Risk Assessment

ORGANISATION DETAILS			
Principal Contractor:	Clayton's Towing Service Pty Ltd	**Contact number:**	07 5441 3888
Address:	563 Bli Bli Road, Nambour QLD 4563	**ABN:**	91 119 272 285

PLANT DETAILS	
What is the scope of the work?	Marine & Vessel Recovery with Diver
Vehicle/Plant Description:	Marine Recovery Vessel, Tow Pontoon, Tilt Trays, Heavy Tow Trucks

ASSESSMENT DETAILS					
Assessment Type:	Initial Assessment ☐	Assessment Review ☒	Follow Up Assessment ☐		
Follow up based on change to:	System of Work ☐	Incident ☐	New or Additional Information ☐		
Relevant Legislations, Code of Practice and Australian Standards	▪ Work Health and Safety Act 2011 ▪ Transport Operations (Road Use Management—Road Rules) Regulation 2009 ▪ Environmental Protection Act 1994 ▪ How to Manage Work Health and Safety Risks Code of Practice 2021 ▪ Managing Risks of Plant in the Workplace Code of Practice 2021 ▪ AS/NZS 2299.1:2015 Occupational diving operations			▪ Work Health and Safety Regulation 2011 ▪ Transport Operations (Road Use Management) Act 1995 ▪ Environmental Protection Regulations 2008 ▪ Hazardous Manual Tasks Code of Practice 2021 ▪ How to Safely Remove Asbestos Code of Practice 2021 ▪ How to Manage and Control Asbestos in the Workplace Code of Practice 2021	
Other relevant documentation:	▪ Manufacturers Handbook/Operator Manual ▪ Safe Operating Procedures			▪ Load Restraint Guide 2018	
Competencies/Licences required:	▪ Minimum Class MR license ▪ Towing Authority			▪ Verification of Competency ▪ Diving Certifications	

REPAIRS AND MAINTENANCE	
Maintenance:	Scheduled on a regular basis and carried out by trained and competent persons

Risk Assessment

Repairs:	Scheduled when and if repairs are required and/or reported
Competencies Required:	Trained and Competent persons only to carry out works - mechanics, diesel fitters, fitters, electricians

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
Almost certain	Expected in most circumstances	Effect is a common result
Likely	Will probably occur in most circumstances	Effect is known to have occurred, or it has happened
Possible	Might occur at some time	Effect could occur or I have heard of it happening
Unlikely	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
Insignificant	No Effect – or so minor that effect is acceptable - No Injury. Low Environmental/Financial Impact
Minor	First Aid Treatment Only; No Lost Time Injury. Some Environmental/Financial Impact
Moderate	Medical Treatment; Serious Injuries; Temporary Partial Disability; LTI < 7 Days. Contained Environmental Impact; Moderate Cost
Major	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
E: Extreme	**DO NOT PROCEED.** Requires immediate attention. Introduce further high-level controls to lower the risk level. Re-assess before proceeding.
H: High	**Review before commencing work**. Introduce new controls and/or maintain high-level controls to lower the risk level. Monitor frequently to ensure control measures are working.
M: Moderate	**Maintain control measures.** Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.
L: Low	**Record and monitor**. Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.

Risk Assessment

The checklist of diving related factors, mechanisms of injury and physical factors which can lead to harm are listed below to stimulate thought when preparing the risk assessment. The list is not definitive.

