

## Clean Elevator Pit 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>	
<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	
								4. Engineering	
								5. Administrative	
								6. PPE	
<b>Consequence Scale:</b>								Always document <b>why</b> 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	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 kit 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

		- Record lockout/tagout procedures
Presence of hazardous	3H	<ul style="list-style-type: none"> <li>1. Lockout/tagout procedures are not followed.</li> <li>2. Lockout/tagout procedures are not followed.</li> <li>3. Lockout/tagout procedures are not followed.</li> <li>4. Lockout/tagout procedures are not followed.</li> <li>5. Lockout/tagout procedures are not followed.</li> <li>6. Lockout/tagout procedures are not followed.</li> <li>7. Lockout/tagout procedures are not followed.</li> <li>8. Lockout/tagout procedures are not followed.</li> <li>9. Lockout/tagout procedures are not followed.</li> <li>10. Lockout/tagout procedures are not followed.</li> </ul>
Assembly, Faulty	3H	<ul style="list-style-type: none"> <li>1. Assembly is faulty.</li> <li>2. Assembly is faulty.</li> <li>3. Assembly is faulty.</li> <li>4. Assembly is faulty.</li> <li>5. Assembly is faulty.</li> <li>6. Assembly is faulty.</li> <li>7. Assembly is faulty.</li> <li>8. Assembly is faulty.</li> <li>9. Assembly is faulty.</li> <li>10. Assembly is faulty.</li> </ul>

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

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

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

[illegible]



## 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