

Clean Elevator Pit 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			<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:**

<b>4A</b>	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.
<b>3H</b>	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.

**Consequence Scale:**

Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance
<b>Insignificant</b>	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	Inadequate equipment inspection, Lack of PPE	3H	<ul style="list-style-type: none"> <li>- Conduct a thorough inspection of all equipment before use</li> <li>- Ensure all personnel involved are trained and competent</li> <li>- Ensure PPE is available and worn by all workers</li> <li>- Confirm that all workers understand the hazards and controls</li> <li>- Document the preparation process and approvals needed</li> <li>- Check communication devices are operational</li> <li>- Assess the weather conditions before starting</li> <li>- Establish emergency procedures and communicate them</li> <li>- Review Safe Work Method Statement (SWMS)</li> <li>- Ensure first aid kits are available and accessible</li> </ul>	2M
2. Site Assessment	Uneven or slippery surfaces, Inadequate lighting	3L	<ul style="list-style-type: none"> <li>- Assess the site for uneven or slippery surfaces</li> <li>- Install proper lighting if necessary</li> <li>- Ensure clear access to the elevator pit</li> <li>- Barricade the area to prevent unauthorised access</li> <li>- Inspect for any site-specific hazards</li> <li>- Confirm site is clear of unnecessary personnel</li> <li>- Use signage to alert workers of hazards</li> <li>- Review site assessment findings with team</li> <li>- Apply non-slip coatings or mats as needed</li> <li>- Have a site map available for reference</li> </ul>	1L
3. Lockout/Tagout	Unexpected energisation, Incorrect application of lockout	4A	<ul style="list-style-type: none"> <li>- De-energise all equipment before entering pit</li> <li>- Apply lockout/tagout devices according to procedures</li> <li>- Ensure all workers understand and apply the lockout system</li> <li>- Verify the power is off using appropriate testing equipment</li> <li>- Display lockout/tagout signage clearly</li> <li>- Have all required keys labelled and secured</li> <li>- Communicate the lockout procedure to the team</li> <li>- Involve a second person to verify the lockout</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Conduct a lockout/tagout briefing before work</li> <li>- Record lockout/tagout procedures</li> </ul>	
4. Ventilation Check	Poor air quality, Presence of hazardous gases	3H	[REDACTED]	1L
5. Equipment Setup	Incorrect equipment assembly, Faulty safety gear	3H	[REDACTED]	2M
6. Access and Egress	Blocked exit routes, Incorrect ladder positioning	4A	[REDACTED]	2M

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			[REDACTED]	
7. Pit Entry	Falling, Confined space risks	4A	[REDACTED]	2M
8. Cleaning Procedure	Exposure to cleaning chemicals from wet surfaces	3H	[REDACTED]	1L
9. Waste Disposal	Improper waste handling, Environmental contamination	3H	[REDACTED]	1L

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			[REDACTED]	
10. Pit Exit	Injury during egress, Equipment left behind	3H	[REDACTED]	2M
11. Site Cleanup	Tripping hazards, Environmental impact	3H	[REDACTED]	1L
12. Tool and Equipment Inspection	Faulty or damaged equipment, Unused tools left behind	3H	[REDACTED]	1L

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			[REDACTED]	
13. Documentation	Incomplete records, Loss of critical information	2M	[REDACTED]	1L
14. Communication	Miscommunication, Heedless of warnings	3H	[REDACTED]	1L
15. Review and Feedback	Overlooked risks, Failure to improve issues	2M	[REDACTED]	1L

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			[REDACTED]	
16. Post-Operation Training	Skills erosion, Lack of updated knowledge	3H	[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/work-places-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/work-places/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.

