

# Risk Assessment

ORGANISATION DETAILS	
<b>Principal Contractor:</b>	Clayton's Towing Service Pty Ltd
<b>Address:</b>	563 Bli Bli Road, Nambour QLD 4563
<b>Contact number:</b>	07 5441 3888
<b>ABN:</b>	91 119 272 285
PLANT DETAILS	
<b>What is the scope of the work?</b>	Marine & Vessel Recovery
<b>Vehicle/Plant Description:</b>	Marine Recovery Vessel, Tilt Trays, Heavy Tow Trucks
ASSESSMENT DETAILS	
<b>Assessment Type:</b>	Initial Assessment <input type="checkbox"/> Assessment Review <input checked="" type="checkbox"/> Follow Up Assessment <input type="checkbox"/>
<b>Follow up based on change to:</b>	System of Work <input type="checkbox"/> Incident <input type="checkbox"/> New or Additional Information <input type="checkbox"/>
<b>Relevant Legislations, Code of Practice and Australian Standards</b>	<ul style="list-style-type: none"> <li>▪ Work Health and Safety Act 2011</li> <li>▪ Transport Operations (Road Use Management—Road Rules) Regulation 2009</li> <li>▪ Environmental Protection Act 1994</li> <li>▪ How to Manage Work Health and Safety Risks Code of Practice 2021</li> <li>▪ Managing Risks of Plant in the Workplace Code of Practice 2021</li> <li>▪ Work Health and Safety Regulation 2011</li> <li>▪ Transport Operations (Road Use Management) Act 1995</li> <li>▪ Environmental Protection Regulations 2019</li> <li>▪ Hazardous Manual Tasks Code of Practice 2021</li> <li>▪ How to Safely Remove Asbestos Code of Practice 2021</li> <li>▪ How to Manage and Control Asbestos in the Workplace Code of Practice 2021</li> </ul>
<b>Other relevant documentation:</b>	<ul style="list-style-type: none"> <li>▪ Manufacturers Handbook/Operator Manual</li> <li>▪ Safe Operating Procedures</li> <li>▪ Load Restraint Guide 2018</li> </ul>
<b>Competencies/Licences required:</b>	<ul style="list-style-type: none"> <li>▪ Minimum Class MR license</li> <li>▪ Towing Authority</li> <li>▪ Verification of Competency</li> </ul>
REPAIRS AND MAINTENANCE	
<b>Maintenance:</b>	Scheduled on a regular basis and carried out by trained and competent persons
<b>Repairs:</b>	Scheduled when and if repairs are required and/or reported

# Risk Assessment

<b>Competencies Required:</b>	Trained and Competent persons only to carry out works - mechanics, diesel fitters, fitters, electricians
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## RISK ASSESSMENT MATRIX

Hazards assessed as a low and/or medium risk level will be controlled using a combination of controls as appropriate.

Hazards assessed as a high level must be controlled using a combination of at least one engineering control and lower level controls as appropriate. Where this is not possible, Management consultation must take place.

Hazards assessed as an extreme risk level will be controlled using elimination and engineering as the primary source of controls. Where this is not possible, Management consultation must take place.

**NO OPERATION MUST BE CARRIED OUT UNTIL ALL CONTROL MEASURES IDENTIFIED IN THIS ASSESSMENT ARE IN PLACE.**

Step 1: Determine Likelihood		
	Criteria	Description
<b>Almost certain</b>	Expected in most circumstances	Effect is a common result
<b>Likely</b>	Will probably occur in most circumstances	Effect is known to have occurred or it has happened
<b>Possible</b>	Might occur at some time	Effect could occur or I've heard of it happening
<b>Unlikely</b>	Could occur at some time	Effect is not likely to occur or I have not heard of it happening

Step 2: Determine Consequence	
Level of Effect	Example of each level
<b>Insignificant</b>	No Effect – or so minor that effect is acceptable - No Injury; Low Environmental/Financial Impact
<b>Minor</b>	First Aid Treatment Only; No Lost Time Injury; Some Environmental/Financial Impact
<b>Moderate</b>	Medical Treatment; Serious Injuries; Temporary Partial Disability; LTI < 7 Days; Contained Environmental Impact; Moderate Cost
<b>Major</b>	Hospital Admittance; Extensive Injuries; LTI > 7 Days; Permanent Total Disability Injury; Death; Severe Environmental Impact; Major Cost

