

Bobcat

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 the 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. Governance, WHS Duties and PCBU Oversight	<ul style="list-style-type: none"> Lack of clear allocation of WHS duties for bobcat operations within the PCBU leading to gaps in supervision, resources and decision-making Inadequate integration of bobcat risks into the organisation's WHS management system, risk register and consultation processes Failure to consult, co-operate and co-ordinate with other duty holders (e.g. principal contractors, host employers, site owners) where bobcats are used Insufficient monitoring, review and due diligence by officers regarding bobcat-related incidents, near misses and legislative changes Inadequate funding or resourcing for safe bobcat systems of work, supervision, and maintenance program 	High	<ul style="list-style-type: none"> Embed bobcat-specific risks into the organisation's WHS management system, ensuring compliance with the Work Health and Safety Act 2011, WHS Regulations and relevant Codes of Practice Define and document WHS roles, responsibilities and accountabilities for bobcat operations, including PCBU, officers, supervisors, operators and maintenance personnel Establish formal consultation and coordination arrangements (e.g. WHS committee, pre-start coordination meetings, written interface agreements) with other duty holders where bobcats operate on shared worksites Require officers to exercise due diligence by regularly reviewing bobcat risk assessments, incident trends, inspection reports and audit findings, and ensuring adequate resources are provided Incorporate bobcat risks into organisational WHS objectives and key performance indicators, including measures relating to training completion, inspections and incident reduction Develop and maintain a documented Bobcat Management Procedure outlining governance, risk management, training, authorisation, maintenance and incident response requirements Schedule periodic management reviews (e.g. annually) of the effectiveness of bobcat risk controls, with actions, responsibilities and timeframes recorded and tracked to completion 	Medium
2. Procurement, Hire and Design of Plant	<ul style="list-style-type: none"> Purchase or hire of bobcats that are not compliant with Australian Standards or WHS legislative requirements Selection of machines without appropriate safety features (e.g. ROPS/FOPS, interlocks, sensors, reversing alarms, vision aids) Lack of documented information from suppliers or hire companies including operator manuals, maintenance schedules and safety instructions Procurement based solely on cost and availability rather than risk profile, intended use and site conditions Inadequate assessment of attachments and accessories (e.g. augers, buckets, sweepers, forks) for compatibility and safety Use of grey-import or modified bobcats without verified engineering certification or design registration where required 	High	<ul style="list-style-type: none"> Implement a documented plant procurement procedure that requires WHS risk assessment and consultation with competent persons before purchase or hire of bobcats and attachments Specify that all bobcats must comply with relevant Australian Standards, manufacturer specifications and WHS Regulation requirements, including ROPS/FOPS, guarding, emergency stops and operator protection Require suppliers and hire companies to provide current operator manuals, maintenance instructions, safety data, plant risk assessments and records of inspection as part of the procurement process Include WHS performance and safety features (e.g. cameras, proximity alarms, interlock systems, load indicators) as mandatory selection criteria in purchase and hire contracts Develop and maintain a register of approved bobcat models and attachments, including permitted operating environments and any limitations on use Require formal engineering review and certification for any modifications to bobcats or attachments, with updated documentation and risk assessments prior to use Ensure all procurement and hire agreements specify responsibilities for maintenance, inspection, incident reporting and return condition of hired bobcats 	Medium

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3. Planning, Site Assessment and Job Authorisation	<ul style="list-style-type: none"> Bobcats deployed to unsuitable worksites without prior assessment of ground conditions, gradients, overhead services or underground services Lack of formal planning for separation of plant and pedestrians, resulting in collision and crushing risks Unclear work boundaries, traffic routes and exclusion zones for bobcat operations Failure to identify interaction with other high-risk construction activities (e.g. crane lifts, excavation, demolition, public interface) Absence of a formal permit, job planning or authorisation process for higher risk bobcat tasks (e.g. work near edges, on suspended slabs, in confined areas) Poor communication of site-specific risks and controls to operators, spotters and other workers 	High	<ul style="list-style-type: none"> Implement a standardised pre-job planning and risk assessment process for bobcat operations, including a documented site assessment checklist completed by a competent person Require assessment of ground conditions, load-bearing capacity, gradients, nearby excavations, overhead structures, underground services and environmental factors before approving bobcat use Develop and enforce a documented traffic management plan that sets out dedicated bobcat travel routes, loading areas, parking zones and pedestrian exclusion zones Mandate the use of physical controls (e.g. barriers, bollards, fencing, signage) and administrative controls (e.g. spotters, radio protocols) for managing plant-pedestrian interaction Introduce a permit or written authorisation process for high-risk bobcat work, with specified pre-conditions (e.g. edge protection, engineering verification of suspended slabs, confirmation of service locations) Require pre-start coordination meetings or toolbox talks for bobcat tasks to brief workers on site-specific hazards, traffic flows, communication methods and emergency procedures Ensure planning documents are accessible on site (digital or hard copy) and are reviewed whenever site conditions or work scope change 	Medium
4. Operator Competency, Licensing and Training	<ul style="list-style-type: none"> Bobcats operated by operators without appropriate competency, training or experience Lack of verification of licences or competency statements, particularly for short-term workers or subcontractors Inadequate site-specific training on local procedures, traffic rules, emergency arrangements and communication systems Insufficient refresher training, leading to skill fade and poor adherence to procedures Training limited to operational controls only, without emphasis on hazard awareness, hierarchy of controls and legal duties Failure to control language, literacy or cultural barriers that prevent operators 	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium

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	from understanding instructions and signage		[REDACTED]	
5. Safe Systems of Work, Procedures and Rules	<ul style="list-style-type: none"> Absence of documented safe systems of work for bobcat use across different tasks and environments Inconsistent or informal practices between crews, shifts or sites leading to unpredictable risk levels Failure to manage high-risk activities such as working near edges, in congested areas or adjacent to the public Over-reliance on operator judgement instead of clear organisational rules and controls Procedures not reflecting current site conditions, technology, or legislative requirements 	High	[REDACTED]	Medium
6. Maintenance, Inspection and Plant Integrity	<ul style="list-style-type: none"> Mechanical failure of bobcats due to inadequate preventive maintenance or inspection regimes Use of defective plant (e.g. brakes, steering, hydraulics, ROPS/FOPS, safety interlocks) because faults are not identified or not rectified promptly Poor record-keeping of inspections, repairs and modifications, making it difficult to verify plant safety Inconsistent standards applied to hired or subcontractor-supplied bobcats compared with company-owned plant 	High	[REDACTED]	Medium

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	<ul style="list-style-type: none"> Use of non-genuine or unsuitable parts that compromise plant integrity and safety features 		[REDACTED]	
7. Attachments, Load Management and Compatibility	<ul style="list-style-type: none"> Use of incompatible or incorrectly fitted attachments (e.g. forks, augers, broom heads) causing loss of load control or mechanical failure Operating beyond the rated capacity or design limits of the bobcat or attachment Lack of documented procedures governing selection, inspection and use of attachments Inadequate operator understanding of how attachments affect stability, visibility and stopping distances Poor control of third party attachments introduced to site without verification 	High	[REDACTED]	Medium
8. Traffic Management, Pedestrian Interface and Public Safety	<ul style="list-style-type: none"> Collision or contact between bobcats and pedestrians, vehicles or structures due to inadequate traffic management systems Bobcat operations occurring too close to public areas, building entries, roadways or shared zones without effective separation Poor visibility from the operator's position, including blind spots when reversing or operating with raised attachments 	High	[REDACTED]	Medium

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	<ul style="list-style-type: none"> Inadequate communication methods between operators, spotters and other mobile plant Failure to manage unauthorised access into bobcat operating zones 		[REDACTED]	
9. Contractor, Labour-Hire and Subcontractor Management	<ul style="list-style-type: none"> Contractor and labour-hire operators using bobcats under differing or unclear WHS expectations and procedures Inadequate verification of contractor competency, licensing, and maintenance standards for their bobcats Poor integration of contractor bobcat activities into the host PCBU's traffic management, emergency communication systems Fragmented incident reporting and investigation processes when multiple contractors are involved, leading to missed learning opportunities Commercial pressures encouraging contractors to take shortcuts on safety controls 		[REDACTED]	Medium
10. Fatigue, Fitness for Work and Impairment	<ul style="list-style-type: none"> Bobcat operators working while fatigued due to long shifts, inadequate breaks or extended travel to and from work Operation of bobcats by persons affected by drugs, alcohol, prescription medication or health conditions that impair performance 	High	[REDACTED]	Medium

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	<ul style="list-style-type: none"> Lack of a formal fitness for work policy covering bobcat operators and spotters Psychosocial factors (e.g. time pressure, unreasonable workloads, poor supervision) leading to rushed decision-making and risk-taking Insufficient processes for declaring and managing temporary or permanent medical restrictions relevant to plant operation 		[REDACTED]	
11. Emergency Preparedness, Incident Management and First Aid	<ul style="list-style-type: none"> Delayed or ineffective response to bobcat-related incidents, collisions, rollovers or entrapments due to poor emergency planning Workers and supervisors not knowing how to raise an alarm or initiate emergency response in bobcat incidents Lack of suitable rescue arrangements where bobcats are used in constrained or high-risk environments (e.g. near edges, in enclosed yards) Inadequate first aid equipment or trained first aiders on sites where bobcats operate Failure to properly investigate bobcat incidents and near misses, resulting in repeated events 	Medium	[REDACTED]	Low
12. Monitoring, Consultation, Audit and Continuous Improvement	<ul style="list-style-type: none"> Degradation of control measures over time due to lack of monitoring, supervision and review Frontline workers not consulted about bobcat risks, leading to impractical or ineffective procedures Failure to identify trends in bobcat incidents, near misses, maintenance defects and non-conformances 	Medium	[REDACTED]	Low

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	<ul style="list-style-type: none"> Inadequate supervision of bobcat operations in dispersed or remote worksites Lack of formal mechanisms for workers to raise safety concerns or improvement suggestions about bobcat systems 		<div style="background-color: black; height: 15px; width: 100%;"></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 FOR 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 2025
 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) Regulation 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>

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>

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

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.