowledge, insufficient training	3H	<ul style="list-style-type: none"> <li>- Provide comprehensive training on fixture handling</li> <li>- Issue detailed procedure documents</li> <li>- Conduct a pre-operational briefing</li> <li>- Review the transport plan with all team members</li> <li>- Ensure all personnel are aware of potential hazards</li> <li>- Implement a buddy system for knowledge sharing</li> <li>- Utilise visual aids and symbols for quick reference</li> <li>- Assess understanding through verbal confirmation</li> <li>- Provide refresher courses periodically</li> <li>- Maintain and update training records</li> </ul>	2M
2. Inspection of Equipment	use of faulty equipment, incomplete inspections	3H	<ul style="list-style-type: none"> <li>- Conduct thorough pre-use inspections</li> <li>- Develop a checklist for equipment inspection</li> <li>- Ensure proper maintenance has been conducted</li> <li>- Use only licensed equipment operators</li> <li>- Replace faulty equipment immediately</li> <li>- Implement routine safety audits</li> <li>- Ensure availability of spare parts</li> <li>- Keep inspection logs up-to-date</li> <li>- Review inspection standards regularly</li> <li>- Train personnel in inspection procedures</li> </ul>	1L
3. Loading Operations	overloading, improper lifting techniques	4A	<ul style="list-style-type: none"> <li>- Calculate load weight and balance</li> <li>- Use cranes and rigging equipment as required</li> <li>- Train staff on correct lifting techniques</li> <li>- Adhere to load limits and guidelines</li> <li>- Use tag lines to control load swing</li> <li>- Enforce personnel exclusion zones</li> <li>- Supervise loading operations with a qualified personnel</li> <li>- Communicate via hand signals or radios</li> </ul>	2M

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			- Provide manual handling aids - Monitor weather conditions	
4. Securing Load	inadequate securing, load shift during transport	4A	1. Use proper tie-down technique 2. Use adequate number of tie-downs 3. Distribute tie-downs evenly 4. Use proper tie-down angles 5. Use proper tie-down spacing 6. Use proper tie-down technique 7. Use proper tie-down technique 8. Use proper tie-down technique 9. Use proper tie-down technique 10. Use proper tie-down technique	2M
5. Planning the Route	unfamiliar routes, roadworks	3H	1. Plan route in advance 2. Check for roadworks 3. Check for traffic jams 4. Check for weather conditions 5. Check for road closures 6. Check for roadworks 7. Check for traffic jams 8. Check for weather conditions 9. Check for road closures 10. Check for roadworks	1L
6. Vehicle Maintenance	vehicle breakdown, braking system failure	4A	1. Regular vehicle maintenance 2. Check brakes regularly 3. Check engine oil 4. Check tire pressure 5. Check battery level 6. Check fluid levels 7. Check engine oil 8. Check tire pressure 9. Check battery level 10. Check fluid levels	2M

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7. Driver Fatigue Management	fatigue, inadequate rest breaks	3H		2M
8. Night-Time Driving	reduced visibility, increased activity	4A		2M
9. Communication Protocols	miscommunication, lack of information relay	3H		1L

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10. Emergency Procedures	accidents, unexpected incidents	4A		2M
11. Unloading Operations	falling objects, slips and trips	4A		1L
12. Securing Worksite	unauthorised access, worksite hazards	3H		1L

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13. Monitoring & Feedback	lack of oversight, failure to learn from incidents	3H		2M
14. Documentation	incomplete records, data	3H		2M
15. Incident Reporting	failure to report, delayed reporting	3H		2M

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16. De-briefing	lack of feedback, unresolved issues	3H		1L
17. Equipment Clean-up	chemical exposure, mechanical injury	4A		1L
18. Transport Conclusion	equipment loss, miscommunication	3H		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.