Step 3: Determine the Risk Score					
LIKELIHOOD	CONSEQUENCES				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost Certain)	M	H	E	E	E
B (Likely)	M	M	H	E	E
C (Possible)	L	M	H	H	E
D (Unlikely)	L	L	M	H	H
E (Rare)	L	L	L	M	M

Step 4: Record Risk Score	
Score	Action
<b>E: Extreme</b>	<b>DO NOT PROCEED.</b> Requires immediate attention. Introduce further high-level controls to lower the risk level. Re-assess before proceeding.
<b>H: High</b>	<b>Review before commencing work.</b> Introduce new controls and/or maintain high-level controls to lower the risk level. Monitor frequently to ensure control measures are working.
<b>M: Moderate</b>	<b>Maintain control measures.</b> Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.
<b>L: Low</b>	<b>Record and monitor.</b> Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.



# Risk Assessment

RISK ASSESSMENT										
Potential Hazards	Description of Hazard	Risk Class			Control Measure (those provided and those required)	Risk Class			Responsible for verifying actions complete	
		L	C	R		L	C	R		
Work Planning	Attempting recovery without planning & preparation	D	3	M	<ul style="list-style-type: none"> <li>Assess the vessel, items on board, and its location</li> <li>Identify a safe recovery method</li> <li>Obtain specialist assistance, where required, ensuring relevant SOP's and/or Competencies are obtained</li> </ul>	E	3	L	Management HSEQ Department Operators	
Driver Fatigue	Serious Injury to worker and/or other road users	C	4	E	<ul style="list-style-type: none"> <li>Workers provided with training in Fatigue Management</li> <li>Hours monitored to minimise risk of driver fatigue</li> <li>Workers instructed to take breaks regularly and if they become tired whilst driving</li> <li>Workers notified to report if they are feeling ill or have developed a medical condition which could affect their driving</li> </ul>	B	4	H	HSEQ Department Driver Trainer Despatchers Management Operators	
Manual Handling	Personal Injuries - sprains/strains	B	3	H	<ul style="list-style-type: none"> <li>Workers trained in safe manual handling techniques</li> <li>Items recovered by winch, winch and drive method, drive on or mechanically e.g. forklift, telehandler, crane etc</li> </ul>	D	3	M	HSEQ Department Driver Trainer Operators Workshop	
Slips and Trips	Personal Injury, e.g. fractures or bruising, if a slip or trip occurs	B	3	H	<ul style="list-style-type: none"> <li>Workers wear safety footwear</li> <li>Housekeeping Inspections in yard and vehicles</li> <li>Check all areas for spillages</li> </ul>	D	3	M	HSEQ Department Operators	
Entanglement	Personal Injury - entangled in winches, restraining equipment.	B	3	H	<ul style="list-style-type: none"> <li>Guards on moving parts</li> <li>Regular servicing and maintenance</li> </ul>	D	3	M	Operators	

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		L	C	R		L	C	R	
	Property Damage - materials entangled with moving parts				<ul style="list-style-type: none"> <li>Tag out vehicle when completing repairs and maintenance</li> </ul>				
Crushing	Uncontrolled movement of vehicle or load Vehicle unable to be slowed or safely immobilised Personal Injury - contact with moving parts Personal Injury - trapped between plant and fixed structures	C	3		<ul style="list-style-type: none"> <li>Workers in a safe area during loading/unloading operations</li> <li>Exclusion Zones set up and maintained</li> <li>Park brake activated</li> <li>Revering alarms engaged</li> <li>Pre-Start inspections completed daily</li> </ul>	D	3	M	Operators Workshop
Cabin and Seat Ergonomics	Personal Injuries - sprains, strains to back, legs, neck and/or arms	C	2	M	<ul style="list-style-type: none"> <li>Factory Fitted Cabin</li> <li>Factory Fitted Driver Suspension Seat</li> </ul>	D	2	L	Management Workshop
Seat Belts	Personal Injuries caused whilst driving or in the event of an accident	C	3	H	<ul style="list-style-type: none"> <li>Driver seat with integral lap/sash belt</li> <li>Inspected and tested at part of pre-start</li> </ul>	D	3	M	Management Operators
Tag Out Procedures not followed	Property Damage - vehicle and other property Personal Injury - crushing/entrapment	B	4	E	<ul style="list-style-type: none"> <li>Vehicle shutdown and key removed prior to works commencing</li> <li>Wheels chocked when vehicle on an incline</li> <li>Body props used where hydraulics are in open position</li> <li>Repairs and maintenance carried out by trained and competent persons</li> </ul>	D	4	H	Management Workshop
Emissions	Emissions and Fumes	C	2	M	<ul style="list-style-type: none"> <li>Exhaust systems direct away from cab/working area</li> <li>Excessive fumes checked every service</li> </ul>	D	2	L	Operators Workshop

