

Screening Plant Operation

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, Legal Compliance and WHS Duties	<ul style="list-style-type: none"> Lack of documented WHS management system specific to screening plant operations, resulting in ad-hoc risk management Failure to clearly allocate WHS duty holders and due diligence obligations under WHS Act 2011 (PCBU, officers, workers, contractors) Inadequate consultation, cooperation and coordination with other PCBUs on the site (e.g. principal contractor, maintenance providers, labour-hire firms) No systematic review of WHS legislation, Codes of Practice and Australian Standards relevant to mobile screening plant Inadequate incident reporting, investigation and corrective action processes for plant-related events Poor document control leading to outdated procedures, manuals and risk assessments being used Failure to integrate screening plant risks into the overall site Safety Management Plan 	High	<ul style="list-style-type: none"> Establish and maintain a documented WHS management system that explicitly covers mobile screening plant operations in accordance with WHS Act 2011 and WHS Regulation 2011 Define and document WHS roles, responsibilities and accountabilities for officers, managers, supervisors, operators, fitters and contractors, including due diligence requirements for officers Implement a formal consultation process (e.g. WHS committee, toolbox talks, contractor pre-start meetings) to coordinate screening plant risk controls with other PCBUs on site Maintain a manual and standards register referencing relevant legislation, Codes of Practice (e.g. Managing Risk of Plant on the Workplace) and applicable Australian Standards, with scheduled reviews at least annually Develop and implement an incident management procedure that mandates reporting, investigation, root-cause analysis and tracking of corrective actions for plant-related incidents and near misses Introduce a document and version control system to manage policies, procedures, OEM manuals and risk assessments ensuring only current versions are accessible at point of use Integrate screening plant risk assessment outcomes into the site Safety Management Plan, including interfaces with traffic management, blasting, excavation, crushing and loading activities Conduct periodic management system audits (internal or external) focused on plant risk management and WHS Act 2011 compliance, and close out findings within defined timeframes 	Medium
2. Procurement, Design and Commissioning of Screening Plant	<ul style="list-style-type: none"> Purchase or hire of Scorpion 8 series screening plant that does not comply with Australian WHS plant requirements or relevant standards Failure to obtain and review OEM documentation (manuals, maintenance schedules, safety instructions, compliance certificates) prior to commissioning Inadequate design risk assessment for the specific application (material type, throughput, location, power source, mobility) Lack of engineering verification of guarding, access platforms, emergency 	High	<ul style="list-style-type: none"> Develop and enforce a procurement procedure requiring all screening plant to meet WHS Regulation 2011 plant requirements and relevant Australian Standards, supported by supplier declarations and conformity documentation Require OEM to provide full technical documentation, risk assessments, maintenance schedules, safety decals and training materials as a condition of purchase or hire Undertake a formal pre-purchase design and application risk assessment for the Scorpion 8 series screening plant considering material properties, throughput demands, mobility requirements and site-specific hazards Have engineering or competent person review of guarding, access systems, platforms, emergency stops, isolation points and structural stability against site conditions and OEM requirements Specify dust suppression, noise attenuation, guarding, lighting and safe access requirements in procurement contracts and verify them during factory or pre-delivery inspections 	Medium

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	<ul style="list-style-type: none"> stops, isolation points and stability for the site conditions • Selection of plant without appropriate dust suppression, noise control or guarding provisions • Inadequate pre-delivery inspection and commissioning checks before first use • Plant not fit-for-purpose for local terrain, weather conditions and interaction with other mobile plant 		<ul style="list-style-type: none"> • Implement a commissioning checklist that covers safety devices, controls, emergency stops, isolation, signage, alarms, guarding, fluids, brakes and stability prior to operational sign-off • Require a commissioning report and formal acceptance sign-off by a competent supervisor or engineer before the plant is integrated into routine operations • Record all commissioning documentation, risk assessments and approvals in the plant file and WHS management system 	
3. Contractor and Supplier Management	<ul style="list-style-type: none"> • Use of plant hire, maintenance or labour-hire contractors without adequate WHS capability to operate or work around the screening plant • Poor definition of WHS responsibilities and interfaces between PCBU and contractors during screening operations, maintenance and transport • Lack of verification of contractor licences, competencies and insurance • Inadequate communication of site-specific hazards, emergency procedures and traffic management rules to contractor • Contractor procedures that do not align with site rules or OEM requirements for the Scorpion 8 series screening plant • Limited monitoring or supervision of contractor work on or around the plant 	High	<ul style="list-style-type: none"> • Implement a contractor management procedure that includes WHS pre-qualification criteria for any contractor involved with screening plant operation, maintenance or transport • Require contractors to submit WHS documentation (e.g. management system overview, risk assessments, training records, insurances) for review prior to engagement • Clearly define and document WHS responsibilities, consultation arrangements and interfaces between PCBUs in contractor agreements, particularly for plant isolation, lock-out and supervision • Ensure contractor and labour-hire personnel are inducted into site-specific rules, hazards, emergency procedures, traffic management plans and plant-specific requirements for the Scorpion 8 series • Review and, where necessary, harmonise contractor procedures and SWMS with site systems and OEM instructions to eliminate conflicting practices • Require evidence of relevant high-risk work licences, verification of competency and plant-specific training for any contractor operators or fitters • Conduct periodic audits, inspections and spot checks of contractor activities around the screening plant, and enforce corrective actions or removal from site for serious non-compliance 	Medium
4. Operator Competency, Training and Supervision	<ul style="list-style-type: none"> • Operators and offsideers not formally trained or assessed as competent in the Scorpion 8 series screening plant • Reliance on informal on-the-job learning and undocumented local practices that diverge from OEM instructions • Inadequate supervision of new or inexperienced operators, especially during abnormal conditions such as blockages or breakdowns 	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium

