

Adjust Elevator Speed Controls Risk Assessment

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:	

SAMPLE

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 before task starts. 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. Preparation	Poor lighting, Slippery floor surfaces in equipment area., Inadequate briefing on speed control adjustments	3H	<ul style="list-style-type: none"> - Ensure the area is well-lit before work commences. - Secure any loose cables or items that may cause trips. - Brief all personnel on the speed control adjustment procedure and risks. - Implement signage indicating wet floors or using non-slip mats. - Conduct a toolbox talk about procedure and importance of adherence. - Ensure technicians are suitably trained for the task. - Confirm that protective footwear is being worn. - Use barriers to prevent unauthorized access during work. - Validate electrical safety measures prior to work. - Verify that all necessary equipment is at hand and functional. 	2M
2. Identify Control Panel	Incorrect panel might be accessed, Electrical shock risk due to poor insulation., Restricted access to control panel.	3H	<ul style="list-style-type: none"> - Verify the panel identification labels are clear and accurate. - Cross-check control panel details with schematic diagrams. - Inspect and address any visible insulation wear. - Ensure that only authorised personnel access the control panel. - Wear appropriate electrical gloves and PPE during inspection. - Confirm the work area is clear of obstacles and clutter. - Apply lockout-tagout devices on circuit breakers associated with the elevator. - Confirm accessibility for safe reach and operation of controls. - Restrict the work area to minimise tasked personnel. - Use insulated tools to prevent electrical contact. 	1L
3. Power Isolation	Unexpected power surge, Inadequate lockout-tagout leading to accidental re-energising., Poor communication with team causing unexpected energisation.	4A	<ul style="list-style-type: none"> - Complete lockout-tagout documentation before beginning. - Use voltage tester to confirm power has been successfully isolated. - Validate lockout-tagout devices are correctly applied and visible. - Communicate isolation status with engineering and maintenance teams. - Conduct a secondary check to ensure power isolation completeness. - Have a dedicated team member monitor the power controls. - Use danger signage to indicate live electrical maintenance is occurring. - Leave a warning notice on the main switchboard panel. 	2M

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			<ul style="list-style-type: none"> - Develop a step-by-step isolation and reactivation plan. - Schedule a post-isolation meeting to discuss outcomes and reconfirm teamwork agreements. 	
4. Access Speed Controls	Restricted access due to poorly placed equipment, Manual handling injury while reaching or moving panels., Falls from height when accessing elevated panels.	3H	[REDACTED]	1L
5. Calibration	Calibration inaccuracy leading to mis-set speeds, Human error in manual handling of instruments., Drift in calibration instruments causing malfunctions.	3H	[REDACTED]	1L
6. Testing and Validation	Equipment malfunction during testing, Crew misunderstanding testing results., Reporting error that leads to unreported faults or adjustments.	3H	[REDACTED]	2M

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			[REDACTED]	
7. System Re-energisation	Unexpected electrical reactions, Faulty re-connection causing fire or shock., Miscommunication regarding safe reconnection timing.	4A	[REDACTED]	2M
8. Monitoring Post Adjustment	Inadequate monitoring leading to undetected malfunctions, Misunderstood warning indicators during operation., Induced fatigue in monitoring staff.	3H	[REDACTED]	2M
9. Documentation	Incomplete or incorrect documentation leading to future errors, Misplacement of records., Secure data breaches., The complexity of data compilation.	3H	[REDACTED]	2M

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			[REDACTED]	
10. Clean Up & Review	Residual waste could cause trips, Cleaning chemicals left unsecured., Inaccurately noted post-adjustment reviews.	3H	[REDACTED]	1L
11. Follow-up Evaluation	Long-term oversight of adjustment effects leading to latent failures, Poor feedback loop hampering improvements., Complexity of analysis leading to skipped evaluation steps.	3H	[REDACTED]	1L

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			[REDACTED]	
12. Update Procedures and Policies	Outdated procedures causing inconsistencies, Miscommunication of updated policies., Lack of version control.	3H	[REDACTED]	2M
13. Retraining	Inadequate training leading to skill erosion, Losing skilled trainers results in inadequate retraining., Lack of engagement or participation in training.	3H	[REDACTED]	1L
14. Change Management	Failure to manage change causing disrupted operations, Resistance to procedural adjustments., Cultural pushback on changes.	4A	[REDACTED]	2M

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			[REDACTED]	
15. Incident Reporting	Inconsistent reporting of incidents, Data skew from improper categorisation., Poor data integration.	3H	[REDACTED]	1L
16. Emergency Protocol	Outdated emergency plans leading to uncoordinated response efforts, Poor communication during crisis moments., Equipment failure under critical conditions.	4A	[REDACTED]	2M

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17. Review and Feedback	Inaction on collected feedback, Poor collaboration on shared insights., Critical voices not being highlighted.	2M	[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 2017
 Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>
 Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-of-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) Regulations 2011
 Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplaces-and-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.