Mini Skid Steer Equipment			
Business Name:		ABN:	
Business Address:			
Contact Person:	Phone:	Email:	

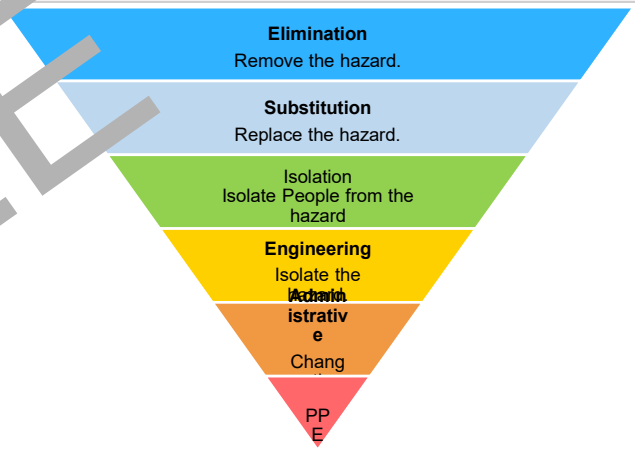
THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF THE PROJECT		
Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.		
Full Name:		
Signature:	Title:	Date:

CLIENT OR PRINCIPAL CONTRACTOR DETAILS	SCOPE OF WORKS
Client:	
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. WHS Governance, Duties and Consultation	• Failure of the PCBU and Officers to understand and discharge primary duties under the WHS Act 2011 for plant such as mini skid steer equipment • Lack of documented WHS governance structure covering ownership of plant risk, budget, and decision-making authority • Insufficient consultation with workers, Health and Safety Representatives (HSRs) and contractors on mini skid steer risks and proposed controls • No clear integration of mini skid steer risks into the organisation's WHS Management System (WHSMS), policies and procedures • Inadequate review of WHS performance data (incidents, near misses, inspections) related to mini skid steers at management level	High	• Define and document WHS governance arrangements for plant, including specific allocation of responsibilities for mini skid steer risk management to Officers, managers, supervisors and workers in line with WHS Act 2011 (ss 19, 27) • Incorporate mini skid steer operation, maintenance and contractor use into the organisation's WHS Policy and Plant Management Procedure, ensuring alignment with WHS Regulation (Plant) requirements • Establish formal consultation mechanisms (toolbox talks, safety committee meetings, pre-start briefings) that specifically include discussion of mini skid steer hazards, incidents and proposed system changes • Ensure Officers exercise due diligence by regularly reviewing mini skid steer risk assessment outcomes, training compliance reports, maintenance records and incident trends, and by allocating adequate resources for controls • Integrate mini skid steer risk controls into the broader WHS Management System (e.g. risk registers, safe systems of work, change management, competency management) • Schedule periodic management reviews (e.g. quarterly) of plant-related WHS performance, including mini skid steers, with documented action plans and accountability for close-out	Medium
2. Plant Procurement, Hire and Design Selection	• Purchase or hire of mini skid steer equipment that is not fit-for-purpose for site conditions or intended tasks • Lack of verification that plant complies with Australian Standards and relevant sections of WHS Regulation (plant design, guarding, ROPS/FOPS if applicable) • Selection of attachments (e.g. augers, trenchers, buckets, grapples) without considering compatibility, stability impact and energy sources (hydraulic, electrical) • Procurement of plant without adequate safety documentation (operator manuals, maintenance instructions, risk assessments, test certificates) from the supplier • Engagement of short-term hire equipment without consistent organisational safety specifications, resulting in variable control measures	High	• Develop and implement a formal Plant Procurement and Hire Standard that specifies minimum WHS requirements for mini skid steer equipment and attachments, including design compliance and guarding • Require suppliers and hire companies to provide evidence of compliance (e.g. CE/AS certification where applicable, risk assessments, plant registration where required, manuals) before approval to purchase or hire • Implement a pre-purchase risk assessment process for all mini skid steers and attachments, considering terrain, load types, frequency of use, environmental conditions and interaction with other plant • Specify standardised models and configurations across the organisation where practicable, to support consistent training, maintenance systems and spare parts control • Include safety performance and support (training materials, on-site commissioning, emergency/technical support) in procurement evaluation criteria and supplier contracts • Ensure procurement considers whole-of-life costs including maintenance, safety features (e.g. operator presence systems, interlocks, emergency stops), noise/vibration levels and ergonomic impacts	Medium

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	• Failure to consider noise, vibration, emissions and manual handling impacts when selecting plant and attachments			
3. Plant Registration, Documentation and Information Management	• Incomplete or missing plant registers that do not accurately record all mini skid steers and associated attachments • Loss or non-availability of original manufacturer manuals, instructions and safety information for operators and maintenance personnel • Lack of up-to-date risk assessments, inspection records and repair histories, hindering informed decision-making and due diligence • Inadequate control of documentation when units are moved between sites, loaned, or returned from hire • Failure to maintain documentation for modifications or engineering changes affecting safety systems or performan	Medium	• Maintain a centralised Plant Register that u…quely ide…ies all mini skid steers and attachments, including serial numbers, locations, owners, a…sta…s (in service, out of service, decommissioned) • Implement a controlled docu…ent management …stem (digit…where possible) for plant manuals, safety data, risk assessments, maint…nance schedules, i…ectio…ecords and engineering change documentation • Ensure each u…has ac…s to t… current ope…tor manual either in hard copy (protected from damage) or via a reliab…electronic s…tem ac…ssible …the point of use • Defin… and im…ement a…ocedure fo…dating the Plant Register and associated documentation when…plant i…ro…ed, sold, transferred, hired, modified or decommissioned • Reta…hi…rical m…tenance and inspection records for a defined period consistent with legal and organis…ior…requir…nts to support incident investigations and audits Ensur…ny m…ifications, retrofits or custom attachments are supported by engineering documentation, ri…sse…ment …d updated information for workers	Low
4. Competency, Licensing and Training Systems	• Operators using mini skid steers without adequate competency, experience or formal as…nt • Inconsistent traini…g content across sites or hire provid…s resulting i… variable safety beh…our • No formal verification of competen… for supervisors responsible for pla…ng and overseeing mini skid…rk • Inadequate refresher or corrective training following incidents, near misses or changes in equipment • Poor understanding of site-specific rules (pedestrian separation, speed limits, ground conditions) by operators and spotters • Failure to manage language, literacy and cultural factors affecting comprehension of training materials	High	[redacted]	Medium
5. Planning, Scheduling and Work Allocation	• Ad-hoc allocation of mini skid steer work without formal planning or risk	High		Medium

