

## Attend Machine Start Up 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 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> 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.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change	
								<b>PPE</b>	

### 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:

- Eliminate**
- Substitute
- Isolate
- Engineering
- Administrative
- 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	Slips, Trips, Falls, Inadequate Training	3H	<ul style="list-style-type: none"> <li>- Conduct training sessions for all personnel involved.</li> <li>- Inspect work area for potential slip and trip hazards.</li> <li>- Remove or secure cables and clutter from work areas.</li> <li>- Wear appropriate non-slip footwear.</li> <li>- Ensure adequate lighting in the work area.</li> <li>- Use signage to denote wet or uneven surfaces.</li> <li>- Maintain good housekeeping practices.</li> <li>- Establish emergency response procedures.</li> <li>- Verify competency and certification of personnel.</li> <li>- Develop a checklist for startup preparation.</li> </ul>	2M
2. Read Work Instructions	Misunderstanding Procedures, Incorrect Documentation	3H	<ul style="list-style-type: none"> <li>- Review and update work instructions regularly.</li> <li>- Provide clear and concise work instructions.</li> <li>- Use aids and diagrams where possible.</li> <li>- Train staff on correct reading of work instructions.</li> <li>- Implement a double-check system for understanding.</li> <li>- Use approved and authorized documentation only.</li> <li>- Ensure documentation is easily accessible.</li> <li>- Conduct toolbox talks about potential changes.</li> <li>- Perform regular audits to verify document version control.</li> <li>- Ensure literacy and language proficiency of workers.</li> </ul>	2M
3. Inspect Machinery	Mechanical Failures, Electrical Hazards	4A	<ul style="list-style-type: none"> <li>- Conduct thorough pre-start checks.</li> <li>- Ensure lockout/tagout procedures are followed.</li> <li>- Use insulated tools and PPE when inspecting.</li> <li>- Train workers on identifying mechanical issues.</li> <li>- Use only trained personnel for inspections.</li> <li>- Check for any visual signs of wear or damage.</li> <li>- Follow manufacturer's inspection guidelines.</li> <li>- Verify calibration of instruments and gauges.</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Implement regular maintenance schedules.</li> <li>- Document and communicate inspection outcomes.</li> </ul>	
4. Equipment Setup	Incorrect Assembly, Strain Injuries	3H	<ul style="list-style-type: none"> <li>- Read and understand the manufacturer's instructions.</li> <li>- Ensure the equipment is properly assembled and secured.</li> <li>- Use proper lifting techniques and avoid overexertion.</li> <li>- Wear appropriate personal protective equipment (PPE).</li> <li>- Perform regular maintenance checks on the equipment.</li> <li>- Communicate with the team and supervisor throughout the setup process.</li> <li>- Stop work immediately if you experience any pain or discomfort.</li> <li>- Seek medical attention if you are injured.</li> </ul>	2M
5. Power On Machine	Electric Shock, Unexpected Movements	4A	<ul style="list-style-type: none"> <li>- Ensure the machine is properly grounded and insulated.</li> <li>- Use insulated tools and equipment.</li> <li>- Lock out and tag out the machine before performing any maintenance.</li> <li>- Warn others that the machine is being powered on.</li> <li>- Follow the manufacturer's instructions for starting the machine.</li> <li>- Monitor the machine closely for any unusual sounds or vibrations.</li> <li>- Stop the machine immediately if you notice any problems.</li> </ul>	3H
6. Monitor Initial Operations	Operational Malfunction, Overheating	3H	<ul style="list-style-type: none"> <li>- Monitor the machine's performance and output.</li> <li>- Check for any unusual sounds, smells, or vibrations.</li> <li>- Stop the machine if you notice any malfunctions or overheating.</li> <li>- Investigate the cause of the problem and take appropriate action.</li> <li>- Report any issues to the supervisor.</li> </ul>	2M

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7. Adjust Settings	Incorrect Calibration, Unexpected Reactions	3H		2M
8. Conduct Safety Tests	Failure of Safety Features, False Alarms	4A		2M
9. Load Materials	Manual Handling, Material Spillage	3H		2M

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10. Begin Production	Production Faults, Unexpected Shut Down	4A		2M
11. Quality Check	Inconsistent Standards, Defective Output	3H		2M
12. Package and Label	Incorrect Labelling, Packaging Failures	3H		2M

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13. Dispatch	Loading Injuries, Logistics Delays	3H		2M
14. Record and Review	Data Inaccuracy, Data Loss	3H		1L
15. Shutdown Procedures	Residual Energy, Equipment Damage	4A		2M

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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 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>

### 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-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/workplace-safety-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>

### 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

### 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.