

Hoist Operation

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|-------------------|--------|--------|--|
| 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. WHS Governance, PCBU Duties & Contractor Management | <ul style="list-style-type: none"> Unclear allocation of WHS duties between PCBU, principal contractor, hoist supplier and subcontractors Absence of a documented WHS management plan covering hoist operations as a high-risk construction activity Inadequate prequalification of hoist contractors and erectors against WHS Act 2011 and WHS Regulation requirements Failure to verify licences, high-risk work accreditations and plant design/registration for hoists Poor oversight of subcontractor compliance with site WHS procedures for material and personnel hoists No formal consultation, cooperation and coordination arrangements between multiple PCBUs using the hoist | 4A | <ul style="list-style-type: none"> Define and document WHS roles, responsibilities and due diligence obligations for all PCBUs involved in hoist procurement, erection, operation and maintenance in line with WHS Act 2011 Embed hoist operations (material hoists and hoists for personnel and materials) into the project WHS Management Plan as a specific high-risk plant activity Implement a formal contractor prequalification and approval process that assesses WHS systems, hoist-specific experience, incident history and regulatory compliance Establish written interface agreements and coordination plans between principal contractor, hoist contractor, crane operation and key trades using the hoist Require and verify evidence of plant registration, design verification, commissioning reports, operator licences and high-risk work licences before hoist operation Schedule regular WHS coordination meetings and toolbox talks focused on hoist-related risks, near misses and system improvements Include hoist contractor performance, compliance and incident trends in management review and audit programs | 3H |
| 2. Hoist Design, Selection & Procurement | <ul style="list-style-type: none"> Selection of hoist equipment not suitable for intended use or materials-only hoist used for personnel and materials without certification Hoist design not compliant with relevant Australian Standards (e.g. AS 1418 series, AS 2550) and WHS Regulation requirements Insufficient load capacity or speed control leading to overloading and unsafe operation Inadequate safety devices (overspeed governors, slack rope detection, interlocks, emergency brakes and buffers) Lack of design verification for tie-in spacing, mast configuration and building interface Failure to consider environmental conditions (wind loads, corrosion, ingress protection) at procurement stage | 4A | <ul style="list-style-type: none"> Develop and apply a hoist selection and procurement standard that mandates compliance with relevant Australian Standards and WHS Regulation for personnel and material hoists Require third-party design verification and certification for hoist system, mast ties, foundations and building connections before manufacture and supply Specify hoist duty class, rated load, car dimensions, travel speed, tie-in spacing and environmental ratings based on engineering assessment of project needs Mandate inclusion of critical safety devices such as overspeed governors, emergency brakes, load limiting devices, door and gate interlocks, final limit switches and anti-fall mechanisms Ensure personnel-carrying hoists are designed and certified specifically for the carriage of persons and materials, with appropriate redundancy and safety integrity Include safe access, platforms, ladders, anchor points and guarding for erection and maintenance works in the design specification Obtain and review complete technical documentation, including design drawings, calculations, manuals and compliance statements, as part of the procurement acceptance process | 2M |