ENVIRONMENTAL FACTORS		TASK RELATED FACTORS		TASK RELATED FACTORS cont'd		MECHANISM OF INJURY		PHYSICAL FACTORS	
Wind		Entry and exit methods		HP Jetting		Struck by		Hot/cold/heavy objects	
Current/tide		Sufficient trained personnel		Sonar/impressed current		Caught in/on		Electricity	
Visibility		Lifeline entanglement		Dive profiles		Strain/overexertion		Depth Height	
Maximum depth		Cutting		Buoyancy control		Dropped objects		Noise	
Water temperature		Welding				Strike against		Chemicals	
Atmospheric temperature		Dredging				Slip/trip/fall		Vibration	
Time of day		Explosives		HYPERBARIC & PHYSIOLOGICAL		Inhalation		Radiation	
Underwater terrain		Inspection		Barotrauma descent		Fire/explosion		Rotating equipment	
Contaminants		Overhead environments		Barotrauma ascent		Exposure to gas/heat/fumes/		Confined spaces	
Biological hazards		Cranes/winches/cables/rigging		Decompression illness		dust/chemicals		Tools/equipment	
Entrapment hazards		Airlifting		Hypothermia				Vehicles	
Isolation – remote sites		Hydraulic/pneumatic tools		Hyperthermia				Access	
Floating hazards		Search patterns		CO_2 poisoning		PRE & POST DIVE FACTORS		Bacteria	
Dangerous marine hazards		Reservoir cleaning		CO poisoning		Pre-dive fitness		Moving objects	
Noise		Unstable structures		Narcosis		Dehydration		Adverse weather	
Sea state		Boat handling		O_2 toxicity		Drugs/alcohol			
Sun/ice		Unguarded propellers		Drowning		Exercise			
Altitude		Shipping movement		Exhaustion		Sleep deprivation			
Sharps		Manual handling		Cross infection		Pressure			
		Water pressure - suction				Hydrocarbon/gas release			
		Entrapment							
		Electric currents							

Risk Assessment

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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	▪ Assess the vessel, items on board, and its location ▪ Identify a safe recovery method ▪ Obtain specialist assistance, where required, ensuring relevant SOP's and/or Competencies are obtained	E	3	L	Management HSEQ Department Operators
Driver Fatigue	Serious Injury to worker and/or other road users	C	4	E	▪ Workers provided with training in Fatigue Management ▪ Hours monitored to minimise risk of driver fatigue ▪ Workers instructed to take breaks regularly and if they become tired whilst driving ▪ Workers notified to report if they are feeling ill or have developed a medical condition which could affect their driving	B	4	H	HSEQ Department Driver Trainer Despatchers Management Operators
Manual Handling	Personal Injuries - sprains/strains	B	3	H	▪ Workers trained in safe manual handling techniques ▪ Items recovered by winch, winch, and drive method, drive on or mechanically e.g. forklift, telehandler, crane etc	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	▪ Workers wear safety footwear ▪ Housekeeping Inspections in yard and vehicles ▪ Check all areas for spillages	D	3	M	HSEQ Department Operators

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Entanglement	Personal Injury - entangled in winches, restraining equipment. Property Damage - materials entangled with moving parts	B	3	H	▪ Guards on moving parts ▪ Regular servicing and maintenance ▪ Tag out vehicle when completing repairs and maintenance	D	3	M	Operators
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	H	▪ Workers in a safe area during loading/unloading operations ▪ Exclusion Zones set up and maintained ▪ Park brake activated ▪ Revering alarms engaged ▪ Pre-Start inspections completed daily	D	3	M	Operators Workshop
Cabin and Seat Ergonomics	Personal Injuries - sprains, strains to back, legs, neck and/or arms	C	2	M	▪ Factory Fitted Cabin ▪ Factory Fitted Driver Suspension Seat	D	2	L	Management Workshop
Seat Belts	Personal Injuries caused whilst driving or in the event of an accident	C	3	H	▪ Driver seat with integral lap/sash belt ▪ Inspected and tested at part of pre-start	D	3	M	Management Operators
Tag Out Procedures not followed	Property Damage - vehicle and other property Personal Injury - crushing/entrapment	B	4	E	▪ Vehicle shutdown and key removed prior to works commencing ▪ Wheels chocked when vehicle on an incline ▪ Body props used where hydraulics are in open position ▪ Repairs and maintenance carried out by trained and competent persons	D	4	H	Management Workshop