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Brakes/Tyre Failure	Plant Damage through failure Explosion whilst inflating Potential to cause traffic accident, injuries and/or property damage	B	4	E	<ul style="list-style-type: none"> <li>Tyres and braking system checked as part of pre-start.</li> <li>Regular servicing and maintenance scheduled.</li> <li>Only trained and competent persons to inflate tyres</li> <li>Faults identified must be immediately reported and operation ceased</li> </ul>	D	4	H	Operators Workshop	
Hydraulics, Exhaust	Personal Injury - burns from hot oil Environmental Damage - Spills	C	3	H	<ul style="list-style-type: none"> <li>Hoses inspected as part of pre-start</li> <li>Wear work gloves and appropriate PPE</li> <li>Regular servicing and maintenance</li> <li>Remove/clean up spills immediately, as required</li> </ul>	D	3	M	Operators Workshop	
Vehicle Accident	Injury to workers or other persons Damage to vehicle or property	C	4	E	<ul style="list-style-type: none"> <li>Workers undergo driver competency assessment prior to commencement</li> <li>Workers are aware of road rules</li> <li>Workers provided with instruction on incident procedures</li> </ul>	B	4	H	Driver Trainer Management Operators	
Overhead Power lines and Bridges	Personal Injury - electric shock/burns Fire Damage to vehicle or other property	B	3	H	<ul style="list-style-type: none"> <li>Workers trained and instructed in how to measure height of load</li> <li>Workers are aware of height of vehicle</li> <li>Workers allocated First Aid Kits</li> <li>Workers trained and instructed in Emergency Response Procedures</li> </ul>	C	3	H	Driver Trainer Management Operators	
Uneven ground conditions in loading/unloading areas	Plant Overturns Slip, Trips, Falls	C	4	E	<ul style="list-style-type: none"> <li>Visual inspection of area to be completed prior to recovery</li> <li>Working in areas with firm, level ground where</li> </ul>	D	4	H	Operators	

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		L	C	R		L	C	R	
					possible				
Personal Injury during Loading/Unloading	Injuries to persons which could include, fractures, dislocations, lacerations, de-gloving and crush injuries	C	4	E	<ul style="list-style-type: none"> <li>No persons out of sight when in motion or when loading/unloading</li> <li>All moving parts to be covered, where possible</li> </ul>	D	4	H	Operators
Identify suitable recovery equipment and recovery points	Incorrect recovery equipment and/or recovery points used Damage to vessel Personal injury Equipment failure	C	3	H	<ul style="list-style-type: none"> <li>Access suitable rated recovery equipment, e.g. power winch, heavy duty snatch straps or recovery straps</li> <li>Identify recovery points on the vessel</li> <li>Equipment Inspection and pre/post recovery review</li> </ul>	D	3	M	HSEQ Department Operators
Site Awareness	Poor access/lighting Congested Work Site Slips, Trips and Falls Water Hazards	C	3	H	<ul style="list-style-type: none"> <li>General access to be clear of hazards and/or personnel</li> <li>Check ground conditions, e.g. soft, boggy, uneven or sloping.</li> <li>Vehicle lights and lighting towers to help with visibility, where required.</li> <li>Ensure area around the vessel is free of underwater obstructions</li> </ul>	E	3	L	Operators
Exclusion Zones	Personal injury to persons struck by recovery equipment under tension Persons entering exclusion zones Public access to recovery zone Striking	C	3	H	<ul style="list-style-type: none"> <li>Set up and maintain exclusion zone around the recovery area</li> <li>Determine how the vessel will be moved and where it is expected to end, ensuring exclusion zones extends to this area</li> <li>Employ traffic control during recovery process, if</li> </ul>	D	3	M	Management Operators

