

Undertaking Arborist Activities 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:								Notes on Hierarchy of Controls:	
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	
								4. Engineering	
								5. Administrative	
								6. PPE	
Consequence Scale:								Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
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				
								<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	

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 equipment inspection, Insufficient training	3H	<ul style="list-style-type: none"> - Conduct regular equipment maintenance checks - Verify training records for all staff - Implement daily toolbox talks - Ensure compliance with relevant Australian standards - Provide refresher training sessions bi-annually - Maintain a logbook of inspections - Allocate a certified supervisor for oversight - Use only certified equipment - Display equipment usage guidelines - Regularly review training materials 	2M
2. Site Inspection	Unstable ground, Falling objects	3H	<ul style="list-style-type: none"> - Conduct a thorough site assessment before work starts - Identify and mark unstable areas - Use signage to warn of potential debris - Remove loose debris where possible - Designate a safety perimeter - Ensure workers wear helmets - Use cones to mark hazardous zones - Employ spotters during operations - Record site conditions in a log - Hold a briefing on identified site-specific hazards 	2M
3. Securing Work Area	Public interference, Unauthorised access	2M	<ul style="list-style-type: none"> - Erect temporary fencing around the work area - Use clear signage for restricted zones - Assign personnel to monitor perimeter - Implement access control procedures - Coordinate with local authorities if necessary - Utilise barriers for high-risk zones - Conduct checks on securing methods every hour - Brief team on security protocol 	1L

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			- Remove unauthorised personnel immediately - Reinforce boundaries as needed	
4. Equipment Setup	Equipment malfunction, Incorrect assembly	3H	1. Verify all equipment is properly calibrated and functioning before use. 2. Follow the manufacturer's instructions for assembly and operation. 3. Conduct a pre-use inspection of all equipment and components. 4. Ensure all safety features are engaged and functioning. 5. Use proper lifting techniques to avoid injury. 6. Maintain clear communication with the team throughout the setup process. 7. Establish a designated area for equipment setup and operation. 8. Implement a system for reporting and addressing equipment issues. 9. Conduct regular maintenance and inspections of equipment. 10. Provide training for all personnel involved in the setup process.	2M
5. Communication Protocols	Miscommunication, Radio interference	2M	1. Establish clear communication protocols and procedures. 2. Use standardized terminology and abbreviations. 3. Implement a system for prioritizing and responding to communication requests. 4. Conduct regular communication drills and exercises. 5. Ensure all personnel are trained in the use of communication equipment. 6. Establish a designated area for communication equipment. 7. Implement a system for monitoring and addressing communication issues. 8. Conduct regular maintenance and inspections of communication equipment. 9. Provide training for all personnel involved in the communication process. 10. Establish a system for reporting and addressing communication issues.	1L
6. Elevated Work	Falls, Ladder instability	4A	1. Use proper ladder safety techniques and procedures. 2. Ensure all ladders are properly inspected and maintained. 3. Use fall protection equipment and procedures. 4. Establish a system for monitoring and addressing ladder issues. 5. Conduct regular maintenance and inspections of ladders. 6. Provide training for all personnel involved in the elevated work process. 7. Establish a designated area for ladder storage and use. 8. Implement a system for reporting and addressing ladder issues. 9. Conduct regular maintenance and inspections of ladder equipment. 10. Provide training for all personnel involved in the elevated work process.	2M

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7. Chainsaw Operation	Kickback, Blade injury	4A		2M
8. Tree Climbing	Equipment failure, Loss of balance	4A		2M
9. Cutting Operations	Limb entrapment, Cut misalignment	3H		2M

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10. Traffic Management	Vehicle collisions, Pedestrian interference	3H		1L
11. Weather Monitoring	Unexpected storms, High winds	3H		2M
12. Waste Management	Debris accumulation, Improper disposal	2M		1L

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13. Emergency Response	Injuries, Fire	4A		2M
14. Post-Activity Inspection	Remaining hazards, Undocumented changes	2M		1L
15. Debrief and Record Keeping	Incomplete records, Miscommunication of outcomes	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>

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>

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>

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.

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>

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>

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