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Emissions	Emissions and Fumes	C	2	M	▪ Exhaust systems direct away from cab/working area ▪ Excessive fumes checked every service	D	2	L	Operators Workshop
Brakes/Tyre Failure	Plant Damage through failure Explosion whilst inflating Potential to cause traffic accident, injuries and/or property damage	B	4	E	▪ Tyres and braking system checked as part of pre-start. ▪ Regular servicing and maintenance scheduled. ▪ Only trained and competent persons to inflate tyres ▪ Faults identified must be immediately reported and operation ceased	D	4	H	Operators Workshop
Hydraulics, Exhaust	Personal Injury - burns from hot oil Environmental Damage - Spills	C	3	H	▪ Hoses inspected as part of pre-start ▪ Wear work gloves and appropriate PPE ▪ Regular servicing and maintenance ▪ Remove/clean up spills immediately, as required	D	3	M	Operators Workshop
Vehicle Accident	Injury to workers or other persons Damage to vehicle or property	C	4	E	▪ Workers undergo driver competency assessment prior to commencement ▪ Workers are aware of road rules ▪ Workers provided with instruction on incident procedures	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	▪ Workers trained and instructed in how to measure height of load ▪ Workers are aware of height of vehicle ▪ Workers allocated First Aid Kits ▪ Workers trained and instructed in Emergency	C	3	H	Driver Trainer Management Operators

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					Response Procedures				
Uneven ground conditions in loading/unloading areas	Plant Overturns Slip, Trips, Falls	C	4	E	▪ Visual inspection of area to be completed prior to recovery ▪ Working in areas with firm, level ground where possible	D	4	H	Operators
Personal Injury during Loading/Unloading	Injuries to persons which could include, fractures, dislocations, lacerations, de-gloving and crush injuries	C	4	E	▪ No persons out of sight when in motion or when loading/unloading ▪ All moving parts to be covered, where possible	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	▪ Access suitable rated recovery equipment, e.g. power winch, heavy duty snatch straps or recovery straps ▪ Identify recovery points on the vessel ▪ Equipment Inspection and pre/post recovery review	D	3	M	HSEQ Department Operators
Site Awareness	Poor access/lighting Congested Work Site Slips, Trips and Falls Water Hazards	C	3	H	▪ General access to be clear of hazards and/or personnel ▪ Check ground conditions, e.g. soft, boggy, uneven or sloping. ▪ Vehicle lights and lighting towers to help with visibility, where required. ▪ Ensure area around the vessel is free of underwater obstructions	E	3	L	Operators

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Exclusion Zones	Personal injury to persons struck by recovery equipment under tension Persons entering exclusion zones Public access to recovery zone Striking Slips trip falls	C	3	H	▪ Set up and maintain exclusion zone around the recovery area ▪ Determine how the vessel will be moved and where it is expected to end, ensuring exclusion zones extends to this area ▪ Employ traffic control during recovery process, if required ▪ Employ traffic control during relocation to area for deconstruction, if required	D	3	M	Management Operators
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	▪ Select appropriate recovery method ▪ Inspect recovery equipment for defects, replace where required ▪ Remove or securely restrain any items on the vessel ▪ Do not climb underneath, sit or lie down near the vessel unless it is effectively secured against movement ▪ 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 ▪ Avoid shock loading recovery lines (accelerate slowly) ▪ Safe Recovery speed to be maintained. ▪ Safety instructions of operator in control to be always followed. ▪ Operate at a safe speed relative to the terrain	D	4	H	Driver Trainer Operators

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		L	**C**	**R**		**L**	**C**	**R**	
					and working environment. ▪ Maintain and check recovery system. ▪ Recovery must not commence unless the Incident Controller is satisfied that the equipment can be lifted and moved safely. ▪ Spotter to be in place to monitor movement of vessel. ▪ Ensure there is ZERO slack in the restraining equipment during the recovery process. ▪ Restraining Equipment must not be disconnected during the recovery process.				
Preparation for Relocation	Property Damage Environmental Damage Personal Injury	D	3	M	▪ Ensure no vehicle movements in the area until the recovery has been completed. ▪ No personnel movement in the area, within the exclusion zone. ▪ Be aware of oil and liquid spills, dirt, gravel and other debris, restraining equipment, tie downs and other obstacles. ▪ Remove/clean up spills, dirt, gravel and other possible pollutants, debris as necessary. ▪ Weather conditions taken into consideration for the recovery process.	E	3	L	Operator
Environmental	Factors; storms, wind, waves, rain, water quality, visibility,	B	3	H	▪ Supervision: active oversight with suspension or cancellation of diving deemed unsafe ▪ Occupational diving instruction	D	3	M	Dive Supervisor Diver

