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| **COMPANY DETAILS** | | | | | | | | | | | | | | | | | | | |
| Name: XXX | | | | | | | | | ABN: XXX | | | | Address: XXX | | | | | | |
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| **TASK NAME / ACTIVITY** | | | | | **Manual Handling** | | | | | | | | | | | | | | |
| **SITE / PROJECT NAME** | | | | | XXX | | | | | | | | | | | | | | |
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| **APPLICABLE LEGISLATION, CODES OF PRACTICE OR OTHER GUIDANCE MATERIAL** | | | | | | | | | | | | | | | | | | | |
| WHS Act and Regulations | | | | | | | | How to Manage Work Health and Safety Risks CoP | | | | | | | Construction Work CoP | | | | |
| Excavation Work CoP | | | | | | | | First Aid in the Workplace CoP | | | | | | | Hazardous Manual Tasks CoP | | | | |
| Managing Electrical Risks in the Workplace CoP | | | | | | | | Managing Risks of Plant in the Workplace CoP | | | | | | | Managing the Risk of Falls at Workplaces CoP | | | | |
| Managing the Risk of Falls in Housing Construction CoP | | | | | | | | Work Health and Safety Consultation, Cooperation and Coordination CoP | | | | | | | Managing Psychosocial Hazards at Work CoP | | | | |
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| **PERSONAL PROTECTIVE EQUIPMENT** | | | | | | | | | | | | | | | | | | | |
|  | Hard Hat | |  | High Vis Clothing | | | | |  | Safety Glasses | | |  | Respiratory Protection | | | |  | Face Shield |
|  | Safety Boots | |  | Safety Gloves | | | | |  | Hearing Protection | | |  | Other: | | | |  | Other: |
|  | | | | | | | | | | | | | | | | | | | |
| **REQUIRED LICENCES, CERTIFICATES OR COMPETENCIES** | | | | | | | | | | | | | | | | | | | |
| General Construction Induction | | | | | | | | | | | Site Induction | | | | | | | | |
| Task Specific Qualification 1 | | | | | | | | | | | Task Specific Qualification 2 | | | | | | | | |
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| **HIGH RISK CONSTRUCTION WORK** | | | | | | | | | | | | | | | | | | | |
|  | | Risk of a person falling more than 2 metres | | | |  | Work on a telecommunication tower | | | |  | Demolition of load-bearing structure | | | |  | Likely to involve disturbing asbestos | | |
|  | | Work on or near pressurised gas mains or piping | | | |  | Work in or near a confined space | | | |  | Work in or near a shaft or trench deeper than 1.5m or a tunnel | | | |  | Use of explosives | | |
|  | | Temporary load-bearing support for structural alterations or repairs | | | |  | Work in or near water or liquid that involves a risk of drowning | | | |  | Work on or near energised electrical installations or services | | | |  | Work that may have a contaminated or flammable atmosphere | | |
|  | | Tilt-up or precast concrete elements | | | |  | Diving work | | | |  | Work in an area with movement of powered mobile plant | | | |  | Work in areas with artificial extremes of temperature | | |
|  | | Work on or near chemical, fuel or refrigerant lines | | | |  | Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians | | | | | | | | | | | | |
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| **MONITORING FOR COMPLIANCE** | | | | | | | | | | | | | | | | | | | |
| Ongoing supervision to ensure compliance and monitoring / review of control measures to be done by (name and signature): | | | | | | | | | | | | | | | | | | | |

| **JOB / TASK STEP** | **HAZARDS / RISKS** | **RISK (I)** | **CONTROL MEASURES** | **RISK (R)** | **RESPONSIBILITY** |
| --- | --- | --- | --- | --- | --- |
| Accessing site and starting work | Traffic hazards | High | Signage, flagging or delineation of work zone.  Workers to be aware of traffic hazards. | Moderate | All workers |
| Contact with services | High | Maintain exclusion zones around powerlines.  Use spotters if necessary.  DBYD and ensure underground services are protected prior to excavation. | Moderate | All workers |
| Slips, trips and falls | High | Good housekeeping.  Wear non-slips shoes.  Pay attention when walking. | Moderate | All workers |
| Sunburn / dehydration | Moderate | Sun protection (broadbrimmed hard hat, sunscreen, long-sleeve clothing).  Drink plenty of water.  Avoid excessive caffeine. | Low | All workers |
| Electrical hazards | High | Testing and tagging of electrical equipment.  Run leads in a safe manner.  Inspect electrical equipment before use.  RCDs in use. | Low | All workers |
