

Tree Lopping, Pruning and Tree Removal 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	untrained personnel, incorrect equipment selection	3H	<ul style="list-style-type: none"> - Provide comprehensive training for all personnel involved - Ensure all equipment is regularly inspected and maintained - Select appropriate equipment for specific tasks - Conduct pre-work briefing sessions - Obtain necessary permits before commencing work - Ensure workers have valid certification for operating machinery - Assess environmental conditions before beginning - Use personal protective equipment (PPE) - Establish clear communication protocols - Evaluate weather conditions before starting 	2M
2. Site Assessment	unstable terrain, hidden hazards	3H	<ul style="list-style-type: none"> - Conduct a thorough site inspection - Identify potential hazards on site - Use caution and professional wildlife relocation services - Mark and restrict access to unsafe areas - Develop an emergency response plan - Communicate site risks to all workers - Use proper equipment to navigate uneven terrain - Wear appropriate PPE - Keep a first aid kit on hand - Continuous monitoring of site conditions during operations 	1L
3. Equipment Setup	manual handling injuries, equipment malfunction	4A	<ul style="list-style-type: none"> - Ensure all equipment is in good working condition before use - Follow manufacturer's setup instructions - Use mechanical aids for lifting heavy equipment - Conduct routine maintenance checks - Supervise equipment setup by trained personnel - Confirm equipment positioning is stable - Limit access to equipment setup area - Clearly label all machine functionalities 	2M

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			<ul style="list-style-type: none"> - Properly calibrate equipment - Ensure adequate lighting at setup area 	
4. Access Tree	falls from height, branch collapse	4A	<ul style="list-style-type: none"> - Establish exclusion zone around work area - Use proper climbing techniques - Inspect tree for weak branches before climbing - Use fall protection equipment - Communicate with ground crew - Avoid leaning against branches - Use three points of contact - Do not overreach - Clear debris from climbing path - Use hand saws instead of chainsaws when possible - Wear safety harness and helmet - Have a spotter on the ground - Avoid working in adverse weather - Use proper cutting techniques - Keep tools secured when not in use - Establish clear communication signals - Use ladders properly if needed - Avoid working near power lines - Use proper footing on branches - Have a backup plan for emergencies - Use proper body positioning - Avoid sudden movements - Use proper cutting angles - Keep a clear escape route - Use proper tool maintenance - Establish a safe work area - Use proper tool selection - Avoid working in confined spaces - Use proper tool storage - Establish a clear work area - Use proper tool handling - Avoid working in confined spaces - Use proper tool storage - Establish a clear work area - Use proper tool handling - Avoid working in confined spaces - Use proper tool storage 	2M
5. Pruning/Lopping	cut injuries, falling debris	3H	<ul style="list-style-type: none"> - Use proper cutting techniques - Establish exclusion zone around work area - Use proper tool selection - Inspect tree for weak branches before cutting - Communicate with ground crew - Avoid leaning against branches - Use three points of contact - Do not overreach - Clear debris from cutting path - Use hand saws instead of chainsaws when possible - Wear safety harness and helmet - Have a spotter on the ground - Avoid working in adverse weather - Use proper cutting techniques - Keep tools secured when not in use - Establish clear communication signals - Use ladders properly if needed - Avoid working near power lines - Use proper footing on branches - Have a backup plan for emergencies - Use proper body positioning - Avoid sudden movements - Use proper cutting angles - Keep a clear escape route - Use proper tool maintenance - Establish a safe work area - Use proper tool selection - Avoid working in confined spaces - Use proper tool storage - Establish a clear work area - Use proper tool handling - Avoid working in confined spaces - Use proper tool storage - Establish a clear work area - Use proper tool handling - Avoid working in confined spaces - Use proper tool storage 	1L
6. Tree Removal	tree falling in wrong direction, equipment failure	4A	<ul style="list-style-type: none"> - Establish exclusion zone around work area - Use proper cutting techniques - Inspect tree for weak branches before cutting - Communicate with ground crew - Avoid leaning against branches - Use three points of contact - Do not overreach - Clear debris from cutting path - Use hand saws instead of chainsaws when possible - Wear safety harness and helmet - Have a spotter on the ground - Avoid working in adverse weather - Use proper cutting techniques - Keep tools secured when not in use - Establish clear communication signals - Use ladders properly if needed - Avoid working near power lines - Use proper footing on branches - Have a backup plan for emergencies - Use proper body positioning - Avoid sudden movements - Use proper cutting angles - Keep a clear escape route - Use proper tool maintenance - Establish a safe work area - Use proper tool selection - Avoid working in confined spaces - Use proper tool storage - Establish a clear work area - Use proper tool handling - Avoid working in confined spaces - Use proper tool storage - Establish a clear work area - Use proper tool handling - Avoid working in confined spaces - Use proper tool storage 	2M

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7. Stump Grinding	flying debris, equipment overturning	3H		2M
8. Cleanup	trip hazards, injuries from sharp objects, handling	2M		1L
9. Site Restoration	ecosystem disruption, landscape damage	2M		1L

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10. Equipment Storage and Maintenance	equipment degradation, improper storage	2M		1L
11. Chemical Handling	chemical burns, inhalation of fumes	3H		1L
12. Worker Training and Competency	lack of skills, miscommunication	3H		1L

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13. Emergency Preparedness	inadequate emergency response, communication breakdowns	3H		1L
14. Weather Monitoring	storm exposure, high winds	3H		1L
15. Post-Operation Review	unresolved issues, incomplete documentation	2M		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.