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	<ul style="list-style-type: none"> Failure to train workers in site emergency response procedures, isolation and lock-out processes specific to the screening plant Insufficient refresher training, leading to skill fade and normalisation of unsafe shortcuts Training not documented, compromising evidence of due diligence under WHS Act 2011 		[REDACTED]	
5. Site Planning, Layout and Traffic Management	<ul style="list-style-type: none"> Poorly planned location of the Scorpion 8 series screening plant creating conflicts between haul trucks, loaders, light vehicles and pedestrians Inadequate separation between screening plant, stockpiles, overhead services, pits, drop-offs and other fixed or mobile plant Lack of defined exclusion zones and signage around the screening plant footprint and discharge/receiver areas Inadequate ground preparation leading to plant instability, differential settlement or movement during operation Insufficient provision for safe access and egress for operators, maintenance and inspectors including in low-light or adverse weather No structured change management process when relocating or reconfiguring the screening plant within the site 	High	[REDACTED]	Medium
6. Engineering Controls, Guarding and Safety Systems	<ul style="list-style-type: none"> Inadequate fixed guarding on conveyors, rollers, pulleys, screens and nip points, leading to entanglement and crush injuries Removal, bypassing or non-maintenance of safety interlocks, emergency stops and protective devices 	High	[REDACTED]	Medium

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	<ul style="list-style-type: none"> Ineffective or inconsistent lock-out/tag-out (LOTO) arrangements and isolation points not clearly identified Lack of standardised design for access platforms, ladders and walkways, increasing risk of falls from height Uncontrolled dust generation and noise emissions from the screening process impacting health of workers Lighting levels around controls, walkways and maintenance areas insufficient for safe operation at all times Safety systems not inspected or tested at defined intervals, leading to undetected failures 		[REDACTED]	
7. Planned Maintenance, Inspection and Reliability Management	<ul style="list-style-type: none"> Reactive maintenance culture leading to unplanned breakdowns and rushed repairs in unsafe conditions Failure to follow OEM maintenance intervals and procedures for the Scorpion 8 series screening Inadequate condition monitoring and inspection of structural components, conveyors, rollers, screens and hydraulic systems Spare parts management not aligned to safety-critical components, resulting in prolonged operation with known defects Poor maintenance record keeping and lack of traceability of completed work Use of unqualified persons to undertake repairs or modifications to plant and safety systems 	High	[REDACTED]	Medium

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8. Isolation, Lock-Out and Permit-to-Work Systems	<ul style="list-style-type: none"> Plant inadvertently started or energised during cleaning, maintenance or blockage clearing Unclear or inconsistent application of isolation points, tags and locks across different teams or shifts Failure to isolate all energy sources including electrical, hydraulic, pneumatic and stored mechanical energy Permit-to-work processes not applied for high-risk non-routine tasks on or around the screening plant Lack of verification and sign-off of isolations prior to starting work Inadequate communication of isolation status to all affected workers and PCBUs on site 	High	[REDACTED]	Low
9. Environmental, Health and Hygiene Management	<ul style="list-style-type: none"> Chronic exposure of workers to respirable dust and crystalline silica from screened materials Noise exposure from screens, engines and conveyors exceeding standards Diesel exhaust emissions from mobile plant operating in proximity to the screening plant Poor housekeeping leading to build-up of spillage, slips, trips and manual handling risks Uncontrolled discharge of contaminated stormwater or fines from the screening process Insufficient welfare facilities and amenities for workers in remote screening locations 	High	[REDACTED]	Medium

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10. Emergency Preparedness and Response	<ul style="list-style-type: none"> Lack of site-specific emergency response planning for incidents involving the screening plant (e.g. entrapment in conveyors, structural failure, fire, medical emergencies) Emergency stop devices and alarms not clearly identified, tested or understood by workers and contractors Delayed emergency response due to poor access, unclear location details or communication failures at the screening area Insufficient first aid resources and trained first aiders available during screening operations No formalised post-incident debrief and corrective action process 	High	[REDACTED]	Medium
11. Change Management, Modifications and Decommissioning	<ul style="list-style-type: none"> Unauthorised modifications to the Scorpion 8 series screening plant compromising OEM design and safety integrity Introduction of new materials, processes or technology without reassessing risks and updating controls Relocation or reconfiguration of the plant without considering new site-specific hazards and interfaces Inadequate planning for decommissioning, disposal or long-term lay-up of plant, leading to uncontrolled deterioration and residual risks Failure to communicate changes in plant configuration, controls or procedures to all affected workers and PCBUs 	High	[REDACTED]	Medium

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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.