

Transporting Refrigeration Units 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: |                |

SAMPLE

| 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><br>Remove the hazard.    |  |
| LIKELY         | 2 MODERATE    | 3 HIGH     | 3 HIGH     | 4 ACUTE | 4 ACUTE      | 4A ACUTE    | DO NOT PROCEED                    | <b>Substitution</b><br>Replace the hazard.  |  |
| POSSIBLE       | 1 LOW         | 2 MODERATE | 3 HIGH     | 4 ACUTE | 4 ACUTE      | 3H HIGH     | Review before work starts.        | Isolation<br>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><br>Isolate the hazard    |  |
| RARE           | 1 LOW         | 1 LOW      | 2 MODERATE | 3 HIGH  | 3 HIGH       | 1L LOW      | Monitor and keep records.         | Administrative<br>Change                    |  |
|                |               |            |            |         |              |             |                                   | PPE   |  |

  

| 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:

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                 | inadequate training, improper equipment                      | 3H           | <ul style="list-style-type: none"> <li>- Conduct training sessions for staff on equipment handling and safety protocols.</li> <li>- Ensure all equipment is inspected and maintained regularly before use.</li> <li>- Develop a checklist for equipment required for transporting refrigeration units.</li> <li>- Review the task and safety plan with all team members prior to starting.</li> <li>- Mandatory PPE checks for all personnel involved.</li> <li>- Schedule regular refresher courses on safe handling techniques.</li> <li>- Verify that all personnel understand the safety procedures.</li> <li>- Keep an updated log of equipment inspection and maintenance work.</li> <li>- Ensure proper documentation of the transportation plan is available.</li> <li>- Assign supervisor to oversee the preparation phase.</li> </ul> | 2M            |
| 2. Loading Refrigeration Units | slip, trips, and falls, manual handling injuries             | 4M           | <ul style="list-style-type: none"> <li>- Use mechanical lifting aids to minimise manual handling.</li> <li>- Ensure the area is well-lit and free of tripping hazards.</li> <li>- Employ team lifting techniques where necessary.</li> <li>- Provide anti-slip mats where applicable.</li> <li>- Conduct a pre-load briefing to allocate roles and tasks.</li> <li>- Insist on closed-toe footwear to protect against foot injuries.</li> <li>- Instruct personnel to clear the area of any potential obstructions.</li> <li>- Supervise the loading process to ensure safe practices.</li> <li>- Use signage to indicate hazard zones.</li> <li>- Regularly review and update loading procedures to improve safety.</li> </ul>   | 2M            |
| 3. Securing the Load           | improperly secured load, struck by moving or falling objects | 3H           | <ul style="list-style-type: none"> <li>- Use certified load restraint systems customised for refrigeration units.</li> <li>- Verify that tie-downs and securing devices are intact and functional.</li> <li>- Conduct load security inspections before transit and after significant stops.</li> <li>- Train and verify competence in safe load securing techniques among staff.</li> <li>- Establish communication signals for team operations during securing activities.</li> <li>- Provide training on the potential consequences of load shifts.</li> <li>- Maintain a record of all load inspections and findings.</li> <li>- Employ secondary containment for extra security of the load.</li> </ul>   | 1L            |

| 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 |
|                       |   |              | <ul style="list-style-type: none"> <li>- Limit access to load-securing areas to authorised personnel only.</li> <li>- Use visual controls such as tags or signs to verify load order completion.</li> </ul> |               |
| 4. Route Planning     | accidents due to poor route choice, road obstructions | 4A           | [REDACTED]  | 2M            |
| 5. Vehicle Inspection | vehicle faults, breakdown of vehicle                  | 4A           | [REDACTED]  | 2M            |
| 6. Weather Assessment | adverse weather conditions, visibility issues         | 3H           | [REDACTED]  | 2M            |

SAMPLE

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|----------------------------|--|--------------|--|---------------|
| SPECIFIC WORK STEPS        | HAZARDS THAT MAY ARISE   | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
|                            |  |              | [REDACTED]   |               |
| 7. Driving                 | driver fatigue, negligent driving                                | 4A           | [REDACTED]   | 2M            |
| 8. Rest Breaks             | insufficient rest time, lack of suitable rest facilities         | 3H           | [REDACTED]   | 1L            |
| 9. Delivery and Offloading | back injury due to improper offloading, collision with obstacles | 3H           | [REDACTED]   | 2M            |

SAMPLE

| 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 |
|                           |  |              | [REDACTED]   |               |
| 10. Post-Delivery Checks  | undetected equipment damage, refrigerant leaks | 3H           | [REDACTED]   | 1L            |
| 11. Equipment Maintenance | equipment failure, improper maintenance        | 3H           | [REDACTED]   | 2M            |
| 12. Incident Reporting    | underreporting incidents, delayed response     | 3H           | [REDACTED]   | 1L            |

SAMPLE

| 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 |
|                             |                                       |              | [REDACTED]   |               |
| 13. Training and Competency | outdated knowledge, lack of awareness | 3L           | [REDACTED]   | 1L            |
| 14. Communication           | miscommunication, lack of clarity     | 4A           | [REDACTED]   | 2M            |

SAMPLE

| 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 |
|                          |   |              | [REDACTED]   |               |
| 15. Emergency Procedures | inadequate emergency response, panic under pressure     | 4A           | [REDACTED]   | 2M            |
| 16. Waste Management     | poor disposal of materials, environmental contamination | 3H           | [REDACTED]   | 1L            |
| 17. Infection Control    | spread of contagion, unsanitary conditions              | 3H           | [REDACTED]   | 2M            |

SAMPLE

| 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 |
|                                       |   |              | [REDACTED]   |               |
| 18. Documentation and Record Keeping  | incorrect documentation, loss of records            | 3H           | [REDACTED]   | 1L            |
| 19. Review and Continuous Improvement | stagnation in safety practices, lack of improvement | 3H           | [REDACTED]   | 1L            |

SAMPLE

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|---------------------------|--|--------------|--|---------------|
| SPECIFIC WORK STEPS       | HAZARDS THAT MAY ARISE                             | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
|                           |  |              | [REDACTED]   |               |
| 20. Compliance Management | non-compliance with regulations, legal liabilities | 4A           | [REDACTED]   | 2M            |
|                           |  |              |  |               |

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 FOR 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-of-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/workplaces-and-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>

**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>

**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

**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.

