

Tractors and Agricultural Plant

| | |
|-------------------|---------------|
| 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 for the task parts. 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, Duties and Consultation | <ul style="list-style-type: none"> Lack of clear assignment of PCBU, officer and worker WHS duties for tractor and agricultural plant operations Inadequate WHS policy framework specific to tractors, ride-on mowers and PTO-driven implements Poor consultation with workers, contractors and HSRs on tractor safety issues and changes to plant or procedures Failure to apply the hierarchy of control when making decisions about tractor and implement safety No documented process to review WHS compliance with WHS Act 2011 and WHS Regulation for plant Inadequate consideration of other PCBUs on shared farming sites leading to overlapping duty gaps | 4A | <ul style="list-style-type: none"> Develop and endorse a Tractor and Agricultural Plant WHS Policy that clarifies PCBU, officer and worker duties under the WHS Act 2011 Establish a formal WHS governance structure (e.g. safety committee) with tractor and plant safety as a standing agenda item Implement consultation and communication procedures with workers, HSRs and contractors regarding all changes to tractor operation matters and PTO-driven equipment Document and apply a formal risk management procedure (identify, assess, control, review) that references the hierarchy of control for tractor-related decisions Conduct periodic WHS legal compliance audits covering plant, traffic management, noise, hazardous chemicals and remote work aspects of tractor operations Develop procedures for managing overlapping duties with other PCBUs on shared properties, including written agreements and coordination meetings | 3H |
| 2. Tractor and Agricultural Plant Procurement and Design | <ul style="list-style-type: none"> Purchasing tractors or ride-on mowers without rollover protective structures (ROPS) or falling object protective structures (FOPS) where required Acquiring plant without compliance guarding for PTO shafts, chafers, chains and cutting components on slashing and soil-levelling attachments Inadequate consideration of tractor ergonomics, visibility, vibration and noise at the procurement stage Failure to ensure new and second-hand plant meets relevant Australian Standards and manufacturer specifications Use of imported or modified agricultural plant without engineering verification or conformity assessment Lack of standardisation of controls, safety features and braking systems across the tractor fleet | 4A | <ul style="list-style-type: none"> Implement a formal plant procurement procedure that mandates ROPS/FOPS, compliant PTO guarding and other critical safety features before purchase approval Specify compliance with relevant Australian Standards (e.g. AS 1636, AS 2153 and equivalent) and WHS Regulation requirements in all tractor and implement purchase contracts Require pre-purchase safety assessments that consider visibility, seat design, noise, vibration levels and suitability for intended tasks such as slashing or soil levelling Mandate supplier provision of up-to-date operator manuals, risk assessments and conformity documentation for all tractors and PTO-driven implements Standardise tractor makes, models and control layouts where reasonably practicable to reduce training complexity and misuse errors Require engineering review and certification for any imported, second-hand or significantly modified agricultural plant before use | 2M |

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| 3. Plant Registration, Documentation and Change Management | <ul style="list-style-type: none"> Failure to register registrable plant or maintain appropriate records as required by WHS Regulation Missing or outdated operator manuals, maintenance logs and safety instructions for tractors and implements Uncontrolled changes to tractor set-ups (e.g. adding front-end loaders, ballast, cabs or ROPS removal) without risk assessment Inadequate document control for tractor safety procedures and emergency instructions No formal process to review and approve new PTO-driven attachments or soil-levelling equipment prior to use | 3H | <ul style="list-style-type: none"> Implement a plant register that includes all tractors, ride-on mowers, PTO-driven implements and associated attachments, noting registration requirements where applicable Maintain controlled copies of operator manuals, risk assessments and safe operating procedures for each type of tractor and implement, accessible to operators Establish a management of change procedure for any modification to tractors or implements, requiring documented risk assessment and authorisation by competent person Implement a version controlled document management system for all tractor and plant safety procedures, with scheduled reviews Require formal evaluation and sign-off before introducing new PTO-driven or soil-levelling attachments, including compatibility checks with existing tractors | 2M |
| 4. Competency, Licensing and Training Systems | <ul style="list-style-type: none"> Operators driving tractors or ride-on mowers without adequate competency assessment or supervision No structured training on specific hazards such as rollovers, PTO entanglement, slashing and soil-levelling on slopes Inadequate induction for seasonal casual or contractor operators using agricultural plant Failure to provide refresher training and competency reassessment following incidents or near misses Limited training in traffic management, load security, towing and public road use of tractors where applicable | 4A | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 2M |
| 5. Safe Systems of Work for Tractor and Ride-On Operations | <ul style="list-style-type: none"> Absence of documented safe work procedures for general driving, mowing, slashing and soil-levelling activities Inconsistent application of speed limits, slope limitations and exclusion zones for tractors and ride-on mowers | 4A | <p>[REDACTED]</p> <p>[REDACTED]</p> | 2M |

