

## Adjusting Storage Area Lighting Risk Assessment

|                   |        |        |
|-------------------|--------|--------|
| Business Name:    | ABN:   |        |
| Business Address: |        |        |
| Contact Person:   | Phone: | Email: |

### THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THE 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: |                |

| RISK MATRIX                               |   |   |                    |            |  |                |  |  |  |
|---|---|---|--------------------|------------|--|----------------|--|--|--|
| LIKELIHOOD                                | INSIGNIFICANT                               | MINOR   | MODERATE           | MAJOR      | CATASTROPHIC   | SCORE          | ACTION   | HIERARCHY OF CONTROLS  |  |
| ALMOST CERTAIN                            | 3<br>HIGH                                   | 3<br>HIGH   | 4<br>ACUTE         | 4<br>ACUTE | 4<br>ACUTE   |                |  | <b>Elimination</b><br>Remove the hazard.   |  |
| LIKELY                                    | 2<br>MODERATE                               | 3<br>HIGH   | 3<br>HIGH          | 4<br>ACUTE | 4<br>ACUTE   | 4A<br>ACUTE    | DO NOT PROCEED   | <b>Substitution</b><br>Replace the hazard.                                       |  |
| POSSIBLE                                  | 1<br>LOW                                    | 2<br>MODERATE   | 3<br>HIGH          | 4<br>ACUTE | 4<br>ACUTE   | 3H<br>HIGH     | Review before work starts.   | Isolation<br>Isolate People from the hazard                                      |  |
| UNLIKELY                                  | 1<br>LOW                                    | 1<br>LOW  | 2<br>MODERATE      | 3<br>HIGH  | 4<br>ACUTE   | 2M<br>MODERATE | Ensure control measures in place.  | <b>Engineering</b><br>Isolate the hazard   |  |
| RARE                                      | 1<br>LOW                                    | 1<br>LOW  | 2<br>MODERATE      | 3<br>HIGH  | 3<br>HIGH  | 1L<br>LOW      | Monitor and keep records.  | <b>Administrative</b><br>Change  |  |
|   |   |   |                    |            |  |                |  | <b>PPE</b>   |  |
| <b>Risk Rating &amp; Required Action:</b> |   |   |                    |            |  |                |  | <b>Notes on Hierarchy of Controls:</b>   |  |
| 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. |                    |            |  |                |  | Remember to apply controls in the preferred order shown by the coloured pyramid: |  |
| 3H  |   | Review and approve additional controls before task starts. Senior supervisor sign-off needed.   |                    |            |  |                |  | 1. <b>Eliminate</b>  |  |
| 2M  |   | Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.   |                    |            |  |                |  | 2. Substitute  |  |
| 1L  |   | Proceed, following standard operating procedures. Monitor and keep records.   |                    |            |  |                |  | 3. Isolate   |  |
| <b>Consequence Scale:</b>                 |   |   |                    |            |  |                |  | 4. Engineering   |  |
| Consequence                               | People (injury/illness)                     |   | Project / Assets   |            | Compliance / Reputation                                  |                | 5. Administrative  |  |  |
| Catastrophic                              | Fatality or permanent total disability      |   | project shutdown   |            | Significant regulator intervention; criminal prosecution |                | 6. PPE   |  |  |
| Major                                     | Serious injury/illness (hospital > 5 days)  |   | critical delay     |            | Improvement notice; major media coverage                 |                | Always document <b>why</b> a lower-order control is accepted if elimination or substitution is not reasonably practicable. |  |  |
| Moderate                                  | Medical-treatment injury; lost-time > 1 day |   | moderate delay     |            | Minor breach; adverse client comment                     |                | <i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>      |  |  |
| Minor                                     | First-aid only, no lost time                |   | negligible delay   |            | Isolated non-conformance                                 |                |  |  |  |
| Insignificant                             | No injury                                   |   | no schedule impact |            | Deviation caught and corrected on site                   |                |  |  |  |

