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| **Site / Area:** |       | **Date of assessment:**  |  | **Risk Assessment #:** | **027RA** |
| **Completed by (name):** |       | **Signature:** |       |
| **In Consultation with** |       | **Signature:** |       |
| **Identify / describe activity, equipment, area or event you are assessing:**  | **GROUNDS AND MAINTENANCE WORK** |
| **In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** |
| **Step 1:** **Identify the hazard/s:**What do you believe are the hazards?(Refer Risk Assessment Guideline (015G) | **Step 2: Assess the risks:**What do you believe are the risks?(Refer *Risk Assessment Guideline (015G)* | **Step 3: Reducing the risk:**What do you believe can be done to reduce the risk?(Refer *Risk Assessment Guideline (015G)* |
| **What could cause harm?** | **What could go wrong?** | **Controls** |
| **Extreme Temperatures*** + - * Working outdoors (UV Exposure)
 | * Sunburn
* Heat stress/exhaustion
* Fatigue
 | * Sunscreen, hats, sunglasses provided
* Wear trousers and long sleeve shirt
* On excessively hot days, work rescheduled to indoor work wherever possible or work in shaded areas
* Workers take regular breaks and retreat to cool (preferable air-conditioned) area
* Cool, potable water made available
* Depending on work required to be done, a more comprehensive risk assessment may be required to implement a specific work / rest regime
 |
| **Extreme Temperatures*** Inclement Weather
 | * Slips, trips & falls
* Cold
* Being hit by moving / falling debris
 | * Wet weather clothing provided to workers
* Work is rescheduled as required
* No work on roofs permitted in wet weather
 |
| **Psychosocial*** Working in isolation
 | * Person could become unwell and not get medical assistance
* Security risk if on site alone
 | * Worksite has a ‘Working Alone Policy’ implemented
* Appropriate communication strategies are implemented (e.g. if working in a roof space, worker has informed their supervisor / manager and has mobile phone with them)
* Where working indoors alone, ensure doors / gates are locked
* Where work may be in restricted spaces / confined space, work must be done in pairs at all times
* **Confined space work requires a separate risk assessment**
 |
| **Manual Tasks*** Incorrect storage of equipment
* Inadequate lighting
* Poor work area design
* Vibrating equipment
* Repetitive movement
* High or sudden force
* Sustained or awkward postures
 | * Sprains / strains
* Shoulder injuries
* Incorrect lifting, pushing, pulling, holding or restraining
* Overuse syndrome
* Equipment maintained
 | * All workers have completed training within the last 3 years
* Mechanical aids (sack trucks, tractors, forklifts, etc.) made available for moving large items
* Where items are to be lifted, 2 people are to lift the item
* Rotation of tasks
* Appropriate storage
* Adequate lighting
 |
| **Hazardous Chemicals*** Escape of fumes
* incorrect storage of chemicals
* Pesticides
* Incorrect labelling
* Incorrect storage
* Potential spill of chemical
* Worker smoking
 | * Skin and / or eye damage through absorption / inhalation
* Damage to internal organs through inhalation / ingestion
* Asthma
* Skin absorption
* Burns
* Ingestion
* Chemicals reaction
* Explosions
* Fire
 | * SDS’s available for hazardous chemicals
* PPE available and worn when working with chemicals
* Chemicals are stored appropriately (e.g. large quantities of flammables are stored in an approved flammable goods cabinet that is secured) 205L drum (44 gallon drums) of diesel, oil etc. are stored on a bunted pallet
* Hazardous chemicals are decanted in a well ventilated area. (Where chemicals are decanted and are not being used immediately, the container is appropriately labelled
* Depending on the hazardous chemical being used, a comprehensive risk assessment must be completed on the storage, use and transport. Refer to the Management of Hazardous Chemicals Procedure for further information
* Emergency showers / eye wash stations available
 |
| **Hazardous Chemicals*** Gas bottles / cylinders
 | * Bottles falling over and hitting people
* Tripping hazard
 | * Cylinders are stored upright and secured (whether in cages or chained)
* Where flashback arrestors are fitted, checked annually
 |
| **Hazardous Chemicals*** Asbestos
 | * Asbestosis
* Mesothelioma
 | * Asbestos register is updated annually
* Workers are trained and competent to work with / around asbestos and removal of small amounts (<10 square meters)
* PPE available and disposed of as per EPA requirements
* Large projects: licensed asbestos removalists are contracted to perform the work
* Risk assessment to be completed for any work requiring asbestos removal
 |
| **Electricity*** Damaged electrical equipment / faulty wiring
 | * Death
* Burns
* Interrupted heart rhythm
* Electrocution / Electric Shock
 | * Visual Inspection
* Electrical work done by qualified electricians