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		L	C	R		L	C	R	
	Slips trip falls				required <ul style="list-style-type: none"> <li>Employ traffic control during relocation to area for deconstruction, if required</li> </ul>				
Recovery/Relocation of Vessel	Equipment Failure Persons being struck broken slings Uncontrolled vehicle movements Injuries from contact to the vessel being moved Tangled lifting equipment	B	4	E	<ul style="list-style-type: none"> <li>Select appropriate recovery method</li> <li>Inspect recovery equipment for defects, replace where required</li> <li>Remove or securely restrain any items on the vessel</li> <li>Do not climb underneath, sit or lie down near the vessel unless it is effectively secured against movement</li> <li>When the vessel is raised, ensure there are at least two forms of restraint that will protect workers that may be struck if one control fails</li> <li>Avoid shock loading recovery lines (accelerate slowly)</li> <li>Safe Recovery speed to be maintained.</li> <li>Safety instructions of operator in control to be followed at all times.</li> <li>Operate at a safe speed relative to the terrain and working environment.</li> <li>Maintain and check recovery system.</li> <li>Recovery must not commence unless the Incident Controller is satisfied that the equipment can be lifted and moved safely.</li> <li>Spotter to be in place to monitor movement of vessel.</li> </ul>	D	4	H	Driver Trainer Operators

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		L	C	R		L	C	R	
					<ul style="list-style-type: none"> <li>Ensure there is ZERO slack in the restraining equipment during the recovery process.</li> <li>Restraining Equipment must not be disconnected during the recovery process.</li> </ul>				
Preparation for Relocation	Property Damage Environmental Damage Personal Injury	D	3	M	<ul style="list-style-type: none"> <li>Ensure no vehicle movements in the area until the recovery has been completed.</li> <li>No personnel movement in the area, within the exclusion zone.</li> <li>Be aware of oil and liquid spills, dirt, gravel and other debris, restraining equipment, tie downs and other obstacles.</li> <li>Remove/clean up spills, dirt, gravel and other possible pollutants, debris as necessary.</li> <li>Weather conditions taken into consideration for the recovery process.</li> </ul>	E	3	L	Operator
Load Securing	Property Damage - load not correctly balanced, load failure/overturn Personal Injury Environmental Damage	B	3	H	<ul style="list-style-type: none"> <li>Workers trained and instructed in correct procedures for load securement</li> <li>Confirmation prior to restraining that the load is properly balanced, all parts of the load are secured and the load is not snagged.</li> <li>Restraining Equipment attachments are compatible.</li> <li>Restraining and Releasing of loads only to be completed by competent and certified workers.</li> <li>Minimum of 4 points of securement</li> <li>Designated securing points used, where applicable</li> </ul>	D	3	M	Driver Trainer Operators

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		L	C	R		L	C	R	
					<ul style="list-style-type: none"> <li>Load restrained in accordance with NTC Load Restraint Guide</li> <li>Remove/clean up spills immediately, as required</li> </ul>				
Hazardous Substances	Environmental Damage due to oil spills	C	3	H	<ul style="list-style-type: none"> <li>Wear appropriate PPE at all times</li> <li>All fluids and/or tanks drained or removed prior to relocation</li> <li>Spill kits provided to clear and spillages</li> <li>Consultation with Environment protection as required</li> </ul>	D	3	M	Management HSEQ Department Operators
Transporting Loads	Property Damage Personal Injury Environmental Damage	C	3	H	<ul style="list-style-type: none"> <li>Ensure vessel is properly secured prior to transit.</li> <li>Drive vehicle at appropriate speed to prevent vessel fish tailing.</li> <li>Reduce speed when cornering.</li> <li>Drive safely being aware of other potential hazards at all times.</li> <li>Reconstitute the ground surface area</li> </ul>	D	3	M	Operators
Departing Locations	Environmental Damage Property Damage	C	2	M	<ul style="list-style-type: none"> <li>Areas left in a clean and tidy state.</li> <li>Posi-track employed to clear and rake tracks/groves in sand if required</li> </ul>	D	2	L	Operator
Refueling	Fire - risk to workers from burns/smoke inhalation	C	4	E	<ul style="list-style-type: none"> <li>No ignition sources should be present when refuelling</li> </ul>	D	4	H	Workers

# Risk Assessment

## RISK ASSESSMENT PREPARED AND REVIEWED BY

Name	Position	Date
Troy Morris	General Manager	11/11/2024
Jason Wotherspoon	Marine Recovery Specialist	11/11/2024

## ADDITIONAL HAZARDS/SPECIAL PRECATIONS/CONTROL MEASURES (to be completed where review may be necessary to determine)

Job Task Potential Hazards	Description of Hazard	Risk Class			Control Measure (those provided and those required)	Risk Class			Responsible for verifying actions complete
		L	C	R		L	C	R	
					▪				
					▪				

### Monitoring and Review

Measurement and evaluation will be an ongoing process performed principally by

- On site monitoring by Operations Manager;
- Formal safety inspections against pre-determined criteria;
- Formal incident investigations; and
- Consultations with workers and contractors