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| | <ul style="list-style-type: none"> • Procurement of hoists without adequate fall protection or access systems for maintenance personnel | | | |
| 3. Installation, Erection & Dismantling Systems | <ul style="list-style-type: none"> • Uncontrolled erection or dismantling sequence leading to instability or collapse of mast or ties • Inadequate engineering for foundations, base frames and tie-in details to structure • Use of unverified erection procedures or manufacturer variations not supported by engineering • Poor control of exclusion zones during erection and dismantling causing persons to be struck by falling objects • Lack of competency verification for riggers, installers and supervisors performing high-risk work • Inadequate inspection and sign-off prior to installation and prior to initial commissioning • Failure to manage interface risks when adding or removing mast sections adjacent to other plant or public areas | 4A | <ul style="list-style-type: none"> • Develop and implement an engineered hoist erection and dismantling procedure approved by a suitably qualified engineer and the manufacturer • Require hoist base, support structure and tie-in details to be designed, documented and certified to support design loads with adequate safety factors • Use only trained, competent and licensed personnel for erection, alteration and dismantling, with documented verification of high-risk work licenses and experience • Implement formal erection and dismantling work packs including lift plans, staging diagrams, torque requirements and inspection checklists • Establish and enforce exclusion zones, barricading and spotters to control access below and adjacent to the hoist during erection and dismantling activities • Conduct formal engineering inspection, as-installed verification and commissioning sign-off before hoist release for operational use • Document and manage change control for any deviations from standard erection methodology, including updated engineering certification • Coordinate erection and dismantling schedules with other site activities to minimise interface conflicts and public exposure | 2M |
| 4. Hoist Registration, Commissioning & Change Management | <ul style="list-style-type: none"> • Operation of hoist prior to completion of statutory registration and regulatory notifications • Commissioning not completed or not documented, resulting in undetected critical defects • Failure to set or verify safety devices, limit switches, overload protection and interlocks • Uncontrolled modifications or configuration changes after initial commissioning (e.g. travel height increases, tie changes, speed alterations) • Lack of a formal process for taking hoist out of service when defects are identified | 3H | <div style="background-color: black; height: 15px; width: 100%;"></div> | 1L |

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| | <ul style="list-style-type: none"> Inadequate communication of commissioning conditions, restrictions or exclusion levels to operators and site management | | [REDACTED] | |
| 5. Hoist Operator Competency, Training & Authorisation | <ul style="list-style-type: none"> Untrained or inexperienced personnel operating hoists used for personnel and materials No formal competency assessment or verification of qualifications and licences Inadequate understanding of load charts, rated capacities, speed controls and emergency procedures Language and literacy barriers preventing comprehension of operating instructions and safety signage Operators working excessive hours without appropriate breaks leading to fatigue-related errors Inconsistent handover processes between shifts resulting in unknown defects or unsafe conditions | 4A | [REDACTED] | 2M |
| 6. Site Traffic Management & Hoist Interface Control | <ul style="list-style-type: none"> Uncontrolled movement of vehicles and pedestrians within the hoist loading and landing areas Congestion and queuing of loads at ground and intermediate landings leading to rushed or unsafe practices Conflict between hoist operations and other lifting equipment (e.g. tower cranes, mobile cranes, forklifts) Uncoordinated delivery scheduling resulting in overloading of hoist systems and time pressure on operators | 3H | [REDACTED] | 2M |

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| | <ul style="list-style-type: none"> Inadequate segregation between public access routes and hoist loading zones at the site perimeter Poor signage and line marking leading to persons entering exclusion zones unknowingly | | [REDACTED] | |
| 7. Load Management, Materials Handling & Housekeeping Systems | <ul style="list-style-type: none"> Systemic overloading of hoist cars due to inadequate control of load weights and dimensions Use of unsuitable pallets, cages, stillages or lifting attachments that can shift or collapse during travel Poor housekeeping and storage systems at landings causing trip hazards, restricted access and blocked emergency exits Inadequate securing of loose materials leading to items falling from hoist cars landing edges Lack of procedural control over hazardous substances, long loads or oversized items carried in hoist cars Uncontrolled manual handling of heavy items into and out of hoist cars resulting in musculoskeletal injuries | 3H | [REDACTED] | 2M |
| 8. Access Control, Signage & User Behaviour Management | <ul style="list-style-type: none"> Unauthorised persons (including visitors or other workers) entering hoist cars or landings Doors and gates being bypassed, propped open or interlocks overridden to speed up work Riding on materials-only hoists or external structures contrary to design and procedures | 3H | [REDACTED] | 1L |

