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| Skid Steer Loader | | | |
|---|---|---|---|
| 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: | |

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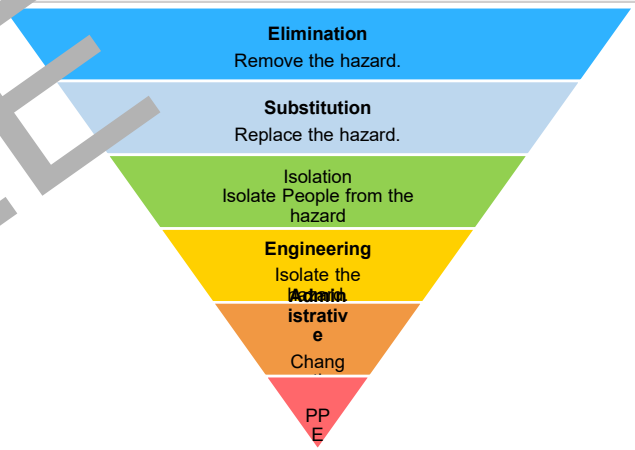
## RISK MATRIX

| 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

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### 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.*

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| 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. Procurement and Commissioning of Skid Steer Loader (Bobcat) | • Purchase or hire of skid steer loaders that are not fit for purpose, not compliant with Australian Standards or not suited to the site conditions<br>• Lack of documented plant risk assessment and commissioning process prior to first use<br>• Absence of required safety features (ROPS/FOPS, seat restraints, interlocks, reversing alarm, emergency stops, isolation points, flashing beacons, load charts, guarding)<br>• Failure to verify supplier documentation (compliance plates, test certificates, service history, manuals, load ratings)<br>• Inadequate consultation with operators, health and safety representatives (HSRs) and maintenance personnel when selecting equipment<br>• Introduction of new plant without considering interaction with existing traffic, pedestrians and other plant<br>• Insufficient planning for attachments and quick-hitches (e.g. forks, augers, brooms) and their compatibility with the base machine<br>• No process to verify that hired or contractor-supplied Bobcats meet the safety requirements before | High | • Establish and implement a formal plant procurement procedure aligned with the WHS Act 2011 and WHS Regulations, requiring WHS review before purchase or hire of any skid steer loader<br>• Require suppliers to provide manufacturer's declaration of conformity/inspection certificates, plant risk assessments, maintenance history and operating manuals as part of the procurement process<br>• Specify minimum safety features in purchase/hire contracts, including compliant ROPS/FOPS, seat belts or operator restraints, safety interlocks, functioning lights, reversing alarms, rotating beacon, mirrors/camera and component guarding of moving parts<br>• Undertake a documented pre-commissioning plant risk assessment specific to the Bobcat model, attachments and the intended work environment, with identified controls implemented before operational use<br>• Develop and apply a standardised plant acceptance checklist for all new or hired skid steer loaders entering the workplace, including verification of safety features, condition, signage and emergency equipment<br>• Involve competent operators, HSRs and maintenance staff in selection and commissioning decisions to ensure practicality and suitability<br>• Include attachment management in procurement: only acquire attachments compatible with the skid steer's rated capacity, with clearly marked load ratings and instructions, and secure quick-hitch systems<br>• Integrate procurement controls with the site traffic management plan to ensure the introduction of a Bobcat does not adversely affect existing traffic and pedestrian arrangements<br>• Maintain a central plant register capturing make, model, serial numbers, SWL/rated capacity, attachments, commissioning date, risk assessments and critical safety features | Medium |
| 2. Governance, Roles, Responsibilities and Consultation | • Unclear allocation of WHS responsibilities for plant ownership, supervision, maintenance and operation of skid steer loaders<br>• Lack of formal consultation with workers and HSRs about risks associated with Bobcat use and proposed control measures<br>• Poor communication between PCBU, contractors, labour hire providers and plant hire companies regarding safety expectations and legal duties | High | • Develop and approve a written Skid Steer Loader (Bobcat) Management Procedure that aligns with the WHS Act 2011, clearly defining duties of PCBUs, officers, supervisors, operators, spotters and maintenance personnel<br>• Assign a competent Plant Coordinator or similar role responsible for maintaining the plant register, ensuring risk assessments, training, servicing and inspections are current for all skid steer loaders used on site<br>• Establish documented lines of authority and supervision for all tasks involving Bobcats, including requirements for direct supervision of new or inexperienced operators<br>• Set up formal consultation mechanisms (toolbox talks, safety meetings, pre-start briefings) that specifically address skid steer loader hazards, near misses and proposed changes to plant or systems of work | Medium |

