

## Usage Of Ladders, Ramps And Walkways Risk Assessment

Business Name:	ABN:	
Business Address:		
Contact Person:	Phone:	Email:

### THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THE 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			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> 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.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change	
								<b>PPE</b>	
<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. <b>Eliminate</b>	
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	
<b>Consequence Scale:</b>								Always document <b>why</b> 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	Incorrect ladder selection, Slippery surfaces	3H	<ul style="list-style-type: none"> <li>- Conduct a pre-use inspection to ensure the ladder is intact and suitable for the task.</li> <li>- Ensure that the ladder load capacity is appropriate for the intended use.</li> <li>- Clean the area to remove any oil, water, or debris that may cause slipping.</li> <li>- Select a ladder with slip-resistant feet.</li> <li>- Verify ladder is rated for outdoor or indoor use as required.</li> <li>- Conduct a risk assessment prior to task commencement.</li> <li>- Ensure workers are trained on ladder safety procedures.</li> <li>- Establish a clear no-go zone beneath work area.</li> <li>- Assign a spotter if conditions require.</li> <li>- Consult the manufacturer's guidelines for ladder usage.</li> </ul>	2M
2. Position the Ladder	Unstable ground, Improper angle	4H	<ul style="list-style-type: none"> <li>- Use feet levelers on uneven surfaces.</li> <li>- Verify that the ladder angle is at a 1:4 ratio (one meter out for every four meters up).</li> <li>- Avoid leaning ladders on sloped or soft surfaces.</li> <li>- Use stabilisers or ladder braces as needed.</li> <li>- Position the ladder on a flat, stable, and dry surface.</li> <li>- Ensure the top and bottom of the ladder are secured.</li> <li>- Avoid positioning ladders in high traffic zones.</li> <li>- Place rigid materials under ladder feet if required.</li> <li>- Consult weather conditions prior to setup for stability.</li> <li>- Ensure no materials or obstructions are present at the base.</li> </ul>	2M
3. Ascending Ladder	Loss of balance, Over-reach	4A	<ul style="list-style-type: none"> <li>- Maintain three-point contact at all times while climbing.</li> <li>- Do not carry tools while ascending; use tool belts.</li> <li>- Use a safety harness if working above two meters.</li> <li>- Avoid sudden movements that could cause falls.</li> <li>- Ascend facing the ladder and maintain hand contact.</li> <li>- Establish a buddy system for assistance if necessary.</li> <li>- Perform all moves slowly and deliberately.</li> <li>- Keep body close to ladder's center to prevent instability.</li> </ul>	2M