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| | <ul style="list-style-type: none"> • Horseplay, distraction or unsafe behaviour inside hoist cars and at landings • Lack of clear signage regarding hoist type (materials only vs personnel and materials), capacities and restrictions • Inconsistent enforcement of rules by supervisors leading to normalisation of deviance | | [REDACTED] | |
| 9. Engineering Controls, Guarding & Physical Protection | <ul style="list-style-type: none"> • Inadequate guarding of moving parts, hoistway openings and landing edges leading to falls from height or entrapment • Failure of mechanical or electrical interlocks on doors, gates and landing barriers • Insufficient overhead protection and debris containment leading to falling objects striking persons below • Inadequate buffers, end-stop protections and overspeed/overtravel protections • Poorly designed emergency escape routes from hoist cars or landings • Lack of separation between power/electrical systems and users resulting in electric shock risks | 4A | [REDACTED] | 2M |
| 10. Maintenance, Inspection & Pre-Use Check Systems | <ul style="list-style-type: none"> • Inadequate preventive maintenance program leading to mechanical or structural failure • Failure to detect progressive defects (cracks, corrosion, wear, loose ties or bolts) before catastrophic failure • Incomplete or poor-quality inspections due to time pressure or lack of clear checklists • Maintenance being performed by unqualified personnel or without | 4A | [REDACTED] | 2M |

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| | reference to manufacturer recommendations • Lack of formal defect reporting, classification and rectification tracking • Use of hoist while out of certification or beyond scheduled major inspection intervals | | [REDACTED] | |
| 11. Emergency Preparedness, Rescue & Incident Management | • Lack of a documented emergency response plan specific to hoist incidents (entrapment, breakdown, collision, fire) • Delayed rescue of trapped personnel due to unclear responsibilities or unavailable rescue equipment • Inadequate training of operators and supervisors in emergency procedures and communication protocols • Poor coordination with external emergency services regarding hoist locations, access and rescue methods • Failure to investigate and learn from hoist-related incidents, near misses and alarms • Panic or uncontrolled evacuation attempts from stranded hoists leading to falls or crush injuries | 3H | [REDACTED] | 1L |
| 12. Environmental & External Factors (Wind, Weather, Public Interface) | • Operation of hoists in high winds or severe weather beyond design limits leading to structural failure or uncontrolled movement • Corrosion and degradation of components due to coastal, industrial or highly polluted environments • Inadequate control of noise, dust and vibration affecting neighbouring properties or the public | 3H | [REDACTED] | 2M |

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| | <ul style="list-style-type: none"> Exposure of public areas, adjacent properties or roads to falling objects or hoist collapse due to insufficient exclusion or protection zones Insufficient lighting and visibility around hoist landings during night or low-light operations Rain ingress and water damage affecting electrical systems and safety devices | | [REDACTED] | |
| 13. Communications, Signalling & Coordination Systems | <ul style="list-style-type: none"> Miscommunication between hoist operator, landing personnel and supervisors leading to unexpected movement or loading Reliance on informal hand signals or verbal calls in high-noise environments without a standard protocol Failure of communication devices (radios, intercoms) resulting in uncontrolled operations Lack of clear priority and coordination rules when multiple hoists compete for hoist use Inadequate communication changes to hoist status, restrictions or outage across the workforce Confusion created by multiple hoists operating simultaneously on same structure | | [REDACTED] | 1L |
| 14. Documentation, Recordkeeping & Compliance Monitoring | <ul style="list-style-type: none"> Incomplete or missing records for inspections, maintenance, training and incidents affecting legal compliance and due diligence Inability to demonstrate compliance with WHS Act 2011 and WHS Regulation for hoist operations during inspections or investigations Outdated or uncontrolled procedures, manuals and drawings leading to use of superseded requirements | 3H | [REDACTED] | 1L |

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| | <ul style="list-style-type: none"> • Failure to track and close corrective actions from audits, inspections and incident investigations • Poor visibility for management on hoist-related performance, leading to under-resourcing of controls | | [REDACTED] | |
| 15. Fatigue, Scheduling & Psychosocial Risk Management for Hoist Operations | <ul style="list-style-type: none"> • Extended shifts, night work or irregular rosters leading to operator fatigue and reduced vigilance • High workload and continuous demand for hoist use creating time pressure and stress for operators • Inadequate supervision and support for operators working in relative isolation for long periods • Exposure to aggressive behaviours conflict at landings due to queuing, delays or prioritisation disputes • Lack of systems for operators to raise concerns about workload, fatigue or bullying related to hoist operations | 3H | [REDACTED] | 2M |
| | | | | |

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.