

Changing Hvac 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	Lifting injuries, Chemical exposure	3H	<ul style="list-style-type: none"> - Conduct a pre-start briefing to discuss tasks and responsibilities. - Use appropriate personal protective equipment (PPE) such as gloves and eyewear. - Ensure all tools and equipment are clean and in proper working order. - Clearly define and mark the work area to prevent unauthorized access. - Provide proper training in manual handling techniques. - Ensure chemical safety data sheets are available on-site. - Conduct a risk assessment to identify and mitigate risks. - Establish an emergency communication procedure. - Conduct health and safety checks for each team member. - Test communication devices to ensure proper function. 	2M
2. Collect Tools	Trips and falls, Tool misuse	3H	<ul style="list-style-type: none"> - Inspect each tool to confirm it is in good working condition. - Arrange tools neatly in a toolbox or toolbelt. - Ensure pathways are clear of obstacles and debris. - Provide tool use training to all personnel. - Use ladders with appropriate safety features where needed. - Regularly check tool use procedures for each worker. - Implement a buddy system to monitor tool handling. - Immediately report any damaged tools to a supervisor. - Use tool lanyards to prevent falling tools in elevated areas. - Supervise less experienced workers using tools. 	1L
3. Shut Down HVAC System	Electrical shock, System restarting unexpectedly	4A	<ul style="list-style-type: none"> - Turn off power at the main switchboard and lockout the system. - Post warning signs on the system to warn against operation. - Use insulated tools when working near electrical components. - Verify the system is completely powered down before beginning work. - Provide specific lockout/tagout (LOTO) training to all involved. - Confirm shutdown with a second person to ensure it is done correctly. - Regularly inspect lockout devices for integrity. - Establish an emergency response procedure for electrical incidents. 	2M

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			<ul style="list-style-type: none"> - Record shutdown procedures in the maintenance log. - Utilize voltage testers to ensure power has been cut 	
4. Access HVAC Unit	Falling from height, Restricted access	3H	<ul style="list-style-type: none"> - Use proper fall protection techniques - Ensure all tools and materials are secured - Use ladders or scaffolding as appropriate - Wear safety harness and fall arrest system - Establish safe work zones - Use proper body mechanics - Communicate with team members - Perform regular safety checks - Use proper lifting techniques - Ensure adequate lighting - Use proper hand signals - Establish clear communication - Use proper footing - Avoid distractions - Use proper hand placement - Ensure proper grip - Use proper body alignment - Avoid overexertion - Take regular breaks - Stay hydrated - Use proper breathing techniques - Avoid confined spaces - Use proper ventilation - Ensure proper air flow - Use proper hand placement - Ensure proper grip - Use proper body alignment - Avoid overexertion - Take regular breaks - Stay hydrated - Use proper breathing techniques - Avoid confined spaces - Use proper ventilation - Ensure proper air flow 	1L
5. Remove Panel	Sharp edges, Straps from awkward positions	3H	<ul style="list-style-type: none"> - Use proper cutting techniques - Wear safety glasses - Use proper hand placement - Ensure proper grip - Use proper body alignment - Avoid overexertion - Take regular breaks - Stay hydrated - Use proper breathing techniques - Avoid confined spaces - Use proper ventilation - Ensure proper air flow - Use proper hand placement - Ensure proper grip - Use proper body alignment - Avoid overexertion - Take regular breaks - Stay hydrated - Use proper breathing techniques - Avoid confined spaces - Use proper ventilation - Ensure proper air flow 	2M
6. Handle Old Filters	Dust and allergens, Contamination	3H	<ul style="list-style-type: none"> - Wear protective clothing - Use proper handling techniques - Avoid direct contact - Use proper hand placement - Ensure proper grip - Use proper body alignment - Avoid overexertion - Take regular breaks - Stay hydrated - Use proper breathing techniques - Avoid confined spaces - Use proper ventilation - Ensure proper air flow - Use proper hand placement - Ensure proper grip - Use proper body alignment - Avoid overexertion - Take regular breaks - Stay hydrated - Use proper breathing techniques - Avoid confined spaces - Use proper ventilation - Ensure proper air flow 	1L

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7. Inspect Filter Housing	Unexpected debris, Component failure	2M		1L
8. Install New Filters	Incorrect installation, Handling injuries	3H		2M
9. Reattach Panel	Pinching injuries, Improper fastening	2M		1L

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10. Clean Up Work Area	Debris remnants, Environmental contamination	2M		1L
11. Perform Final System Check	System malfunction, Unrecorded errors	3H		2M
12. Log Completion	Reporting errors, Lack of traceability	2M		1L

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13. Restore Site to Operational	Inadvertent activation, Loss of components	3H		2M
14. Review and Feedback	Communication breakdown, insufficient information sharing	2M		1L
15. Final Documentation	Incomplete records, Privacy concerns	2M		1L

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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.