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

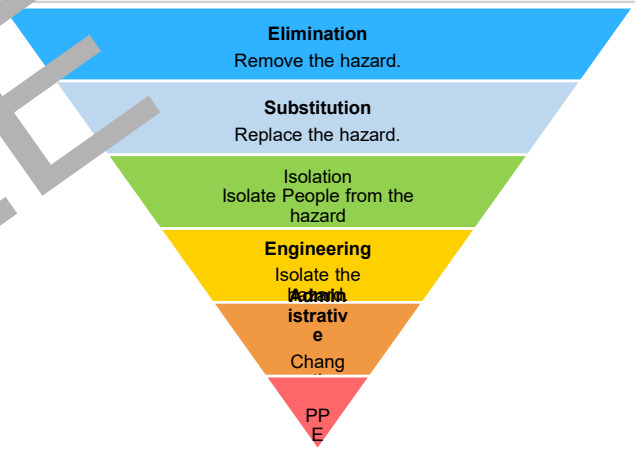
THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF THE PROJECT		
Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.		
Full Name:		
Signature:	Title:	Date:

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
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Rev before work
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACU	2M MO RATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 H	1L LOW	Monitor and keep records.

HIERARCHY OF CONTROLS



Risk Rating & Required Action:

4A	Stop work. The risk is intolerable. E inate the hazar redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or hi er-level authorisati is required.
3H	Review and approve additional c rols b ask arts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in ace and effe ive. 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 Consultation	• Lack of clear allocation of WHS duties for boom lift operations leading to gaps in supervision, resourcing and enforcement of safe systems of work • Inadequate consultation with workers, health and safety representatives (HSRs) and contractors about boom lift risks, controls and changes to work methods • WHS management system not explicitly addressing elevated work platforms (EWPs) and boom lifts, resulting in inconsistent practices between sites and shifts • Failure to keep WHS documentation (policies, procedures, training records, risk assessments) up to date with changes in legislation, standards or site conditions • Contract management arrangements that do not clearly define WHS responsibilities for principal contractor, PCBU and subcontractors regarding boom lift use	High	• Establish and document a company-wide EWP and boom lift governance framework that assigns responsibilities under the WHS Act 2011 (officers, PCBUs, workers, contractors) and links them to specific duties such as provision of plant, information, training, supervision and monitoring • Include boom lift operations within the organisation's formal WHS management system, ensuring documented policies, risk management processes and safe work principles reference articulated boom lifts specifically, not just generic EWPs • Implement a structured consultation process (toolbox talks, WHS committee meetings, pre-start meetings) that routinely includes boom lift risk discussions, feedback on controls, reporting of near misses and review of site-specific conditions (e.g. ground stability, overhead services) • Require all contracts for projects involving boom lifts to contain explicit WHS clauses outlining duty of care, competence requirements, incident notification, supervision arrangements and authority to stop unsafe work • Develop a documented process for periodic review (e.g. annually or after incidents) of boom lift risk assessments, SWMS, procedures and training materials, triggered by legislative updates, Australian Standard revisions, manufacturer bulletins or changes in work methods • Ensure officers demonstrate due diligence in relation to boom lift risks by regularly reviewing WHS reports, inspection outcomes, training compliance and maintenance records, and by allocating adequate resources for controls such as training, engineering and supervision • Maintain and control distribution of current versions of boom lift procedures, SWMS and risk assessments so that obsolete documents are removed from circulation and only authorised documents are referenced on site	Medium
2. Procurement, Hire and Selection of Boom Lifts	• Selection of boom lifts that are unsuitable for the task, environment or load (e.g. insufficient reach, incorrect duty rating, non-insulated boom near electrical hazards) • Procurement based solely on cost or availability without considering safety features, compliance with relevant Australian Standards or site-specific conditions • Inadequate verification that hired or contractor-supplied boom lifts are compliant (e.g. expired inspections, missing logbooks, undocumented modifications) • Lack of standardised pre-qualification of suppliers and hire companies regarding their WHS systems,	High	• Implement a formal boom lift procurement and hire procedure that requires documented assessment of task requirements (height, outreach, load, duration), environment (ground conditions, gradients, wind exposure, overhead services) and interface with other plant before selecting a specific model • Specify minimum safety and compliance requirements for all boom lifts (e.g. compliance with AS 1418.10 and relevant standards, documented major inspection dates, presence of emergency descent systems, inclinometer, overload and tilt alarms, fall arrest anchor points, and guarding) • Require suppliers and hire companies to provide evidence of current maintenance records, annual and 10-year major inspections, logbooks, and manufacturer bulletins before equipment is accepted to site, with verification by a competent person • Establish a pre-qualification process for boom lift suppliers and hire providers that includes review of their WHS policies, incident history, service arrangements, emergency support and operator familiarisation offerings • Standardise preferred boom lift models and configurations across the organisation, where practicable, to simplify training, familiarisation and spare parts management while maintaining suitability for identified tasks	Medium

