

**Tractors**

|                   |        |        |  |
|-------------------|--------|--------|--|
| 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<br>HIGH     | 3<br>HIGH     | 4<br>ACUTE    | 4<br>ACUTE | 4<br>ACUTE   |                |                                   | <b>Elimination</b><br>Remove the hazard.    |
| LIKELY         | 2<br>MODERATE | 3<br>HIGH     | 3<br>HIGH     | 4<br>ACUTE | 4<br>ACUTE   | 4A<br>ACUTE    | DO NOT PROCEED                    | <b>Substitution</b><br>Replace the hazard.  |
| POSSIBLE       | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH     | 4<br>ACUTE | 4<br>ACUTE   | 3H<br>HIGH     | Review before work starts.        | Isolation<br>Isolate People from the hazard |
| UNLIKELY       | 1<br>LOW      | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH  | 4<br>ACUTE   | 2M<br>MODERATE | Ensure control measures in place. | <b>Engineering</b><br>Isolate the hazard    |
| RARE           | 1<br>LOW      | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH  | 3<br>HIGH    | 1L<br>LOW      | Monitor and keep records.         | <b>Administrative</b><br>Change             |
|                |               |               |               |            |              |                |                                   | <b>PPE</b>                                  |

**Risk Rating & Required Action:**

|           |   |
|-----------|---|
| <b>4A</b> | 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. |
| <b>3H</b> | Review and approve additional controls for the task parts. Senior supervisor sign-off needed.   |
| <b>2M</b> | Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.   |
| <b>1L</b> | Proceed, following standard operating procedures. Monitor and keep records.   |

**Consequence Scale:**

| Consequence          | People (injury/illness)                     | Project / Assets   | Compliance / Reputation                                  |
|----------------------|---|--------------------|--|
| <b>Catastrophic</b>  | Fatality or permanent total disability      | project shutdown   | Significant regulator intervention; criminal prosecution |
| <b>Major</b>         | Serious injury/illness (hospital > 5 days)  | critical delay     | Improvement notice; major media coverage                 |
| <b>Moderate</b>      | Medical-treatment injury; lost-time > 1 day | moderate delay     | Minor breach; adverse client comment                     |
| <b>Minor</b>         | First-aid only, no lost time                | negligible delay   | Isolated non-conformance                                 |
| <b>Insignificant</b> | 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, WHS Duties and Consultation       | <ul style="list-style-type: none"> <li>Failure of officers to exercise due diligence under WHS Act 2011 regarding tractor-related risks</li> <li>Inadequate WHS governance structure for oversight of mobile plant risk</li> <li>Lack of genuine consultation with workers, HSRs and contractors about tractor use and changes to systems of work</li> <li>No clear allocation of roles, responsibilities and accountability for tractor safety management</li> <li>Inadequate consideration of contractor and labour hire arrangements involving tractors</li> <li>Failure to integrate tractor-related risks into the organisation's WHS risk register and strategic planning</li> </ul>  | High         | <ul style="list-style-type: none"> <li>Establish and document a WHS governance framework that explicitly includes tractors and other mobile plant, defining officer responsibilities to provide resources, information, training and monitoring as required by WHS Act 2011</li> <li>Include tractor safety as a standing agenda item in WHS committee meetings and senior leadership WHS reviews, with documented actions and follow-up</li> <li>Develop and implement a documented tractor WHS management procedure that references relevant Australian legislation, regulations, codes of practice and standards</li> <li>Clearly define and communicate responsibilities for tractor procurement, maintenance, training, supervision, incident investigation and contractor management within position descriptions and WHS role statements</li> <li>Implement formal consultation mechanisms (HSR forums, toolbox meetings, pre-season planning sessions) to involve workers and contractors in decisions regarding tractor selection, layout of work areas, operating procedures and changes to plant</li> <li>Integrate tractor-related hazards into the corporate WHS risk register, including risk ratings, control strategies, and scheduled review dates</li> <li>Require periodic due diligence reporting to officers specifically on tractor-related lead indicators (training completion, pre-start compliance, inspection outcomes) and lag indicators (incidents, near misses)</li> <li>Ensure procurement and engagement contracts (including labour hire and contractors) clearly allocate WHS responsibilities and expectations regarding tractor safety systems and compliance</li> </ul>  | Medium        |
| 2. Tractor Procurement, Design and Configuration | <ul style="list-style-type: none"> <li>Purchase or hire tractors that do not comply with relevant WHS legislation, Australian Standards or manufacturer safety specifications</li> <li>Tractors supplied without appropriate rollover protective structures (ROPS), falling object protective structures (FOPS) or seatbelts for the intended use</li> <li>Inadequate assessment of tractor suitability for terrain, loads, implements and environmental conditions</li> <li>Failure to specify safety-critical features (e.g. operator presence controls, interlocks, guarding, emergency stop, cameras) during procurement</li> <li>Use of incompatible or poorly matched implements, attachments and towing equipment</li> </ul> | High         | <ul style="list-style-type: none"> <li>Establish a formal tractor procurement policy and checklist that requires verification of compliance with WHS Act 2011, WHS Regulations, relevant Australian Standards and manufacturer requirements prior to purchase or hire</li> <li>Mandate that all tractors be fitted with certified ROPS (and FOPS where there is a risk of falling objects) and seatbelts appropriate for the operating environment, with certification and installation records retained</li> <li>Conduct a documented pre-purchase risk assessment for each tractor type considering terrain, slope, typical loads, implements, operator visibility, lighting requirements, climate and potential public interface</li> <li>Specify safety features as mandatory procurement criteria, including operator presence systems, neutral start interlocks, PTO guards, guarding of pinch points, adequate lighting, mirrors, cameras, reversing alarms and fire extinguishers where appropriate</li> <li>Develop a standard process for evaluating and approving implements and attachments to ensure compatibility with tractor power, hydraulic systems, mounting arrangements and stability requirements</li> <li>Include WHS performance and support (training materials, service backup, availability of parts, access to safety bulletins) as key selection criteria in supplier contracts</li> <li>Maintain a central register of all tractors and associated attachments, including make, model, serial numbers, compliance documents, manuals and design limitations</li> <li>Require any aftermarket modifications to tractors to undergo a documented engineering and WHS review, with sign-off by a competent person before use</li> </ul> | Medium        |