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| | <ul style="list-style-type: none"> • Uncontrolled interaction between tractors and pedestrians or other mobile plant in work areas • Inadequate systems to manage reversing, blind spots and work near edges, drainage channels and dams • Lack of procedures for operating tractors in wet, boggy or unstable ground conditions | | [REDACTED] | |
| 6. PTO, Slashing and Implement Management Systems | <ul style="list-style-type: none"> • Inadequate guarding and isolation systems for PTO shafts and rotating components on slashing and soil-leveilling implements • Lack of structured controls for connecting, disconnecting and adjusting PTO-driven equipment • Poor management of thrown object risks during slashing and ride-on mowing (rocks, debris, wire) • Failure to manage entanglement hazards for clothing, hair and body parts near rotating shafts and belts • Use of incompatible or poorly maintained implements leading to mechanical failure or loss of control | 4A | [REDACTED] | 2M |
| 7. Inspection, Maintenance and Repair Systems | <ul style="list-style-type: none"> • Inadequate preventative maintenance leading to brake, steering, hydraulic or structural failures • Absence of formal pre-start inspection processes for tractors, ride-on mowers and implements • Repairs conducted by unqualified personnel or without appropriate isolation and support equipment • Failure to address identified defects in a timely manner, resulting in continued operation of unsafe plant | 4A | [REDACTED] | 2M |

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| | <ul style="list-style-type: none"> Poor record-keeping for maintenance history, defect trends and component life cycles | | [REDACTED] | |
| 8. Farm Traffic, Journey and Task Planning | <ul style="list-style-type: none"> Unplanned or ad-hoc tractor movements leading to conflicts with other vehicles, workers or livestock Inadequate planning for tractor travel on or across public roads, including visibility and escort arrangements Failure to consider weather, daylight, slope and ground conditions when scheduling slashing or soil-leveling tasks Use of tractors for unsuitable tasks, loads or towing activities outside design limits No structured approach to scheduling work to reduce fatigue for operators undertaking long driving or mowing shifts | 3H | [REDACTED] | 2M |
| 9. Remote and Isolated Work, Communication and Emergency Response | <ul style="list-style-type: none"> Operators working alone with tractors in remote paddocks or on isolated properties without reliable communication Delayed emergency response in event of rollover, entrapment, medical episode or vehicle failure Lack of clear emergency procedures for extraction, rescue and first aid involving agricultural plant incidents No system to track location and expected return times of tractor operators Insufficient preparation for environmental hazards such as heat stress, wildlife, or bushfire while operating tractors | 4A | [REDACTED] | 2M |
| 10. Environmental, Terrain and Property Risk Management | <ul style="list-style-type: none"> Operating tractors and mowers on steep slopes, uneven ground, near waterways or unstable edges without adequate controls | 3H | [REDACTED] | 2M |

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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"> • Unmanaged obstacles such as stumps, rocks, rabbit holes, washouts and fences in slashing or soil-levelling areas • Deteriorating property infrastructure (bridges, culverts, ramps) not suited to tractor weight and width • Uncontrolled dust, noise and vibration affecting operators and nearby workers or neighbours • Work during high fire danger conditions with tractors and slashers that can generate sparks or heat | | [REDACTED] | |
| 11. Human Factors, Fatigue, Fitness for Work and PPE Management | <ul style="list-style-type: none"> • Operator fatigue leading to poor decision-making, reduced reaction times and increased crash or rollover risk • Use of tractors or ride-on mowers by workers affected by alcohol, drugs or medical conditions • Inconsistent provision and use of appropriate personal protective equipment for noise, sun and vibration exposure • Insufficient consideration of physical capability or experience when allocating operators to demanding tractor tasks • Ergonomic strain and musculoskeletal disorders from prolonged tractor/mower operation without breaks | 3H | [REDACTED] | 2M |
| 12. Contractor, Labour Hire and Visitor Management | <ul style="list-style-type: none"> • Contractor or labour hire operators using site tractors or implements without verification of competency or induction • Inconsistent safety standards between principal PCBU and contractors regarding tractor and implement use • Visitors or non-authorized personnel entering tractor operating areas without controls | 3H | [REDACTED] | 2M |

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| | <ul style="list-style-type: none"> Unclear responsibilities for maintenance, inspection and repairs when plant is supplied by contractors | | [REDACTED] | |
| 13. Incident Reporting, Investigation and Continuous Improvement | <ul style="list-style-type: none"> Under-reporting of near misses and minor incidents involving tractors and agricultural plant Failure to investigate tractor rollovers, entanglements or maintenance-related failures to identify root causes Lack of feedback loops to update risk assessments, procedures and training after incidents Inadequate monitoring of leading indicators such as defect trends, near misses and operator feedback | 3H | [REDACTED] | 1L |
| | | | | |

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.