| Noise hazards | Moderate | Hearing protection to be worn if noise levels over 85dBA.  Ensure loud plant or equipment is positioned away from workers, if possible. | Low | All workers |
| Chemical hazards | Moderate | Up to date SDS register available for all hazardous substances.  All safety controls in place as per SDS.  All spills to be reported to supervisor.  Refer to SDS for chemical properties and storage/handling procedures. | Low | All workers |
| Conducting manual handling work | Falls / injuries caused during manual handling works | High | For works over 2m high (or 3m high in residential construction with roof pitch less than 26°), personnel are to ensure there is something physically stopping the worker from falling, e.g.:  - Conducting the work off a solid construction  - Using a fall prevention device (handrails etc.)  - Conducting the work from a work platform  - Using a fall restraint system  - Using a fall arrest system.  Staff are to be trained and competent in the use of safety equipment and procedures for working at heights (working at heights training may be required).  Working at heights gear is to be fit for purpose and tested / tagged (if required).  For works under 2m high, risks are to be assessed and managed.  When working from ladders workers need to remember:  - Only industrial ladders are to be used  - Work from the top 2 rungs of a ladder is not permitted  - Ladders and other working at heights equipment are to be inspected prior to use  - Workers are to never lean or conduct heavy work off a ladder. | Moderate | All workers |
| Falling objects | High | Personnel need to pay attention to signs and do not enter any exclusion zones established on site.  All workers are to wear correct PPE. | Moderate | All workers |
| Incorrect use of trestles | High | When working with trestles workers must:  - Inspect trestles before use for damage or defects  - Secure trestles on a stable surface to prevent tipping  - Ensure handrails or harnesses are used, as required  - Follow weight capacity guidelines and not overload trestles. | Moderate | All workers |
| Incorrect use of mobile scaffold | High | When working with mobile scaffold workers must:  - Inspect mobile scaffold for damage before use  - Lock wheels to prevent unintended movement  - Use guardrails and platforms, as required  - Avoid overloading and respect weight limits. | Moderate | All workers |
| Incorrect installation of scaffolding | High | When working with scaffolding supervisor / workers must ensure that it is:  - Built by competent workers (high-risk licence is required if scaffold is over 4m)  - Fit for purpose  - Located on a stable ground  - Equipped with guard rails, mid rails and toe boards  - Equipped with safe access  - Without gaps.  Scaffold that is deemed unsafe must be locked out or tagged out.  Scaffold needs to be inspected by a competent person prior to use:  - After alterations or repairs  - After an event (e.g., high winds or storms, hit by plant, unauthorised modifications) that could affect scaffold integrity or stability  - At regular intervals not exceeding 30 days. | Moderate | All workers |
| Use of plant and machinery:  - Crush injuries  - Plant collision  - Plant rollover | High | Workers are to keep their distance from plant and machinery.  Only competent and authorised personnel are allowed to use plant and machinery.  It is PROHIBITED to:  - Lift loads or attachments over workers  - Ride on machinery (unless in approved seating)  - Operate machinery under the influence of drugs or alcohol  - Use a phone while operating plant or machinery.  Ensure plant exclusion zones are implemented and enforced.  Use spotters as necessary. | Moderate | All workers |
| Risks related to excavations:  - Contact with underground services  - Unauthorised access  - Trench collapse | High | Prior to excavation works personnel need to ensure that:  - Underground services are identified and marked (via DBYD or service locators)  - Exclusion zones are established as per located services  - Where it is impossible to locate and mark all services a full-time competent spotter should be with plant at all times.  Any unauthorised access near trenches must be prevented with barricades, fencing and signage.  Before entering a trench, that is over 1.5m, workers need to ensure that:  - They are authorised to do so (e.g., via excavation permit)  - Battering, benching, or shoring is installed  - Safe access is provided. | Moderate | All workers |