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|   | <ul style="list-style-type: none"> <li>Inadequate documentation and retention of technical information, manuals and compliance certificates</li> </ul>  |              |  |               |
| 3. Site Planning, Traffic Management and Work Environment | <ul style="list-style-type: none"> <li>Uncontrolled interaction between tractors, pedestrians, light vehicles and other mobile plant</li> <li>Inadequate separation of tractor operating zones from public areas, workshops, amenities and loading zones</li> <li>Poorly designed traffic routes leading to collision, rollover or striking fixed objects</li> <li>Insufficient signage, lighting and line-marking in tractor operating areas</li> <li>Use of tractors on unsuitable ground conditions, slopes, embankments and near watercourses without defined controls</li> <li>Lack of planning for seasonal variations, weather impacts, dust, visibility and noise on tractor operation</li> </ul> | High         | <ul style="list-style-type: none"> <li>Develop and implement a written traffic management plan that includes tractors, defining designated routes, operating zones, speed limits, parking, loading/unloading areas and pedestrian exclusion zones</li> <li>Use physical separation measures such as bollards, bollards, kerbs, fencing and dedicated walkways to minimise interactions between tractors and pedestrians or light vehicles</li> <li>Implement standardised signage and road marking consistent with Australian road and safety signage conventions for tractor routes, crossings, speed limits and no-go areas</li> <li>Undertake a documented assessment of slope, ground stability, drainage, overhead obstructions and proximity to water or embankments, and incorporate safe operating boundaries and restricted zones into site maps and procedures</li> <li>Install suitable lighting for dawn, dusk and night-time tractor operations, and include inspection of lighting infrastructure in maintenance schedules</li> <li>Include tractor operations in emergency planning, ensuring clear access/egress routes for emergency services and designated safe parking or shutdown locations in emergency scenarios</li> <li>Plan for seasonal and weather impacts (e.g. wet ground, high winds, dust, fog) by establishing criteria for cessation or modifying tractor work and communicating these within procedures and pre-start meetings</li> <li>Ensure any public road interface (crossings, verge work, movement between properties) is subject to a specific risk assessment and, where necessary, traffic control plans and permits</li> </ul> | Medium        |
| 4. Contractor, Labour Hire and Visitor Management         | <ul style="list-style-type: none"> <li>Contractors operating tractors under inadequate or unclear WHS arrangements</li> <li>Labour hire workers assigned to tractor tasks without verification of competency or induction</li> <li>Inconsistent safety standards between principal and contractor regarding tractors and attachments</li> <li>Visitors or non-routine personnel entering tractor operating zones without appropriate controls</li> <li>Lack of communication and coordination between multiple PCBUs in shared tractor work environments</li> </ul>   | High         | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>  | Medium        |

