

## Weeding Gardens 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	
<b>Consequence Scale:</b>								4. Engineering	
Consequence	People (injury/illness)		Project / Assets		Compliance / Reputation		5. Administrative		
Catastrophic	Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution		6. PPE		
Major	Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage		Always document <b>why</b> a lower-order control is accepted if elimination or substitution is not reasonably practicable.		
Moderate	Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment		aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.		
Minor	First-aid only, no lost time		negligible delay		Isolated non-conformance				
Insignificant	No injury		no schedule impact		Deviation caught and corrected on site				

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	Muscle strain from lifting, Allergic reactions to plants	3H	<ul style="list-style-type: none"> <li>- Conduct a pre-start meeting to discuss the task and potential risks.</li> <li>- Ensure all workers are briefed on safety measures.</li> <li>- Use ergonomic lifting techniques.</li> <li>- Wear long-sleeved clothing and gloves.</li> <li>- Provide training on plant identification.</li> <li>- Have first aid equipment available on site.</li> <li>- Rotate tasks to prevent strain.</li> <li>- Perform regular breaks to prevent fatigue.</li> <li>- Maintain communication among team members.</li> <li>- Check weather conditions before starting.</li> </ul>	2M
2. Gathering Equipment	Trip hazards, Incorrect tool use	2M	<ul style="list-style-type: none"> <li>- Store tools properly in designated areas.</li> <li>- Perform equipment inspection before use.</li> <li>- Ensure walkways are clear from obstructions.</li> <li>- Provide training on proper tool use.</li> <li>- Use tool belts or carriers to minimize drop hazards.</li> <li>- Ensure adequate lighting in storage areas.</li> <li>- Maintain a tidy work environment.</li> <li>- Conduct routine equipment maintenance.</li> <li>- Clearly label hazardous areas.</li> <li>- Utilise appropriate storage solutions for each tool.</li> </ul>	1L
3. Transporting Equipment to Site	Manual handling injuries, Vehicle accidents	3H	<ul style="list-style-type: none"> <li>- Provide training in safe manual handling techniques.</li> <li>- Use trolleys or carts to move heavy equipment.</li> <li>- Implement vehicle safety protocols.</li> <li>- Ensure vehicles are maintained and roadworthy.</li> <li>- Use designated pathways for transporting equipment.</li> <li>- Have a spotter assist while reversing vehicles.</li> <li>- Limit speed in work areas.</li> <li>- Use high-visibility clothing for personnel on site.</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Coordinate movements with all team members.</li> <li>- Secure all equipment properly during transport.</li> </ul>	
4. Site Assessment	Uneven ground, Unidentified environmental hazards	4A	<ul style="list-style-type: none"> <li>- Conduct a thorough site assessment before starting work.</li> <li>- Identify and mark any potential hazards or obstacles.</li> <li>- Use appropriate personal protective equipment (PPE).</li> <li>- Ensure all team members are aware of the site conditions.</li> <li>- Communicate clearly and frequently with all team members.</li> <li>- Use hand signals or other agreed-upon communication methods.</li> <li>- Avoid working in areas of uneven ground or near unidentified hazards.</li> <li>- If a hazard is identified, stop work and assess the situation.</li> <li>- Do not attempt to move or remove hazards unless trained and equipped to do so.</li> <li>- Report any hazards to the appropriate authority.</li> <li>- Keep a clear path for equipment and personnel.</li> <li>- Use caution when operating equipment near other workers.</li> <li>- Follow all safety protocols and procedures.</li> <li>- Stop work immediately if a safety concern arises.</li> <li>- Conduct a safety check at the end of each shift.</li> </ul>	2M
5. Clearing Area of Debris	Cuts and abrasions, Dust inhalation	3H	<ul style="list-style-type: none"> <li>- Wear appropriate PPE, including gloves, eye protection, and a dust mask.</li> <li>- Use proper techniques for clearing debris to minimize dust and debris.</li> <li>- Keep a clear path for equipment and personnel.</li> <li>- Communicate clearly and frequently with all team members.</li> <li>- Use hand signals or other agreed-upon communication methods.</li> <li>- Avoid working in areas of uneven ground or near unidentified hazards.</li> <li>- If a hazard is identified, stop work and assess the situation.</li> <li>- Do not attempt to move or remove hazards unless trained and equipped to do so.</li> <li>- Report any hazards to the appropriate authority.</li> <li>- Keep a clear path for equipment and personnel.</li> <li>- Use caution when operating equipment near other workers.</li> <li>- Follow all safety protocols and procedures.</li> <li>- Stop work immediately if a safety concern arises.</li> <li>- Conduct a safety check at the end of each shift.</li> </ul>	2M
6. Identifying Weeds	Chemical exposure, Inaccurate identification	3H	<ul style="list-style-type: none"> <li>- Wear appropriate PPE, including gloves, eye protection, and a dust mask.</li> <li>- Use proper techniques for identifying weeds to avoid chemical exposure.</li> <li>- Keep a clear path for equipment and personnel.</li> <li>- Communicate clearly and frequently with all team members.</li> <li>- Use hand signals or other agreed-upon communication methods.</li> <li>- Avoid working in areas of uneven ground or near unidentified hazards.</li> <li>- If a hazard is identified, stop work and assess the situation.</li> <li>- Do not attempt to move or remove hazards unless trained and equipped to do so.</li> <li>- Report any hazards to the appropriate authority.</li> <li>- Keep a clear path for equipment and personnel.</li> <li>- Use caution when operating equipment near other workers.</li> <li>- Follow all safety protocols and procedures.</li> <li>- Stop work immediately if a safety concern arises.</li> <li>- Conduct a safety check at the end of each shift.</li> </ul>	1L

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7. Applying Herbicides	Chemical burns, Inhalation of fumes	4A		2M
8. Manual Weeding	Repetitive strain injury, Skin irritation	2M		1L
9. Disposal of Weeds	Contamination of natural habitat, Injury from handling waste	3H		1L

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10. Post-Task Clean Up	Slip hazards from spills, Needlestick injuries	3H		1L
11. Tool Maintenance	Injury from malfunctioning tools, Exposure to sharp edges	3H		1L
12. Monitoring Weather Conditions	Heat stress, Electrical storms	4A		2M

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13. Communicating Changes and Updates	Miscommunication, Delays in hazard awareness	3H		1L
14. Emergency Response Planning	Inadequate emergency procedure Delayed first aid response	4A		2M
15. Reviewing Safety Performance	Overlooked hazards, Complacency	3H		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