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		L	**C**	**R**		**L**	**C**	**R**	
	ambient temperature, worksite specific				▪ Weather Forecasts ▪ Monitor Ambient Temperature ▪ Monitor Water Temperature ▪ Assess Water Quality ▪ Sunscreen, Hats ▪ Fluids /-refreshments available ▪ Designated loading area ▪ PPE ▪ Tie downs for securing plant & equipment in heavy weather ▪ Visibility limitations accepted ▪ Safety Cones / Bollards/ Vests ▪ Wet Weather Gear ▪ Regular Review and Consultation				
Dressing In	Slips Trips and Falls Incorrect procedures/manual handling Incorrect gas	C	2	M	▪ Sit on seat where possible ▪ Keep a clean area ▪ Attendant Assistance ▪ Checklists ▪ Trained personnel ▪ Correct lifting technique ▪ Air testing before use	D	2	L	Attendant Dive Supervisor Diver
Entry / Access	Slips Trips and Falls Diver Impact on Entry Entanglements	C	3	H	▪ Clean area ▪ Communication	D	3	M	Diver Attendant

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		L	**C**	**R**		**L**	**C**	**R**	
					▪ Situational Awareness ▪ Ambilocal management - Attendant control slack				
Descent	Ear barotrauma Entanglements Uncontrolled descent	C	4	H	▪ Equalise early and often ▪ Correct nose block ▪ Working line ▪ Control buoyancy ▪ Ambilocal management ▪ Situational Awareness ▪ Communications ▪ Work line	D	3	M	Diver
Task	DMA (Dangerous Marine Animals) Cuts/scrapes/abrasions Entanglements Exertion Rapid Ascent on lifting Zero Visibility Air Bags Soft tissue Cuts Abrasions Marine growth/ barnacles	C	4	H	▪ Buoyancy Control ▪ Situational Awareness ▪ Appropriate PPE (e.g. gloves, wetsuit) ▪ Ambilocal management ▪ Carry a knife ▪ Communication ▪ Taking it slow ▪ Resting ▪ Flushing Mask ▪ Clear on lifts ▪ Tethered where deemed appropriate ▪ Lifeline ▪ Good communications	E	3	L	Diver Dive Supervisor

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		L	**C**	**R**		**L**	**C**	**R**	
					▪ Standby diver ▪ First Aid Kit within date inventory				
Gas poisoning:	CO, CO2, 02 Toxicity	C	4	H	▪ Current Dive Medical/Certification ▪ Supervision/ monitor breathing ▪ Use air tables with EAN ▪ MOD EAN ▪ Regular review and consultation	D	3	M	Diver Dive Supervisor
SCUBA EMERGECY	Flooded mask Panic/stress Entanglement Low on Air/ Out of Air Emergency (SCUBA	C	3	H	▪ Follow OEM mask clearing instructions ▪ Notify Topside ▪ follow established depth dependent Self-Rescue progression. Normal ascent on Alternate Air Source ▪ Cutaways (using sharp dive knife) ▪ Prepare standby ▪ Observe early recognition of warning signs either by diver or supervisor ▪ Implement reassurance ▪ Reduction of stressors ▪ Control breathing ▪ Regular exercise/ physical fitness ▪ Supervision ▪ Bail out ▪ communications	D	3	M	Diver Dive Supervisor Attendant

