

## Connecting Meters 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:

<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:

- 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 and trips, electrical shock	3H	<ul style="list-style-type: none"> <li>- Ensure all tools are insulated</li> <li>- Wear non-slip footwear</li> <li>- Remove any tripping hazards from the vicinity</li> <li>- Check for any water on the floor</li> <li>- Use a dry erase board to record work progress</li> <li>- Provide adequate lighting</li> <li>- Ensure that all cables are well organised</li> <li>- Use signage to alert others of the work area</li> <li>- Secure loose clothing</li> <li>- Conduct risk assessment before starting work</li> </ul>	2M
2. Isolation	electrical shock, unexpected startup	4H	<ul style="list-style-type: none"> <li>- Follow lockout Tagout (LOTO) procedures</li> <li>- Perform voltage tests to ensure power is off</li> <li>- Use insulated gloves and tools</li> <li>- Verify isolation with a voltage meter</li> <li>- Place warning signs on the equipment</li> <li>- Involve two-person verification process</li> <li>- Ensure all mobile devices are off</li> <li>- Double-check LOTO devices are correctly placed</li> <li>- Consult energy isolation diagrams</li> <li>- Train staff in emergency response procedures</li> </ul>	2M
3. Access Control	unauthorised access, fall from height	3H	<ul style="list-style-type: none"> <li>- Use barriers to restrict access to the work area</li> <li>- Ensure scaffolding is properly erected if necessary</li> <li>- Secure ladders according to safety standards</li> <li>- Clearly communicate access restrictions to all staff</li> <li>- Employ an observer for fall-prone areas</li> <li>- Conduct regular checks of access control measures</li> <li>- Provide training on safe access procedures</li> <li>- Use PPE such as harnesses when necessary</li> </ul>	1L

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
			<ul style="list-style-type: none"> <li>- Limit access to authorised personnel only</li> <li>- Install warning signs and barriers around open edges</li> </ul>	
4. Reading Meter Specifications	misinterpretation of instructions, strain injury	2M	<ul style="list-style-type: none"> <li>- Read and understand the instructions before starting the work</li> <li>- Use the correct tool for the job</li> <li>- Take regular breaks to avoid strain</li> <li>- Use the correct posture when working</li> <li>- Use the correct tool for the job</li> <li>- Take regular breaks to avoid strain</li> <li>- Use the correct posture when working</li> <li>- Use the correct tool for the job</li> <li>- Take regular breaks to avoid strain</li> <li>- Use the correct posture when working</li> </ul>	1L
5. Tool Selection	using incorrect tool, tool malfunction	3H	<ul style="list-style-type: none"> <li>- Select the correct tool for the job</li> <li>- Check the tool for damage before use</li> <li>- Use the tool correctly</li> <li>- Replace the tool if it is damaged</li> <li>- Use the correct tool for the job</li> <li>- Check the tool for damage before use</li> <li>- Use the tool correctly</li> <li>- Replace the tool if it is damaged</li> <li>- Use the correct tool for the job</li> <li>- Check the tool for damage before use</li> <li>- Use the tool correctly</li> <li>- Replace the tool if it is damaged</li> </ul>	2M
6. Environment Setup	poor lighting, cluttered workspace	2M	<ul style="list-style-type: none"> <li>- Ensure the workspace is well lit</li> <li>- Keep the workspace clean and clutter-free</li> <li>- Use the correct tool for the job</li> <li>- Take regular breaks to avoid strain</li> <li>- Use the correct posture when working</li> <li>- Use the correct tool for the job</li> <li>- Take regular breaks to avoid strain</li> <li>- Use the correct posture when working</li> <li>- Use the correct tool for the job</li> <li>- Take regular breaks to avoid strain</li> <li>- Use the correct posture when working</li> </ul>	1L

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
7. Personal Protective Equipment (PPE)	inadequate PPE, PPE failure	3H		2M
8. Meter Inspection	faulty equipment, unexpected electrical discharge	4A		2M
9. Cable Connection	cross-connection, electric shock	4A		2M

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
10. Power Connection	arc flash, short circuit	4A		2M
11. Functional Testing	equipment malfunction, inaccurate readings	3H		2M
12. Reading and Recording	data misinterpretation, manual error	2M		1L

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
13. Quality Assurance	non-conformance, overlooking defects	3H		2M
14. Disconnection	accidental live contact, equipment damage	4A		2M
15. Site Cleanup	trip hazards, sharp objects	2M		1L

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
16. Documentation	incomplete records, information loss	2M		1L
17. Feedback and Reporting	miscommunication, lack of feedback	2M		1L
18. Review and Handover	overlooked issues, poor transition	3H		2M



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
19. Monitoring and Adjusting	non-compliance, system deviations	3H		2M
20. Final Review	missed compliance checks, undetected faults	3H		2M

## 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