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	assessment for the task and environment • Unrealistic timeframes and productivity targets that incentivise shortcuts or operating outside safe parameters • Inadequate assessment of ground conditions, gradients, underground services, overhead hazards and weather during planning • Poor coordination of mini skid steer use with other trades, mobile plant and pedestrian movements on site • Failure to plan for out-of-hours or isolated work when supervision and emergency support are limited		[redacted]	
6. Traffic and Pedestrian Management Systems	• Uncontrolled interaction between mi skid steers, pedestrians, light vehicles and other mobile plant • Inadequate site traff management plans or failure to i lement them in practice • Poorly defined exc zones an parking/plant standing areas for mi skid steers • Reliance solely on operat vigilance rather than systematic separation and visual controls • Visitors and subcontractors unaware of mini skid steer routes and movement patterns	High	[redacted]	Medium
7. Maintenance, Inspection and Asset Management	• Mini skid steers operating with unreported defects (e.g. brakes, hydraulics, controls, ROPS/FOPS, safety interlocks)	High	[redacted]	Medium

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	• Reactive maintenance only, with no planned servicing regime aligned to manufacturer requirements • Use of non-genuine or incompatible parts and attachments, compromising safety systems and performance • Poor communication between operators, maintenance personnel and management regarding plant condition • Failure to remove unsafe equipment from service when critical defects are identified		[redacted]	
8. Pre-Use Checks, Monitoring and Supervision Systems	• Inconsistent or superficial pre-use checks of mini skid steer equipment, leading to operation with unnoticed faults • Lack of oversight by supervisors regarding adherence to safe systems of work and operating limits • No systematic method for verifying that operators are using approved attachments and work practices • Under-reporting of unsafe behaviours, near misses and minor incidents due to cultural or workload pressures	Medium	[redacted]	Low
9. Change Management and Introduction of New Plant or Attachments	• Uncontrolled introduction of new mini skid steer models, attachments or technology without adequate risk assessment • Failure to update procedures, training and maintenance systems when plant configurations change • Inadequate assessment of the impact of changes to site layout, traffic flows or	High	[redacted]	Medium

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	adjacent activities on mini skid steer risks • Lack of stakeholder consultation during changes, leading to practical issues or unsafe workarounds		[redacted]	
10. Contractor and Hire Company Management	• Contractors and hire company operators using mini skid steers on site under different or lower safety standards than the host PCBU • Lack of clarity about responsibilities for maintenance, inspection, training and incident reporting where equipment is hired or contracted with operator • Inadequate pre-qualification of contractors and hire providers regarding plant safety performance and systems • Poor communication of site-specific rules and traffic management arrangements to external operators	High	[redacted]	Medium
11. Fatigue, Wellness and Human Factors Management	• Operators of mini skid steers working extended hours, multiple shifts or high-intensity periods leading to fatigue-related errors • Physical strain, vibration exposure and awkward postures associated with operating controls for prolonged periods without adequate breaks • Cognitive overload due to complex or conflicting instructions, time pressure and simultaneous monitoring of surroundings	Medium	[redacted]	Low

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	• Influence of alcohol, drugs (including some prescription medications) or health conditions on operator performance		[redacted]	
12. Emergency Preparedness and Incident Management	• Inadequate planning for emergencies involving mini skid steers, such as rollovers, entrapment, collision or contact with services • Lack of clear communication procedures and equipment to raise alarms quickly when incidents occur • Workers and supervisors unsure of their roles during emergencies involving plant • Incomplete incident reporting and investigation processes that fail to identify systemic causes related to pla management	High	[redacted]	Medium
13. Environmental and Site Condition Management	• Uncontrolled ope mini skid steers on unstable, sloped, wet or obstructed surfaces increasing risk rollover or loss of control • Exposure to poor visibility conditions (dust, low light, rain, glare) not managed at a system level • Inadequate management of noise, dust and emissions for operators and nearby workers • Lack of systematic assessment of underground services, voids, edge protection and overhead hazards (powerlines, structures, trees)	High	[redacted]	Medium

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14. Personal Protective Equipment and Safety Equipment Management	• Inconsistent or inappropriate use of PPE by operators, spotters and nearby workers during mini skid steer operations • Lack of systems to ensure PPE and supplementary safety equipment (e.g. hearing protection, eye protection, high-visibility clothing) are suitable and maintained • Over-reliance on PPE in lieu of higher order controls when managing mini skid steer risks	Medium	[redacted]	Low
15. Audit, Review and Continuous Improvement	• Stagnant WHS systems where mini skid steer risks are not periodically reviewed in light of incidents, changes and new information • Failure to verify that documented procedures and controls are implemented and effective in the field • Limited worker involvement in reviewing and improving mini skid steer safety systems • Inadequate use of leading indicators (inspections, near misses, behavioural observations) to identify emerging plant risks	Medium	[redacted]	Low

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