

Golf Cart

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. Governance, Policy and Legal Compliance	<ul style="list-style-type: none"> Absence of a formal golf cart WHS policy aligned with the WHS Act 2011 and WHS Regulation Lack of clear allocation of PCBU, officer and worker duties for golf cart safety management Inadequate consultation with workers and Health and Safety Representatives (HSRs) about golf cart risks and controls No documented risk assessment framework specific to powered mobile plant used as golf carts Failure to consider interactions between golf carts and other plant, vehicles, visitors and pedestrians in the WHS management system Poor change-management practices when introducing new golf carts, routes, batteries, chargers or operating locations Insufficient review of compliance with relevant Australian Standards, manufacturer instructions and local road/traffic requirements 	High	<ul style="list-style-type: none"> Develop and implement a written Golf Cart Safety Policy endorsed by senior management, explicitly referencing duties under the WHS Act 2011 and WHS Regulation (e.g. plant, traffic management, training, consultation) Define and document roles, responsibilities and accountabilities for PCBUs, officers, supervisors, workers, contractors and suppliers in relation to golf cart procurement, operation, maintenance and decommissioning Embed golf cart risk into the organisation's overarching WHS management system, including a documented risk management procedure (identify, assess, control, review) specific to mobile plant Implement a formal consultation process (toolbox talks, HSR meetings, safety committees) to discuss golf cart hazards, incidents, proposed risk changes and new controls before implementation Ensure golf cart risks considered in traffic management plans, emergency management plans, contractor management procedures and visitor management procedures Develop and use a change-management procedure requiring risk assessments, consultation and sign-off when golf carts are purchased, routes are altered or charging infrastructure is modified Periodically review legal and standards requirements relevant to golf carts (e.g. powered mobile plant, hazardous chemicals for batteries, electrical safety for chargers) and update policies and procedures accordingly Include golf cart safety performance and compliance in officer due diligence activities, with regular reporting to the Board or executive management 	Medium
2. Vehicle Procurement and Specification	<ul style="list-style-type: none"> Procurement decisions based on price without considering safety features, suitability or intended operating environment Golf carts not fit for purpose (e.g. inadequate braking or stability on steep or uneven terrain, insufficient load capacity for equipment or passengers) Absence of engineering controls such as speed limiters, seatbelts, rollover protection or lighting where required Incompatibility between golf carts and existing charging infrastructure or energy supply, leading to unsafe workarounds Use of imported or second-hand carts without adequate verification of 	High	<ul style="list-style-type: none"> Establish a formal procurement standard for golf carts that specifies minimum safety requirements (e.g. stability, braking performance, speed limiting, visibility, lighting, horn, reversing alarm, seatbelts where appropriate) Conduct a pre-procurement WHS risk assessment considering terrain, weather, gradients, typical loads, passenger types, interaction with pedestrians and other vehicles, and any public-road interfaces Only purchase golf carts from reputable suppliers able to provide evidence of compliance with relevant Australian Standards, manufacturer instructions in English and local regulatory requirements Specify engineering controls such as speed limiters, seatbelts, rollover protective structures (where reasonably practicable), adequate lighting, mirrors, and audible warnings as part of the procurement contract Ensure compatibility and safe integration of battery type and capacity with existing charging systems, electrical installations and ventilation, with input from competent electrical personnel Include requirements for documentation (operator manuals, maintenance schedules, spare parts lists) and training support in supplier contracts 	Medium

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	<ul style="list-style-type: none"> compliance with Australian requirements or manufacturer documentation Lack of documented specification for safety-critical items (tyres, brakes, steering, batteries, chargers, guards, warning devices) 		<ul style="list-style-type: none"> Develop standard configurations (approved models and fit-out) for different uses (e.g. staff transport, equipment carts, utility carts) to avoid ad-hoc or unsafe modifications 	
3. Driver and Passenger Competency Management	<ul style="list-style-type: none"> Untrained or inexperienced drivers operating golf carts in complex environments or mixed traffic areas Lack of understanding of cart limitations (stability, braking distance, wet-weather performance, load capacity) Inadequate supervision and verification of competency, particularly for casuals, contractors and seasonal staff Passengers not briefed on safe behaviour, loading limits or use of restraints where fitted Language, literacy or cognitive barriers affecting understanding of rules and instructions No system to restrict access to authorised and competent drivers only 	High	<ul style="list-style-type: none"> Develop and implement a documented Golf Cart Driver Authorisation Procedure that sets minimum competency requirements, including induction, supervised practice and formal sign-off Provide structured training covering hazard awareness, fatigue, speed management, load and passenger limits, interaction with pedestrians, site rules and emergency procedures, using Australian context examples Use competent assessors (theory and practical) conducted by a competent assessor, with records kept and authorised refresher training and any restrictions (e.g. weather, routes) Issue driving permits or access credentials (e.g. keys, fobs or digital access) only to authorised persons; revoke competency where competency or conduct is in question Include specific passenger safety briefing in induction materials and signage, outlining behaviour expectations (seated position, keeping limbs inside, no standing while moving, child supervision) Adapt training materials to address language, literacy and learning needs (plain English, visual aids, translated summaries where needed) and verify understanding via questioning and demonstration Schedule periodic refresher training, especially after incidents, near misses, introduction of new equipment or route changes 	Medium
4. Safe Use Rules and Operational Controls	<ul style="list-style-type: none"> Absence of clear site-wide rules for speed, routes, parking and loading, leading to inconsistent practices Golf carts used on unsuitable gradients, unstable ground or in adverse weather without defined limits Overloading of carts with passengers, equipment, chemicals or tools beyond the design capacity Use of carts in unauthorised areas (e.g. public roads, pathways heavily used by pedestrians, restricted zones) Inappropriate use such as horseplay, mobile-phone use while driving or carrying people in cargo areas Operation at night or low visibility without adequate controls 	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium

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			[REDACTED]	
5. Maintenance, Inspection and Defect Management Systems	<ul style="list-style-type: none"> Lack of a planned maintenance program leading to degraded brakes, steering, tyres, suspension or batteries Informal or inconsistent pre-use checks and failure to identify emerging faults Defects reported verbally but not tracked, resulting in continued use of unsafe carts Use of unqualified personnel or non-approved parts for repairs and modifications Inadequate record-keeping of maintenance, inspections and modifications Uncontrolled cannibalisation of parts between carts introducing hidden faults 	High	[REDACTED]	Medium
6. Battery, Charging and Fire Safety Management	<ul style="list-style-type: none"> Inadequate control of battery charging areas leading to fire, explosion or exposure to hazardous chemicals and gases Poor electrical installation or overloading of power outlets for chargers Lack of procedures for safe handling, storage, and disposal of batteries (lead-acid, lithium-ion or other chemistries) Insufficient ventilation and separation distances around charging equipment and batteries 	High	[REDACTED]	Medium

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	<ul style="list-style-type: none"> Failure to manage ignition sources near charging areas or hydrogen-emitting batteries Inadequate emergency response planning for battery fires, chemical spills or electric shock 		[REDACTED]	
7. Traffic and Pedestrian Interaction Management	<ul style="list-style-type: none"> Uncontrolled interaction between golf carts, pedestrians, cyclists and other vehicles on shared paths or roadways Blind corners, narrow paths, poor visibility and lack of line-of-sight increasing collision risk Inconsistent right-of-way practices leading to confusion and near misses Visitors and contractors unfamiliar with golf cart movement and routes Lack of separation between high-speed vehicles and slow-moving carts 	High	[REDACTED]	Medium
8. Contractor, Visitor and Public Interface	<ul style="list-style-type: none"> Contractors and visitors using golf carts without adequate induction or authorisation Public or non-workers (e.g. guests, event attendees) exposed to moving carts without appropriate information or controls Inconsistent rules between host organisation and contractor companies regarding cart use 	Medium	[REDACTED]	Low

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	<ul style="list-style-type: none"> Inadequate supervision of cart use during events, promotions or peak tourist periods 		[REDACTED]	
9. Incident, Near Miss and Performance Monitoring	<ul style="list-style-type: none"> Under-reporting of near misses, unsafe acts and minor incidents involving golf carts Lack of structured investigation into golf cart-related events, leading to repeat incidents Inadequate data collection to identify trends, hotspots or systemic management failures Failure to integrate findings from incidents into training, procedures and engineering controls 	Medium	[REDACTED]	Low
10. Supervision, Behaviour and Enforcement	<ul style="list-style-type: none"> Inconsistent supervision of golf cart use leading to drift from safe practices Tolerance of unsafe behaviours such as speeding, shortcutting routes or mobile-phone use while driving Supervisors not confident or competent to challenge unsafe golf cart practices Lack of clear consequences for repeated or serious breaches of golf cart rules 	Medium	[REDACTED]	Low

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			[REDACTED]	
11. Environmental and Weather Risk Management	<ul style="list-style-type: none"> • Adverse weather conditions (heavy rain, storms, high winds, extreme heat) affecting visibility, braking, traction and driver judgement • Waterlogged or eroded paths and slopes creating rollover or bogging risks • Poor lighting at dawn, dusk or night increasing collision risk • Exposure of drivers and passengers heat stress, UV and lightning while using open carts 	Medium	[REDACTED]	Low
12. Review, Audit and Continuous Improvement	<ul style="list-style-type: none"> • Stagnant WHS systems that do not adapt to changes in equipment, routes, workforce or legislation • No formal review of the effectiveness of golf cart controls leading to persistent gaps • Reliance on informal feedback instead of structured audits or inspections • Failure to learn from external guidance, industry alerts or regulator publications 	Medium	[REDACTED]	Low

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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 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.