

Unloading Deliveries Of Animal Feed 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	Slipping on wet surfaces, Muscle strain from lifting	3H	<ul style="list-style-type: none"> - Ensure all floors are dry before beginning work - Provide non-slip mats in high-risk areas - Use team lifting techniques - Conduct a briefing on manual handling procedures - Implement traffic management systems - Use mechanical aids for heavy lifting - Ensure appropriate personal protective equipment is used - Conduct regular inspection of equipment - Implement a hazard reporting system - Provide training on emergency procedures 	2M
2. Vehicle Arrival	Traffic congestion, Uncontrolled vehicle movement	3H	<ul style="list-style-type: none"> - Designate a vehicle arrival area - Use signage to guide vehicle movement - Employ a traffic controller if necessary - Implement communication protocols via radios - Ensure drivers are trained in site-specific induction - Use visual barriers for non-traffic areas - Conduct regular checks on traffic conditions - Install mirrors for blind spots - Use stop signs and barriers as required - Provide clear communication between loaders and drivers 	2M
3. Unloading Preparation	Tripping hazards, Injury from equipment failure	3H	<ul style="list-style-type: none"> - Clear site of unnecessary items - Inspect equipment for defects before use - Use correct tools for securing loads - Implement regular equipment maintenance - Conduct safety checks pre-unloading - Train staff in equipment operation - Provide clear unloading protocols - Implement a maintenance log for equipment 	2M

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			<ul style="list-style-type: none"> - Regularly update risk assessments - Provide visual aids for safe procedures 	
4. Positioning Vehicle	Collision with stationary objects, Slips and trips while guiding vehicle	3H	<ul style="list-style-type: none"> - Establish a clear communication system with the driver - Use a spotter to assist with positioning - Ensure the vehicle is properly secured before attempting to move - Conduct a pre-move inspection of the vehicle and surrounding area - Use proper hand signals and verbal communication - Maintain a safe distance from the vehicle - Avoid distractions while operating the vehicle - Use proper foot placement and body positioning - Ensure the vehicle is in a safe position before attempting to move - Use proper hand signals and verbal communication - Maintain a safe distance from the vehicle - Avoid distractions while operating the vehicle - Use proper foot placement and body positioning - Ensure the vehicle is in a safe position before attempting to move 	2M
5. Securing Vehicle	Vehicle roll-away, Injury from unsecured vehicle	2M	<ul style="list-style-type: none"> - Use proper hand signals and verbal communication - Maintain a safe distance from the vehicle - Avoid distractions while operating the vehicle - Use proper foot placement and body positioning - Ensure the vehicle is in a safe position before attempting to move - Use proper hand signals and verbal communication - Maintain a safe distance from the vehicle - Avoid distractions while operating the vehicle - Use proper foot placement and body positioning - Ensure the vehicle is in a safe position before attempting to move - Use proper hand signals and verbal communication - Maintain a safe distance from the vehicle - Avoid distractions while operating the vehicle - Use proper foot placement and body positioning - Ensure the vehicle is in a safe position before attempting to move 	1L
6. Checking Load Stability	Load shift upon door opening, Unbalanced load falling	3H	<ul style="list-style-type: none"> - Use proper hand signals and verbal communication - Maintain a safe distance from the vehicle - Avoid distractions while operating the vehicle - Use proper foot placement and body positioning - Ensure the vehicle is in a safe position before attempting to move - Use proper hand signals and verbal communication - Maintain a safe distance from the vehicle - Avoid distractions while operating the vehicle - Use proper foot placement and body positioning - Ensure the vehicle is in a safe position before attempting to move - Use proper hand signals and verbal communication - Maintain a safe distance from the vehicle - Avoid distractions while operating the vehicle - Use proper foot placement and body positioning - Ensure the vehicle is in a safe position before attempting to move 	2M

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7. Opening Container Doors	Uncontrolled swing of doors, Falling objects when doors open	3H		2M
8. Rigging and Securing Loads	Injury from falling loads. Improper lashing leads to load shift	3H		2M
9. Operating Lift Equipment	Equipment malfunction, Overloading leading to tip-over	4A		3H

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10. Transporting Loads	Collisions with obstacles, Loads falling during transit	3H		2M
11. Unloading Loads	Back injury from improper unloading techniques, Foot injury from dropped items	3H		2M
12. Post-Unloading Vehicle Check	Overlooked vehicle damages, Forgotten objects behind vehicle	2M		1L

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13. Record Keeping	Data entry errors, Misplaced records	2M		1L
14. Equipment Maintenance	Equipment failure, Injury from malfunctioning equipment	3H		2M
15. Debriefing and Continuous Improvement	Inadequate process updates, Unsafe practices continue	2M		1L

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16. Waste Management	Environmental hazards from disposed materials, Physical injury from handling waste	3H		2M
17. Site Cleaning	Exposure to cleaning chemicals, Slips from wet surfaces	4A		2M
18. Emergency Procedures	Inadequate response to accidents, Confusion during emergency	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.