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>- Avoid footwear that may cause slipping.</li> <li>- Regularly inspect foot and hand placement for grip.</li> </ul>	
4. Work From Ladder	Over-extension, Dropping tools	3H	<ul style="list-style-type: none"> <li>- Maintain three points of contact with the ladder at all times.</li> <li>- Do not over-reach; keep your body between the ladder and the work.</li> <li>- Use tool belts to keep tools secure and accessible.</li> <li>- Inspect ladders for damage before use.</li> <li>- Ensure ladders are opened and locked properly.</li> <li>- Use ladders on level, stable surfaces.</li> <li>- Do not carry loads that obstruct your view or movement.</li> <li>- If using extension ladders, have a second person assist.</li> <li>- Follow the manufacturer's instructions for use.</li> <li>- Avoid leaning against other structures while on the ladder.</li> <li>- Use proper climbing techniques (climb up, climb down).</li> <li>- Do not sit or stand on the top rung or crossbar.</li> <li>- Keep your feet firmly on the rungs.</li> <li>- Avoid sudden movements or jerky motions.</li> <li>- Use handrails or safety lines if available.</li> <li>- Wear fall protection if working at significant heights.</li> <li>- Communicate with others on the job site.</li> <li>- Stop work if you feel unsafe or uncomfortable.</li> <li>- Regularly inspect your own equipment.</li> <li>- Use proper body mechanics to lift and move materials.</li> <li>- Avoid working in adverse weather conditions.</li> <li>- Ensure adequate lighting for the work area.</li> <li>- Use proper footing and hand placement.</li> <li>- Avoid distractions while working.</li> <li>- Take regular breaks to rest and hydrate.</li> <li>- Follow all safety protocols and procedures.</li> <li>- Use appropriate personal protective equipment (PPE).</li> <li>- Stay alert and focused on the task.</li> <li>- Do not drink alcohol or use drugs while working.</li> <li>- Keep your work area clean and free of clutter.</li> <li>- Use proper lifting techniques to avoid injury.</li> <li>- Communicate clearly with your team.</li> <li>- Follow the safety rules of your employer.</li> <li>- Stay hydrated and eat properly.</li> <li>- Use caution around power lines and equipment.</li> <li>- Do not work alone if possible.</li> <li>- Keep emergency exits clear.</li> <li>- Use proper storage for tools and materials.</li> <li>- Avoid working in confined spaces without proper ventilation.</li> <li>- Use proper tie-off techniques for fall protection.</li> <li>- Regularly inspect your fall protection equipment.</li> <li>- Use proper communication when working at heights.</li> <li>- Avoid working in areas with overhead hazards.</li> <li>- Use proper footing and hand placement when climbing.</li> <li>- Do not use ladders as a scaffold.</li> <li>- Avoid using ladders on uneven ground.</li> <li>- Use proper body mechanics when working from a ladder.</li> <li>- Keep your back straight and avoid twisting.</li> <li>- Use proper lifting techniques when moving materials.</li> <li>- Avoid carrying heavy loads up or down the ladder.</li> <li>- Use proper footing and hand placement when descending.</li> <li>- Do not use ladders for unauthorized purposes.</li> <li>- Avoid using ladders in windy conditions.</li> <li>- Use proper body mechanics when working from a ladder.</li> <li>- Keep your back straight and avoid twisting.</li> <li>- Use proper lifting techniques when moving materials.</li> <li>- Avoid carrying heavy loads up or down the ladder.</li> <li>- Use proper footing and hand placement when descending.</li> <li>- Do not use ladders for unauthorized purposes.</li> <li>- Avoid using ladders in windy conditions.</li> </ul>	2M
5. Descending Ladder	Slips and trips, Sudden movements	3H	<ul style="list-style-type: none"> <li>- Descend the ladder one step at a time.</li> <li>- Keep your feet firmly on the rungs.</li> <li>- Use your hands to grip the rungs.</li> <li>- Avoid sudden movements or jerky motions.</li> <li>- Do not use the ladder as a swing set.</li> <li>- Keep your body between the ladder and the work.</li> <li>- Use tool belts to keep tools secure and accessible.</li> <li>- Inspect ladders for damage before use.</li> <li>- Ensure ladders are opened and locked properly.</li> <li>- Use ladders on level, stable surfaces.</li> <li>- Do not carry loads that obstruct your view or movement.</li> <li>- If using extension ladders, have a second person assist.</li> <li>- Follow the manufacturer's instructions for use.</li> <li>- Avoid leaning against other structures while on the ladder.</li> <li>- Use proper climbing techniques (climb up, climb down).</li> <li>- Do not sit or stand on the top rung or crossbar.</li> <li>- Keep your feet firmly on the rungs.</li> <li>- Avoid sudden movements or jerky motions.</li> <li>- Use handrails or safety lines if available.</li> <li>- Wear fall protection if working at significant heights.</li> <li>- Communicate with others on the job site.</li> <li>- Stop work if you feel unsafe or uncomfortable.</li> <li>- Regularly inspect your own equipment.</li> <li>- Use proper body mechanics to lift and move materials.</li> <li>- Avoid working in adverse weather conditions.</li> <li>- Ensure adequate lighting for the work area.</li> <li>- Use proper footing and hand placement.</li> <li>- Avoid distractions while working.</li> <li>- Take regular breaks to rest and hydrate.</li> <li>- Follow all safety protocols and procedures.</li> <li>- Use appropriate personal protective equipment (PPE).</li> <li>- Stay alert and focused on the task.</li> <li>- Do not drink alcohol or use drugs while working.</li> <li>- Keep your work area clean and free of clutter.</li> <li>- Use proper lifting techniques to avoid injury.</li> <li>- Communicate clearly with your team.</li> <li>- Follow the safety rules of your employer.</li> <li>- Stay hydrated and eat properly.</li> <li>- Use caution around power lines and equipment.</li> <li>- Do not work alone if possible.</li> <li>- Keep emergency exits clear.</li> <li>- Use proper storage for tools and materials.</li> <li>- Avoid working in confined spaces without proper ventilation.</li> <li>- Use proper tie-off techniques for fall protection.</li> <li>- Regularly inspect your fall protection equipment.</li> <li>- Use proper communication when working at heights.</li> <li>- Avoid working in areas with overhead hazards.</li> <li>- Use proper footing and hand placement when climbing.</li> <li>- Do not use ladders as a scaffold.</li> <li>- Avoid using ladders on uneven ground.</li> <li>- Use proper body mechanics when working from a ladder.</li> <li>- Keep your back straight and avoid twisting.</li> <li>- Use proper lifting techniques when moving materials.</li> <li>- Avoid carrying heavy loads up or down the ladder.</li> <li>- Use proper footing and hand placement when descending.</li> <li>- Do not use ladders for unauthorized purposes.</li> <li>- Avoid using ladders in windy conditions.</li> </ul>	1L
6. Use of Ramps	Surface friction, Steep incline	4A	<ul style="list-style-type: none"> <li>- Use ramps designed for the intended purpose.</li> <li>- Ensure ramps are on a level, stable surface.</li> <li>- Check for adequate surface friction.</li> <li>- Use proper tie-off techniques for fall protection.</li> <li>- Regularly inspect your fall protection equipment.</li> <li>- Use proper communication when working at heights.</li> <li>- Avoid working in areas with overhead hazards.</li> <li>- Use proper footing and hand placement when climbing.</li> <li>- Do not use ladders as a scaffold.</li> <li>- Avoid using ladders on uneven ground.</li> <li>- Use proper body mechanics when working from a ladder.</li> <li>- Keep your back straight and avoid twisting.</li> <li>- Use proper lifting techniques when moving materials.</li> <li>- Avoid carrying heavy loads up or down the ladder.</li> <li>- Use proper footing and hand placement when descending.</li> <li>- Do not use ladders for unauthorized purposes.</li> <li>- Avoid using ladders in windy conditions.</li> </ul>	2M

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
7. Crossing Walkways	Crowded pathways, Poor visibility	3H		2M
8. Inspecting Equipment	Defective equipment, Improper maintenance	3H		1L
9. Securing Task Area	Unauthorised access, Falling objects	4A		2M

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
10. Reviewing Procedures	Non-compliance, Lack of understanding	3H		1L
11. Handling Materials	Back strain, Dropped loads	3H		1L
12. Maintaining Visibility	Poor lighting, Obstructed views	3H		2M

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
13. Emergency Response	Delayed reaction, Confusion	4A		2M
14. Post-Task Inspection	Overlooked hazards, Inadequate inspection	3H		1L
15. Documentation	Missing records, Inaccurate data	3H		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
			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	

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