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| 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 |
| | • No documented policy or procedure governing the safe use of skid steer loaders across the organisation<br>• Inadequate oversight and supervision of operators and spotters, especially on multi-PCBU sites<br>• Failure to consider specific risks to vulnerable workers (new workers, young workers, language barriers, inexperienced operators)<br>• Inconsistent enforcement of site rules, PPE requirements and traffic restrictions related to Bobcat operations | | • Ensure PCBU-PCBU consultation and coordination arrangements are documented in site WHS plans or contractor management systems, with clear plant safety expectations for subcontractors and hire firms<br>• Incorporate Bobcat-related responsibilities and behavioural expectations into position descriptions, contractor agreements, and performance reviews<br>• Implement a consistent disciplinary process and positive reinforcement system for compliance with plant safety rules, including use of seat belts, adherence to traffic management and exclusion zones<br>• Address diversity and language needs via translated key instructions, visual signage and use of competent interpreters during training and consultation for workers with limited English | |
| 3. Competency, Licensing, Induction and Training Systems | • Operators using skid steer loaders without appropriate competency, verification of training or authorisation<br>• Reliance on informal, on-the-job demonstration without structured assessment against competency standards<br>• No site-specific induction addressing plant interaction, traffic flows, ground conditions and exclusion zones<br>• Inadequate training for spotters, leading hands and supervisors in their specific roles related to Bobcat operations<br>• Failure to recognise limitations of different control types (hand/foot control variants, enclosed cab vs open station) and associated training needs<br>• No refresher training, re-assessment or gap training program, particularly following incidents, regulatory changes or new attachments<br>• Insufficient training in emergency response, plant isolation and reporting processes | High | • Create and implement a formal competency framework for skid steer loader operators, aligned with relevant national units of competency and industry best practice, noting licensing requirements where applicable in the jurisdiction<br>• Require documented evidence of training and competency for all operators (e.g. statements of attainment, logbooks, previous employer verification) before authorising them to operate any Bobcat on site<br>• Establish an internal authorisation to operate system, issuing plant-specific endorsements (by make/model and control type) only after successful theoretical and practical assessment by a competent assessor<br>• Include a detailed plant section in the site induction covering Bobcat traffic routes, interaction with pedestrians, restricted zones, overhead and underground services, and site communication protocols<br>• Provide role-specific training for spotters, leading hands and supervisors on safe signalling, exclusion zones, blind spots, radio procedures and stop-work authority<br>• Introduce scheduled refresher training and competency reassessment (e.g. every 2–3 years or following a significant incident, equipment change or extended absence from operating duties)<br>• Train workers in emergency procedures involving skid steer loaders, including evacuation, plant isolation, roll-over response (staying in cab if safe), first aid coordination and contacting emergency services<br>• Maintain a plant training matrix for all staff and contractors, with expiry dates, type of plant authorised, and trigger points for additional training or supervision | Medium |
| 4. Safe Systems of Work, Procedures and Work Planning | • Absence of documented safe systems of work for using skid steer loaders, leading to ad-hoc and inconsistent practices | 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 |
| | • Inadequate planning for ground conditions, gradients, underground services and overhead powerlines before Bobcat work commences<br>• Tasks involving high risk construction work (e.g. work in or near excavations, near traffic, near live electrical installations) undertaken without a compliant Safe Work Method Statement (SWMS)<br>• Uncontrolled interaction between skid steer loaders, other mobile plant and pedestrians due to poor work sequencing or layout planning<br>• Use of Bobcats for unsuitable tasks (e.g. lifting as a crane without engineering assessment) due to lack of clear task limits in procedures<br>• Time pressure, production targets or poor scheduling driving shortcuts around safety rules and exclusion zones<br>• Inadequate communication of change conditions (e.g. weather, new excavations, services, temporary structures) to Bobcat operators and spotters | | [redacted] | |
| 5. Traffic Management and Site Layout | • Skid steer loader operating in close proximity to pedestrians, other mobile plant and vehicles without effective segregation<br>• Poorly designed or unsigned travel paths leading to collisions, near misses or vehicle-pedestrian conflict<br>• Use of Bobcats in confined areas, warehouses or yards without adequate visibility or spotter support<br>• Inadequate control at site access points for delivery trucks, visitors and contractors interacting with Bobcat movements<br>• Insufficient lighting in work areas and travel routes, especially for early morning, night or indoor operations | High | [redacted] | Medium |