* Testing & tagging / RCD testing conducted by competent personnel
* RCD’s installed at switchboard
* RCD’s push-button tested minimum 6 monthly
* RCD’s trip time tested at least 2 yearly
* Electrical equipment tested & tagged on a regular basis
* Visual inspection conducted of cords prior to use
* Where electrical tools / equipment are to be used outdoors, weather proof fittings are used
* Appropriate extension cords are used for outdoor work
* Where contractors are engaged to perform the work, contractors have been inducted, and relevant paperwork obtained (e.g. licenses, public liability insurance)
 |
| **Gravity*** Slips, trips and falls
 | * Sprains, Strains, Fractures
 | * Tools and equipment stored appropriately in sheds / workshops
* Ladders secured off the ground (hung up)
* Regular sweeping to keep floors clean in workshop areas
* Spills cleaned up immediately
* Should more shelving / hooks / racks etc. be required, arrange it
* Mop / bucket available
* Spill kit available (for chemical spills)
 |
| **Machinery & Equipment*** Working with plant and equipment
 | * Swarf in eyes
* Burns
* Lacerations
* Fractures / dislocations
* Sprains / strains
* Spills
* Entanglement
* Crush
* Pinch
* Caught in moving parts
* Trapping
* explosions
* Hearing problems
 | * Workers are qualified / competent / licensed to operate the plant / equipment
* Plant and equipment is maintained as per manufactures recommendations
* Applicable PPE made available and worn when required
* Guards are left in situ when machinery is operated
* Emergency stops buttons are fitted to applicable plant and checked regularly to ensure working effectively
* SOP’s available for certain items of plant
* Where required, a detailed plant risk assessment must be completed (e.g. band saws, drill press, ride on mowers, chain saws etc.) SOP to be developed and displayed where required
* First aid kit available
 |
| **Machinery & Equipment*** Welding
 | * Welding flash
* Burns
* Radiation
* Fire & explosion
 | * Only competent persons to do welding
* Ensure appropriate screening is in place to protect the surrounding workspace
* Ensure inappropriate material is not used in the welding process
* Ensure equipment is correctly installed and regularly serviced as per manufacturer’s service and schedule instructions
* Ensure operator has been trained in safe work practices and appropriate PPE (e.g. eye protection / welding mask, gloves, apron is worn during operation)
* Ensure proper ventilation/extraction system
* Hot work permit
 |
| **Machinery & Equipment*** Vehicles
 | * Accidents causing death
* Serious injury
 | * Vehicles are road worthy
* Serviced and maintained as per manufactures recommendations
* Where required to travel on public roads, are registered
* Only licensed workers permitted to drive vehicles
* Roll-Over Protection (ROP) to be installed on tractors, ride on mowers, where there is potential to work on sloping surfaces
* Consider helmets
 |
| **Gravity*** Working at heights
 | * Falls from ladders
* Scaffold collapse
* EWP toppling over
 | * Ladder register established and AS approved industrial rated ladders to be used
* Scaffolding above 4m erected by licensed personnel
* Any work requiring use of EWP over 11m workers have the applicable licence to perform the high risk work
* Comprehensive risk assessment to be completed for the particular work to be conducted
 |
| **Noise*** Noisy environment
 | * Noise induced hearing loss
 | * Workers provided with appropriate hearing protection
* Where workers are required to wear hearing protection on a regular basis, 2 yearly audiometric testing to be implemented
 |
| **Other*** Fires

(Accumulated dust in maintenance area or oily rags left lying around) | * Physical injury
* Burns
* Property damage
* Slip / trip / fall
 | * Regular clean ups conducted to ensure areas are kept clean and tidy
* Minimise ignition sources in close proximity to dust, oily rags etc.
* Chemicals stored appropriately
* No work conducted outside that has the potential to create a spark on fire ban days
* Fire extinguisher / hose / fire blanket available
* Appropriate bins available
* Bins are secured overnight
* Check CFS website for fire ban days
 |
| **Other** | *
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| **Authorised by:** |  | **Signature:** |  | **Date:** |  |

**Review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).**

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| **Step 4: Monitor & review:**(Refer to hazard sheet)**Please tick Yes or No** |
| **Were the controls effective?** | **Were there any unforeseen hazards/ incidents?** | **New controls** |
| **Yes** | **[ ]**  | **No** | **[ ]**  | **Yes** | **[ ]**  | **No** | **[ ]**  |
| **DETAILS** | **DETAILS** | **DETAILS** |
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| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Signature:** |  | **Date:** |  |