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		L	**C**	**R**		**L**	**C**	**R**	
					▪ Sharp Knife ▪ Situational awareness ▪ Lifeline management ▪ Rescue training drills ▪ Dive planning or SWMS ▪ Dive briefing ▪ Monitor air ▪ Verify communications ▪ Abort dives follow self-rescues on normal accent ▪ Regular review and consultation				
Ascent	Rapid Ascent Entanglements DCI (Decompression Illness) Boat / Surface Strikes pulmonary barotrauma	C	4	H	▪ Buoyancy control ▪ Follow work line ▪ Taking it slow ▪ Ambilocal management ▪ Situational Awareness ▪ Carry a knife ▪ Communication ▪ Slow ascent ▪ Decompression stops ▪ Dive planning ▪ Situational awareness - Observe the surface from below and surrounding area before ascent ▪ Come up near a flag or surface float	D	3	M	Diver Attendant

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		L	**C**	**R**		**L**	**C**	**R**	
					▪ NO deco diving				
Getting Out	Slips Trips and Falls Strains Surface Strike Terrain	D	4	H	▪ Situational awareness ▪ Ladder properly secured ▪ Take fins off before exiting water ▪ Hand fins to attendant before climbing ladder ▪ Take time ▪ Ensuring 3 points of contact ▪ Ask for assistance ▪ Staying clear whilst other Diver are exiting water ▪ Move to a safe location when getting out ▪ Remove all gear before walking	E	4	M	Diver Attendant
Undressing	Crush Injuries Infection	C	3	H	▪ Sit on seat ▪ Clean area ▪ Attendant Assistance ▪ Ensuring weight belts are held ▪ Cylinders are laid down ▪ No open wounds ▪ Shower ▪ Use of prophylactic aqua ear or similar	D	3	M	Diver Attendant Dive Supervisor
Load Securing	Property Damage - load not correctly balanced, load failure/overturn Personal Injury	B	3	H	▪ Workers trained and instructed in correct procedures for load securement ▪ Confirmation prior to restraining that the load is properly balanced, all parts of the load are	D	3	M	Driver Trainer Operators

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		L	**C**	**R**		**L**	**C**	**R**	
	Environmental Damage				secured, and the load is not snagged. ▪ Restraining Equipment attachments are compatible. ▪ Restraining and releasing of loads only to be completed by competent and certified workers. ▪ Minimum of 4 points of securement ▪ Designated securing points used, where applicable ▪ Load restrained in accordance with NTC Load Restraint Guide ▪ Remove/clean up spills immediately, as required				
Hazardous Substances	Environmental Damage due to oil spills	C	3	H	▪ Always wear appropriate PPE ▪ All fluids and/or tanks drained or removed prior to relocation ▪ Spill kits provided to clear and spillages ▪ Consultation with Environment protection as required	D	3	M	Management HSEQ Department Operators
Transporting Loads	Property Damage Personal Injury Environmental Damage	C	3	H	▪ Ensure vessel is properly secured prior to transit. ▪ Drive vehicle at appropriate speed to prevent vessel fish tailing. ▪ Reduce speed when cornering. ▪ Drive safely always being aware of other potential hazards. ▪ Reconstitute the ground surface area	D	3	M	Operators
Departing Locations	Environmental Damage	C	2	M	▪ Areas left in a clean and tidy state.	D	2	L	Operator

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		L	**C**	**R**		**L**	**C**	**R**	
	Property Damage				▪ Posi-track employed to clear and rake tracks/groves in sand if required				
Refueling	Fire - risk to workers from burns/smoke inhalation	C	4	E	▪ No ignition sources should be present when refuelling	D	4	H	Workers

RISK ASSESSMENT PREPARED AND REVIEWED BY		
Name	**Position**	**Date**
Troy Morris	General Manager	4/03/2025
Chris Mackie	ADAS Diver	4/03/2025
Jason Wotherspoon	Recovery Specialist	4/03/2025

Risk Assessment

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

Risk Assessment

ACKNOWLEDGMENT		
Name	**Signature**	**Date**