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| 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 |
| | • Failure to consider reversing hazards and the significant blind spots associated with skid steer loaders<br>• Ad-hoc parking and staging areas creating trip hazards, blocked emergency egress or unplanned plant interactions | | [redacted] | |
| 6. Plant Inspection, Maintenance and Pre-Use Check Systems | • Skid steer loaders used while in poor mechanical condition due to inadequate preventative maintenance programs<br>• Critical safety devices (ROPS/FOPS, seat belts, interlocks, brakes, steering, warning alarms, lights) not inspected or promptly repaired<br>• Lack of system for operators to record faults, tag-out plant or escalate issues for maintenance<br>• Use of incompatible, damaged or poorly maintained attachments (buckets, forks, augers, sweepers) that increase the risk of failure or detachment<br>• Unauthorised modification of plant safety systems without engineering assessment<br>• Maintenance conducted by unqualified persons or without reference to manufacturer's instructions | High | [redacted] | Medium |
| 7. Attachment, Load Management and Stability Control | • Incorrect selection or use of attachments beyond the machine's rated capacity, causing instability or mechanical failure<br>• Inadequate systems to control the use of pallet forks or improvised lifting arrangements, treating the Bobcat as a crane | High | [redacted] | Medium |

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| 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 |
| | • No documented limits for operating on slopes or near edges, leading to roll-over or loss of control<br>• Lack of guidance on load configuration, centre of gravity and travel with raised loads<br>• Missing or illegible load charts, warning decals and operator guidance on specific attachments<br>• Insufficient control over hire or contractor-supplied attachments brought onto site without verification | | [redacted] | |
| 8. Contractor, Hire and Labour Hire Management | • Contractors and labour hire workers operating skid steer lo[redacted]hout verification of comp[redacted]ncy or understanding of s[redacted]-specific controls<br>• Hired Bobcats arr[redacted]ite with[redacted] adequate safety features, maintenan[redacted] history or plant risk assessments<br>• Confusion between PC[redacted]out who is responsible for plant condition, operator training, supervision and incident reporting<br>• Inconsistent safety expectations and practices between principal contractor and subcontractors regarding Bobcat use<br>• Short-term or one-off hires bypassing normal procurement and safety checks due to time pressure | 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 |
| 9. Emergency Preparedness, Incident Management and First Aid | • Lack of clear procedures for responding to roll-over, entrapment, collision or plant fire involving a skid steer loader<br>• Workers unsure whether to enter exclusion zones to assist injured operators or trapped persons<br>• Inadequate on-site first aid resources or access arrangements for emergency services in areas where Bobcats operate<br>• Failure to report, record and investigate near misses and minor incidents involving skid steer loaders, leading to missed learning opportunities<br>• No specific drills or scenario-based training for plant-related emergencies | High | [redacted] | Medium |
| 10. Health, Fatigue, Environmental and Psychosocial Risk Management | • Prolonged exposure to whole-body vibration, noise, dust and diesel exhaust from skid steer loader operation<br>• Operator fatigue due to long shifts, high workload, monotonous tasks or adverse weather, increasing the risk of error<br>• Thermal stress (heat or cold) in cabins without adequate climate control or breaks<br>• Psychosocial stressors such as production pressure, conflicting instructions, or aggressive behaviour from other workers or the public in shared environments<br>• Environmental impacts (spills, dust, noise) not managed, creating regulatory non-compliance and community complaints | High | [redacted] | Medium |

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| 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 |
| | | | [redacted] | |
| | | | | |
| | | | | |

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## 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

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