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	maintenance regimes and operator support • Use of non-genuine or incompatible attachments, platforms, or accessories (e.g. material handling jibs) that compromise stability or exceed manufacturer specifications		• Prohibit non-approved accessories and attachments via a written policy that requires written confirmation from the manufacturer or a competent engineer before any modification or attachment is used with the boom lift • Include boom lift-specific criteria in the purchasing and hire contracts (e.g. replacement timeframes following defects, requirement for decals and controls to be in English and legible, requirement to provide operator manuals and rescue instructions with each unit	
3. Competency, Licensing and Training Systems	• Inadequate verification that operators hold the correct high risk work licence (where applicable) or recognised competency for articulated boom lifts • Reliance on informal on-the-job instruction without structured training or assessment against national units of competency • Failure to provide task-specific and site-specific induction for boom lift operations (e.g. unique site hazards, rescue arrangements, traffic flows, ground conditions) • Supervisors and leading hands lacking sufficient knowledge of boom lift hazards and controls to effectively monitor and correct unsafe practices • Inadequate refresher training, resulting in skill fade, outdated knowledge of procedures, or unfamiliarity with new models and control systems	High	• Implement a documented competency management system that specifies training and licensing requirements for articulated boom lift operators, spotters, supervisors and emergency responders, including recognition of national units of competency and high risk work licence requirements where relevant • Require verification of competency prior to authorising any person to operate a boom lift, including sighting and recording copies of licences, statements of attainment and previous experience, and maintaining these records in a central training database • Provide structured initial training that covers legal duties, boom lift characteristics, stability principles, load charts, emergency procedures, exclusion zones, ground conditions, wind limits and interaction with other plant, followed by formal assessment and sign-off by a competent trainer/assessor • Deliver site-specific induction for boom lift operations that addresses local hazards such as underground services, overhead powerlines, traffic interfaces, loading docks, weather patterns and confined areas, and record attendance and understanding • Train supervisors and leading hands in boom lift risk factors, observation techniques, intervention methods and the organisation's boom lift procedures so they can competently oversee work and stop unsafe operations • Introduce a scheduled refresher and re-assessment program (e.g. every 2–3 years or after a significant change or incident) for operators and supervisors, with additional targeted training following incidents, near misses or introduction of new equipment models • Ensure all personnel involved in emergency response (e.g. ground-based rescuers) receive training in emergency lowering procedures, communication protocols and rescue plans specific to the boom lift types in use	Medium
4. Planning, Risk Management and Work Authorisation	• Boom lift operations commenced without a documented risk assessment or SWMS for high risk construction work as required by WHS Regulation • Poor integration of boom lift risks into broader project planning, leading to conflicts with cranes, forklifts, mobile plant, or public access routes • Inadequate assessment of environmental and site conditions during planning, such as ground bearing capacity, slopes, penetrations,	High	[redacted]	Medium