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|   |   |              | [REDACTED]   |               |
| 5. Competency, Licensing, Training and Supervision    | <ul style="list-style-type: none"> <li>• Operators using tractors without appropriate competency, experience or verification of skills</li> <li>• Inadequate training on site-specific hazards, attachments, terrain and traffic management rules</li> <li>• Lack of awareness of legal duties, safe operating limits and emergency procedures</li> <li>• Insufficient supervision or monitoring of new, young or high risk operators</li> <li>• Failure to maintain training records, training, competency assessment and authorisation</li> </ul> | High         | [REDACTED]   | Medium        |
| 6. Safe Systems of Work, Procedures and Documentation | <ul style="list-style-type: none"> <li>• Absence of formalised safe systems of work for tractor-related activities</li> <li>• Procedures that are overly generic, outdated or not reflective of actual practice</li> <li>• Workers unaware of or unable to access current tractor safety procedures, instructions and manuals</li> </ul>  | High         | [REDACTED]   | Medium        |

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|  | <ul style="list-style-type: none"> <li>• Non-standardised approaches to critical activities such as field work, slashing, towing and front-end loader use</li> <li>• Failure to control or document changes to procedures, operating parameters or equipment configurations</li> </ul>   |              | [REDACTED]   |               |
| 7. Inspection, Preventive Maintenance and Asset Management | <ul style="list-style-type: none"> <li>• Use of tractors with unreported faults, degraded safety systems or overdue servicing</li> <li>• Inconsistent pre-start inspections or failure to act on reported defects</li> <li>• Lack of an organised maintenance schedule aligned with manufacturer recommendations</li> <li>• Inadequate record-keeping for maintenance, inspections and repairs</li> <li>• Use of non-genuine or inappropriate parts or unauthorised modifications compromising safety</li> </ul> | 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 |
|   |   |              | [REDACTED]   |               |
| 8. Pre-Start Checks, Monitoring and Operational Oversight | <ul style="list-style-type: none"> <li>• Tractors being used without verification that critical safety systems are functioning</li> <li>• Normalisation of deviance where pre-start checks are skipped or completed superficially</li> <li>• Lack of oversight of tractor use patterns, hours of operation and adherence to operating rules</li> <li>• Inadequate systems to identify and address emerging risks such as increased breakdowns or near misses</li> </ul>   | High         | [REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED] | Medium        |
| 9. Fatigue, Scheduling and Human Factors                  | <ul style="list-style-type: none"> <li>• Operators working excessive hours or shifts leading to fatigue and impaired judgement when operating tractors</li> <li>• Pressure to meet production or seasonal deadlines resulting in shortcuts and non-compliance with safe procedures</li> <li>• Inadequate consideration of environmental factors such as heat, vibration and noise affecting operator wellbeing</li> <li>• Failure to manage lone or remote work involving tractors, increasing response times in emergencies</li> </ul> | High         | [REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]   | Medium        |

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|   |  |              | [REDACTED]   |               |
| 10. Emergency Preparedness, Incident Management and First Aid | <ul style="list-style-type: none"> <li>• Delayed or ineffective response to tractor incidents such as rollovers, entanglements, collisions or fires</li> <li>• Inadequate emergency communication systems for remote or dispersed tractor operations</li> <li>• Lack of specific procedures and training for rescuing persons from tractors or from implements attached to tractors</li> <li>• Failure to investigate tractor-related incidents and near misses to identify systemic causes</li> </ul> | Medium       | [REDACTED]   | Low           |
| 11. Health Monitoring, Ergonomics and Psychosocial Risks      | <ul style="list-style-type: none"> <li>• Long-term exposure of tractor operators to whole-body vibration, noise and adverse postures</li> <li>• Musculoskeletal strain from repetitive mounting/dismounting, control operation and manual handling around tractors</li> </ul>  | Medium       | [REDACTED]   | Low           |

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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 |
|   | <ul style="list-style-type: none"> <li>Stress, isolation or other psychosocial risks associated with prolonged solitary tractor work or high seasonal workloads</li> <li>Lack of systems to identify and accommodate health conditions that may affect safe tractor operation</li> </ul>   |              | [REDACTED]   |               |
| 12. Compliance Assurance, Auditing and Continuous Improvement | <ul style="list-style-type: none"> <li>Gradual drift from procedures and standards leading to increased tractor risk over time</li> <li>Non-compliance with WHS legislation, codes of practice or internal requirements going undetected</li> <li>Lack of structured review of tractor-related controls, technology changes and industry learnings</li> <li>Failure to close out identified corrective actions from inspections, incidents and audits</li> </ul> | Medium       | [REDACTED]   | Low           |

SAMPLE

| 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 |
|                     |                        |              |  |               |

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/factsheets-and-resources/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.