| Inadequate use of lifting equipment | High | Prior lifting operations workers need to ensure that:  - Lifting plant and equipment is approved and fit for purpose  - Lifting gear is tested / tagged  - Exclusion zones are established.  Workers need to inspect all lifting gear before use.  It is PROHIBITED to:  - Exceed SWLs of lifting equipment  - Stand under suspended loads.  Workers are to use taglines if necessary. | Moderate | All workers |
| Injuries caused by use of hand and power tools | Moderate | Workers are to be competent and trained in the use of hand / power tools.  Workers are to inspect the tools and cords for damage before use.  Workers are to ensure all electrical leads are tested and tagged.  Workers are never to remove guarding or make other alteration to tools.  Adequate PPE is to be worn as required. | Low | All workers |
| Plant or equipment malfunction | Moderate | Ensure pre-start checks are completed.  Ensure all guarding is in place and fit for purpose.  Report any faults to supervisor. | Low | All workers |
| Worker not competent with plant / equipment. | Moderate | Only competent and authorised personnel to complete this task. | Low | All workers |
| Eye injuries | Moderate | Only competent and authorised personnel to complete this task.  Ensure all safety glasses are worn.  Ensure all guarding is in place. | Low | All workers |
| Hand injuries | Moderate | Only competent and authorised personnel to complete this task.  Ensure all guarding is in place.  Ensure appropriate gloves are worn. | Low | All workers |
| Flying debris | Moderate | Safety glasses (double eye protection when welding / grinding).  Exclusion zones around hazardous work. | Low | All workers |
| Silica exposure | Moderate | Ensure areas are wet down to reduce dust.  Ensure dust extraction is used on equipment (if fitted).  Wear appropriate respiratory PPE if dust levels cannot be controlled. | Low | All workers |
| Manual handling injuries | Moderate | All personnel must be Inducted.  Adopt good posture and manual handling techniques.  Use of mechanical devices.  Team lifting. | Low | All workers |
| Add task specific hazards here | XXX | Add task specific controls here | XXX | All workers |
| Add task specific hazards here | XXX | Add task specific controls here | XXX | All workers |
| Add task specific hazards here | XXX | Add task specific controls here | XXX | All workers |
| Completing task / pack up | Equipment damaged during shift | Moderate | Report damaged equipment to supervisor and tag it out. | Low | All workers |
| Site security / unauthorised entry | Moderate | Ensure gates / fences are secured prior to leaving site. | Low | All workers |
| Slips, trips, and falls | High | Ensure tools and equipment are stored appropriately.  Place all rubbish in a bin. | Moderate | All workers |
| Hazardous substances and flammables | Moderate | Ensure hazardous substances and flammables are stored appropriately. | Low | All workers |

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| **Risk Matrix** | | **Consequences** | | | | |
| **Negligible (1)** Minimal injuries / no injuries | **Minor (2)** Minor injuries / first aid | **Significant (3)** Moderate injuries / medical treatment | **Severe (4)** Serious injuries / hospitalisation | **Catastrophic (5)** Death / permanent impairment |
| **Likelihood** | **Certain (5)** 100% likely / almost 100% likely | Moderate (5) | High (10) | High (15) | Catastrophic (20) | Catastrophic (25) |
| **Likely (4)** Will probably happen / is likely to happen | Moderate (4) | Moderate (8) | High (12) | Catastrophic (16) | Catastrophic (20) |
| **Possible (3)** Could happen or plausible | Low (3) | Moderate (6) | Moderate (9) | High (12) | High (15) |
| **Unlikely (2)** Improbable but could happen / not expected | Low (2) | Moderate (4) | Moderate (6) | Moderate (8) | High (10) |
| **Very Unlikely (1)** Rare / not expected but remotely possible | Low (1) | Low (2) | Low (3) | Moderate (4) | Moderate (5) |

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