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	underground services and wind exposure • Unclear or absent work authorisation process, resulting in boom lift use in prohibited or high-risk zones (e.g. near overhead powerlines, unprotected edges, weak slabs) • Failure to appropriately plan rescue and emergency response, leading to delayed or unsafe rescues in the event of entrapment, medical events or plant failure		[redacted]	
5. Maintenance, Inspection and Asset Management	• Use of boom lifts with overdue or inadequate preventative maintenance, increasing likelihood of mechanical failure, loss of control or hydraulic leaks • Absence of a structured inspection regime (daily, periodic, major) leading to undetected defects, worn components or non-functioning safety devices • Poor record keeping of inspections, repairs and modifications, making it difficult to verify plant fitness for service and to identify recurring issues • Modifications or repairs carried out by non-competent persons or using non-genuine parts, potentially compromising stability, structural integrity or safety systems • Lack of a system to remove defective boom lifts from service and to prevent their use pending repair and verification by a competent person	High	[redacted]	Medium

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			[redacted]	
6. Site Control, Traffic Management and Interface with Other Activities	• Uncontrolled interaction between boom lifts, other mobile plant, vehicles and pedestrians leading to collisions or crushing incidents • Inadequate site layout planning causing boom lifts to operate in congested or unsuitable areas with limited escape paths or emergency access • Public or unauthorised persons entering boom lift operating zones due to poor site security or inadequate exclusion zone management • Simultaneous operations (e.g. crane forklifts, scaffolding work) not coordinated, leading to overlapping loads, suspended objects[redacted] worker in the platform or str[redacted]ural overloading of slabs • Inadequate lighti[redacted]or sig[redacted]d boom lift operating a[redacted], particularly during night work or low visibility conditions	High	[redacted]	Medium
7. Environmental and Ground Condition Management	• Failure to adequately assess and manage ground bearing capacity, leading to subsidence, tip-over or structural failure of suspended slabs under boom lift loads • Operation in adverse weather conditions (e.g. high winds, storms, lightning, heavy rain) increasing risk of loss of control, structural overload or contact with nearby structures	High	[redacted]	Medium

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	• Unidentified underground services (e.g. voids, pits, pipes, conduits) or ground obstructions compromising stability when boom lift outriggers or wheels are loaded • Inadequate management of slopes, ramps or uneven surfaces within planned operating areas, increasing risk of overturning or uncontrolled movement • Environmental contaminants (e.g. oil, mud, ice, loose gravel) reducing traction and stability or affecting braking performance		[redacted]	
8. Electrical, Overhead Services and Structural Interaction Risk Management	• Boom, basket or operator coming within unsafe proximity to live overhea powerlines or electrical installations du to inadequate planning or trols • Uncontrolled cont with overhead structures, buildin ames, pipework or fixed plant, leadin crushi entrapment or struct amage • Insufficient identification of overhe or side hazards during plann ting in entrapment risk for op tors between the platform and fixed objects • Use of non-insulated boom lifts in roles requiring electrical insulation, creating false sense of safety and risk of electric shock or arc flash • Inadequate coordination with building or plant designers leading to boom lifts being used in geometrically constrained spaces with limited manoeuvring tolerances	High	[redacted]	Medium

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			[redacted]	
9. Emergency Preparedness, Rescue and Incident Management	• Delayed or ineffective rescue of operators in the event of entrapment, medical emergency, boom failure or platform becoming stuck at height • Lack of clarity on who is authorised and competent to operate ground controls during emergencies • Inadequate communication systems between platform occupants, ground personnel and emergency services, particularly on large or noisy sites • Emergency procedures that are not practiced, leading to confusion or unsafe ad hoc methods during actual incident • Poor incident reporting and investigation processes that fail to identify underlying syste[redacted]ues with boom lift planning, tr[redacted]ng or equipment	High	[redacted]	Medium
10. Contractor Management and Multi-PCBU Coordination	• Inconsistent boom lift sa[redacted]ndards between principal contractor, subcontractors and hire companies, leading to confusion and unsafe practices • Failure to coordinate duties between multiple PCBUs in accordance with WHS Act 2011, resulting in gaps or overlaps in control implementation • Contractors using their own boom lifts or operators without proper verification of competency, maintenance status or insurances • Subcontractor SWMS and risk assessments for boom lift work being	High	[redacted]	Medium

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	generic, incomplete or not aligned with site-specific risks and principal contractor requirements • Limited ability of site management to monitor contractor compliance with agreed boom lift controls due to poor reporting lines or unclear authority to direct work		[redacted]	

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

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-of-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/forms-and-resources/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