| 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               | slips, trips                              | 3H           | <ul style="list-style-type: none"> <li>- Clear the area of unnecessary obstacles.</li> <li>- Use non-slip mats where applicable.</li> <li>- Ensure adequate signage is displayed.</li> <li>- Conduct a safety briefing with all personnel.</li> <li>- Wear appropriate personal protective equipment.</li> <li>- Check for changes in surface levels.</li> <li>- Secure loose cables and wires.</li> <li>- Illuminate the work area adequately with temporary lighting.</li> <li>- Limit the number of personnel in the area.</li> <li>- Test the walkway for slip resistance.</li> </ul>  | 2M            |
| 2. Inspect Existing Lighting | electric shock, falls from height         | 3H           | <ul style="list-style-type: none"> <li>- De-energise electrical circuits before inspection.</li> <li>- Confirm de-energisation with a voltage tester.</li> <li>- Use safety harness and ladders or elevated work platforms.</li> <li>- Inspect ladder for integrity before use.</li> <li>- Maintain three points of contact on ladders.</li> <li>- Ensure a second person is present for assistance.</li> <li>- Wear rubber-soled shoes to minimise conductivity.</li> <li>- Avoid wet conditions during inspection.</li> <li>- Conduct visual checks for loose fittings.</li> <li>- Keep tools and equipment organised to prevent falls.</li> </ul> | 2M            |
| 3. Remove Defective Lights   | electric shock, struck by falling objects | 4A           | <ul style="list-style-type: none"> <li>- Turn off power and verify with a tester before removal.</li> <li>- Use insulating gloves and tools.</li> <li>- Position warning signs for overhead work.</li> <li>- Secure area below to prevent access.</li> <li>- Prepare tools to manage any light debris.</li> <li>- Use proper lifting techniques to manage weight.</li> <li>- Communicate clearly with support personnel.</li> <li>- Ensure all replacement equipment is close at hand.</li> </ul>  | 2M            |

| 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 |
|                                      |  |              | <ul style="list-style-type: none"> <li>- Check for unplanned movement of fixtures.</li> <li>- Double-check manufacturer's removal instructions.</li> </ul>   |               |
| 4. Install Replacement Lights        | electric shock, manual handling injuries | 4A           | <ul style="list-style-type: none"> <li>- Turn off power to the area.</li> <li>- Use proper lifting techniques.</li> <li>- Wear appropriate PPE.</li> <li>- Ensure the work area is clear.</li> <li>- Use the correct tools and equipment.</li> <li>- Follow the manufacturer's instructions.</li> <li>- Have a second person assist if needed.</li> <li>- Test the new lights after installation.</li> <li>- Clean up the work area.</li> <li>- Dispose of old lights properly.</li> <li>- Document the work.</li> </ul> | 2M            |
| 5. Test and Adjust New Lighting      | electric shock, inadequate lighting      | 3H           | <ul style="list-style-type: none"> <li>- Turn off power to the area.</li> <li>- Use proper testing techniques.</li> <li>- Wear appropriate PPE.</li> <li>- Ensure the work area is clear.</li> <li>- Use the correct tools and equipment.</li> <li>- Follow the manufacturer's instructions.</li> <li>- Adjust the lighting as needed.</li> <li>- Test the lighting at different angles.</li> <li>- Document the work.</li> </ul>  | 1L            |
| 6. Clean Work Area Post-Installation | slips, trips                             | 2M           | <ul style="list-style-type: none"> <li>- Remove all tools and equipment.</li> <li>- Clean up any debris.</li> <li>- Ensure the work area is clear.</li> <li>- Use proper cleaning techniques.</li> <li>- Document the work.</li> </ul>   | 1L            |

| 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 |
|  |  |              |  |               |
| 7. Decommission Old Lighting Equipment | electric shock, chemical exposure          | 3H           |  | 2M            |
| 8. Verify Record Keeping               | data inaccuracy, communication failure     | 2M           |  | 1L            |
| 9. Conduct Final Inspection            | incomplete installation, structural issues | 3H           |  | 1L            |

| JOB STEP                                       | POTENTIAL HAZARDS                          | IR           | CONTROL MEASURES   | RR            |
|--|--|--------------|--|---------------|
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|  |  |              |  |               |
| 10. Implement Continuous Monitoring            | deterioration over time, unreported faults | 3H           |  | 1L            |
| 11. Parking and Traffic Management During Work | vehicle collision, pedestrian accident     | 4A           |  | 2M            |
| 12. Air Quality Monitoring                     | dust inhalation, chemical residue          | 3H           |  | 1L            |

| 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 |
|   |   |              |  |               |
| 13. Community Consultation and Engagement | misinformation, public dissatisfaction          | 2M           |  | 1L            |
| 14. Conduct Stakeholder Review            | lack of cooperation, discrepancies expectations | 3H           |  | 2M            |
| 15. Financial and Contractual Review      | budget overrun, contract disputes               | 4A           |  | 2M            |

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|------------------------------|------------------------------------|--------------|--|---------------|
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|                              |                                    |              |  |               |
| 16. Training and Development | insufficient training, skill gaps  | 3H           |  | 1L            |
| 17. Review Project Outcomes  | inefficiency, project misalignment | 3H           |  | 2M            |
|                              |                                    |              |  |               |
|                              |                                    |              |  |               |



## 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 IF 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>

### 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-codes-of-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/workplace-safety-laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/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>

### 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.

### 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>

### 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>

### 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>

### 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