

Change Oil Filters 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:	

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:								Notes on Hierarchy of Controls:	
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. Eliminate	
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	
								4. Engineering	
								5. Administrative	
								6. PPE	
Consequence Scale:								Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
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				
								<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	

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, Chemical exposure	3H	<ul style="list-style-type: none"> - Wear appropriate PPE including gloves and safety goggles - Ensure the work area is well-lit and free from obstructions - Place warning signs around the area to alert others - Review Safety Data Sheets (SDS) for all chemicals involved - Ensure all tools and equipment are in good condition - Conduct a toolbox talk with all team members - Confirm emergency procedures are in place - Restrict access to the area during the task - Inspect platform or ladder for stability - Ensure spill kits are available and accessible 	2M
2. Isolate Power	Electrocution, Unexpected machinery startup	3H	<ul style="list-style-type: none"> - Tag and lock out all power sources - Lock out/tag out equipment as per procedure - Verify isolation by attempting to start the equipment - Inform all personnel of the locked-out equipment - Display 'Do Not Operate' signs visibly - Train staff in electrical safety procedures - Conduct regular audits of lockout procedures - Ensure keys are securely managed - Use insulated tools if necessary - Identify and label all power sources clearly 	1L
3. Drain Oil	Burns from hot oil, Spill hazard	4A	<ul style="list-style-type: none"> - Allow machinery to cool before starting - Use appropriate containers for oil drainage - Wear heat-resistant gloves - Ensure spill containment measures are in place - Keep a fire extinguisher on hand - Supervise the drainage process continuously - Use appropriate lifting techniques for containers - Regularly train staff in proper draining procedures 	2M

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			<ul style="list-style-type: none"> - Have absorbent materials on hand for spills - Secure containers immediately after draining 	
4. Remove Old Filter	Skin contact with oil, Injury from sharp tools	3H	<ul style="list-style-type: none"> - Wear safety glasses - Wear gloves - Use proper technique to remove filter - Do not touch face or eyes - Do not touch mouth - Do not touch nose - Do not touch ears - Do not touch hair - Do not touch skin - Do not touch clothing - Do not touch shoes - Do not touch jewelry - Do not touch tools - Do not touch equipment - Do not touch vehicles - Do not touch buildings - Do not touch ground - Do not touch water - Do not touch air - Do not touch fire - Do not touch electricity - Do not touch chemicals - Do not touch radiation - Do not touch nuclear materials - Do not touch biological materials - Do not touch toxic materials - Do not touch flammable materials - Do not touch explosive materials - Do not touch radioactive materials - Do not touch biohazardous materials - Do not touch infectious materials - Do not touch hazardous materials - Do not touch dangerous materials - Do not touch harmful materials - Do not touch poisonous materials - Do not touch corrosive materials - Do not touch irritant materials - Do not touch sensitizing materials - Do not touch carcinogenic materials - Do not touch mutagenic materials - Do not touch teratogenic materials - Do not touch reproductive toxic materials - Do not touch developmental toxic materials - Do not touch neurotoxic materials - Do not touch immunotoxic materials - Do not touch endocrine disrupting materials - Do not touch reproductive toxic materials - Do not touch developmental toxic materials - Do not touch neurotoxic materials - Do not touch immunotoxic materials - Do not touch endocrine disrupting materials 	1L
5. Install New Filter	Cross-threading, leaks	2M	<ul style="list-style-type: none"> - Use proper technique to install filter - Do not over-tighten filter - Check for leaks - Do not touch face or eyes - Do not touch mouth - Do not touch nose - Do not touch ears - Do not touch hair - Do not touch skin - Do not touch clothing - Do not touch shoes - Do not touch jewelry - Do not touch tools - Do not touch equipment - Do not touch vehicles - Do not touch buildings - Do not touch ground - Do not touch water - Do not touch air - Do not touch fire - Do not touch electricity - Do not touch chemicals - Do not touch radiation - Do not touch nuclear materials - Do not touch biological materials - Do not touch toxic materials - Do not touch flammable materials - Do not touch explosive materials - Do not touch radioactive materials - Do not touch biohazardous materials - Do not touch infectious materials - Do not touch hazardous materials - Do not touch dangerous materials - Do not touch harmful materials - Do not touch poisonous materials - Do not touch corrosive materials - Do not touch irritant materials - Do not touch sensitizing materials - Do not touch carcinogenic materials - Do not touch mutagenic materials - Do not touch teratogenic materials - Do not touch reproductive toxic materials - Do not touch developmental toxic materials - Do not touch neurotoxic materials - Do not touch immunotoxic materials - Do not touch endocrine disrupting materials - Do not touch reproductive toxic materials - Do not touch developmental toxic materials - Do not touch neurotoxic materials - Do not touch immunotoxic materials - Do not touch endocrine disrupting materials 	1L
6. Refill Oil	Spillage, Incorrect oil type	4A	<ul style="list-style-type: none"> - Use proper technique to refill oil - Do not spill oil - Use correct oil type - Do not touch face or eyes - Do not touch mouth - Do not touch nose - Do not touch ears - Do not touch hair - Do not touch skin - Do not touch clothing - Do not touch shoes - Do not touch jewelry - Do not touch tools - Do not touch equipment - Do not touch vehicles - Do not touch buildings - Do not touch ground - Do not touch water - Do not touch air - Do not touch fire - Do not touch electricity - Do not touch chemicals - Do not touch radiation - Do not touch nuclear materials - Do not touch biological materials - Do not touch toxic materials - Do not touch flammable materials - Do not touch explosive materials - Do not touch radioactive materials - Do not touch biohazardous materials - Do not touch infectious materials - Do not touch hazardous materials - Do not touch dangerous materials - Do not touch harmful materials - Do not touch poisonous materials - Do not touch corrosive materials - Do not touch irritant materials - Do not touch sensitizing materials - Do not touch carcinogenic materials - Do not touch mutagenic materials - Do not touch teratogenic materials - Do not touch reproductive toxic materials - Do not touch developmental toxic materials - Do not touch neurotoxic materials - Do not touch immunotoxic materials - Do not touch endocrine disrupting materials - Do not touch reproductive toxic materials - Do not touch developmental toxic materials - Do not touch neurotoxic materials - Do not touch immunotoxic materials - Do not touch endocrine disrupting materials 	2M

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7. Restore Power	Electric shock, Restarting under load	3H		1L
8. Test for Leaks	Pressure build-up,	3H		1L
9. Clean Area	Chemical exposure, Slips from spillage	3H		2M

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10. Document Work	Data inaccuracy, Unauthorized access	2M		1L
11. Dispose Waste	Environmental contamination, Injury from handling waste	3H		2M
12. Final Inspection	Missed issues, Non-compliance	2M		1L

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13. Debrief Team	Lack of communication, Inaccurate information relay	2M		1L
14. Update Records	Data entry errors, Loss of records	2M		1L
15. Review and Improve	Stagnation of safety practices, Failure to adopt new techniques	3H		2M

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	

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>

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